

Study 1200 Quick Guide

sanako



Using the telephone function

- 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 – TEACHER SETS UP TELEPHONE ACTIVITY

sanako File

Select members for session
Add

Activity selection
Telephone

Media source selection
None

None

Record phone conversations
 Free recording
 Automatic call answering

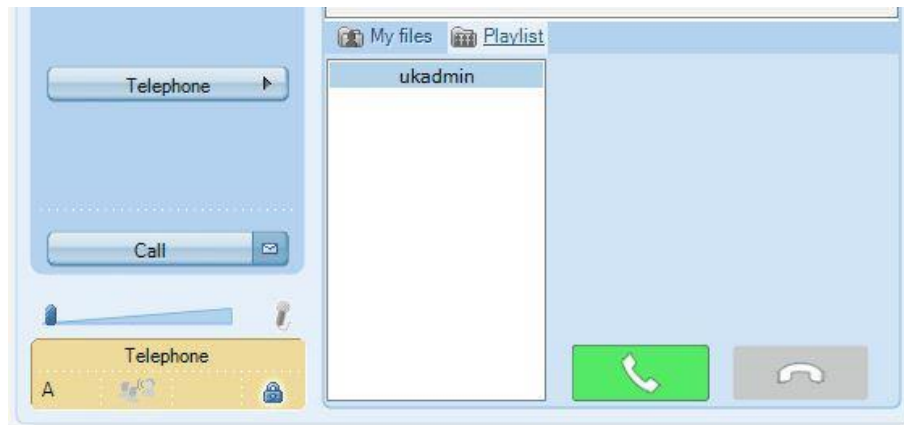
Start End

- From the drop-down menu on the left of the Tutor software, select 'Telephone'

- Decide whether you wish to record the conversations or not – tick the box if yes, leave blank if not
- Click Start to begin the activity

STEP 2 – STUDENTS BEGIN ACTIVITY

When the teacher has clicked 'Start' the students' players will open a Telephone section as shown below on their Sanako player. The list in the centre will show all students who can be contacted.



The student then

1. Selects the person they want to call from the list
2. Clicks the icon to start the call

The **receiving** student will hear a ringing tone (if the teacher did not select the automatic answering mode - in which case the call will connect immediately) and can choose to accept or reject the call using the green or red buttons.

Either student can click the icon to end the call and phone someone else if they want.

STEP 3 – END THE ACTIVITY

Click 'End' at the bottom of the screen to end the telephone activity.

Click 'Clear session' to remove the pairings and begin a new activity.