Study 1200/700 Quick Guide
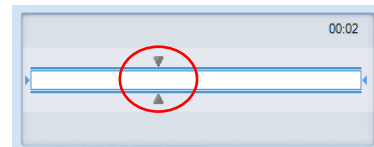
Students make their own recording
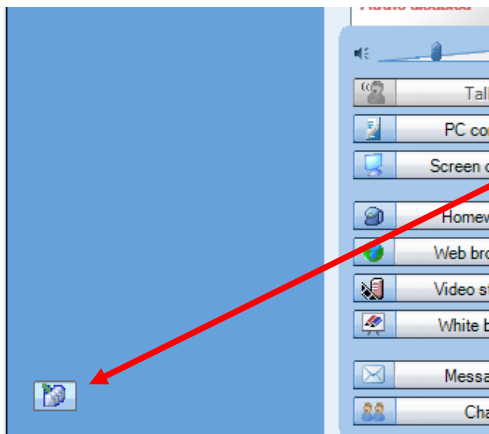*Teacher may collect recordings if required*

- Students need to be logged in, with Sanako Study Student software visible
- Ensure headset is connected, and audio levels correct
- Open Tutor software at the teacher position
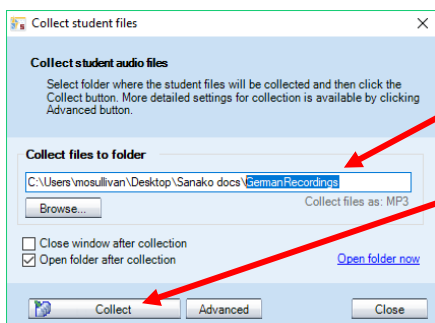
STEP 1 – STUDENTS RECORD

- Press the red speak icon and speak.

- Press the red icon again to pause.

- The blue icon stops the audio or recording, and returns to the start of the audio.

- The green icon will play the recording back.

- Drag the triangles to move to different parts of the audio.

STEP 2 – COLLECT STUDENT RECORDINGS

- When you are ready to collect your students' work, click the collect audio button at the bottom left of the Tutor software
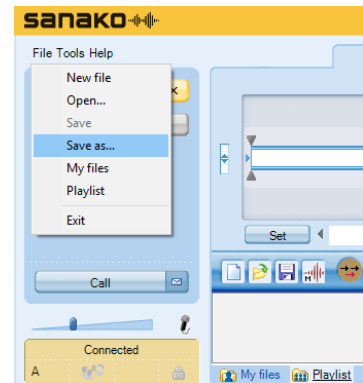
- Change the folder name at the end to something you will easily find again

- Click 'Collect' to collect student work

- Files will be collected and will appear with the student log-in names, so you can immediately identify students' work

STEP 3 – STUDENTS SAVE THEIR OWN RECORDINGS (optional)

Students can save their own work for revision or evidence if required.

- In Study Student, click on 'File' - 'Save as' and navigate to the area where the file is to be saved

- To ensure that the file can be listened to on any device, select the file type as mp3