

Study 1200/700 Quick Guide

sanako



Collect student files that are not audio files

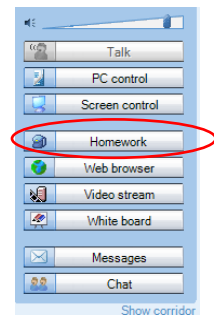
- Students need to be logged in, with Sanako Study Student software visible
- Open Tutor software at the teacher position

STEP 1 – STUDENTS CARRY OUT ACTIVITY

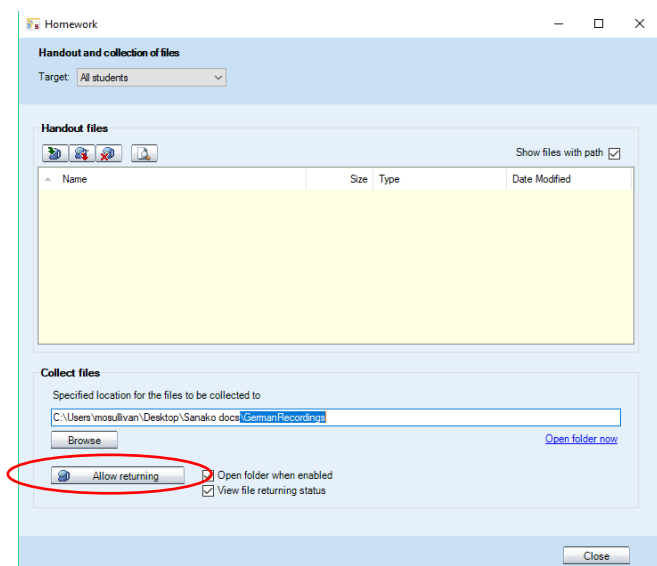
- Students may have worked on a video file, Word document, PowerPoint etc during the lesson.
- Before collecting the work, **ensure that each student has saved their file** and knows where that location is.

STEP 2 – TEACHER REQUESTS WORK FROM STUDENTS

Once students have saved their file, the teacher should click the 'Homework' button.



This will open a window on the teacher PC; the teacher should give a suitable name to the folder and select 'Allow returning'.

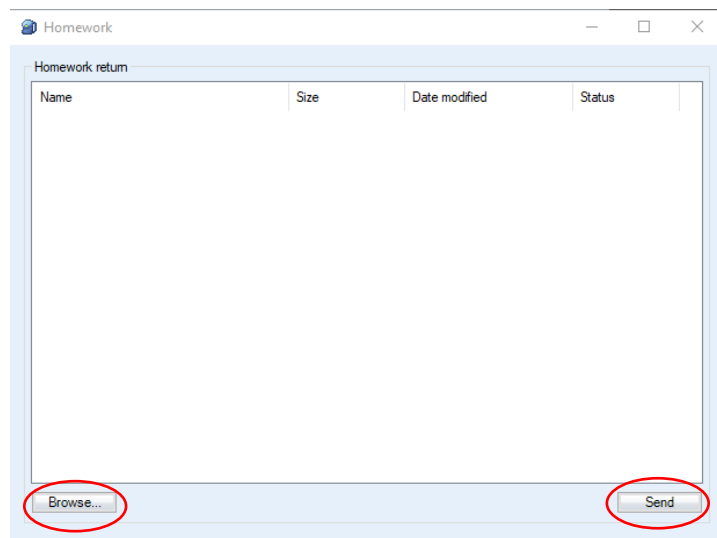


STEP 3 – STUDENTS RETURN THEIR WORK TO THE TEACHER

A window will appear on the student PC.

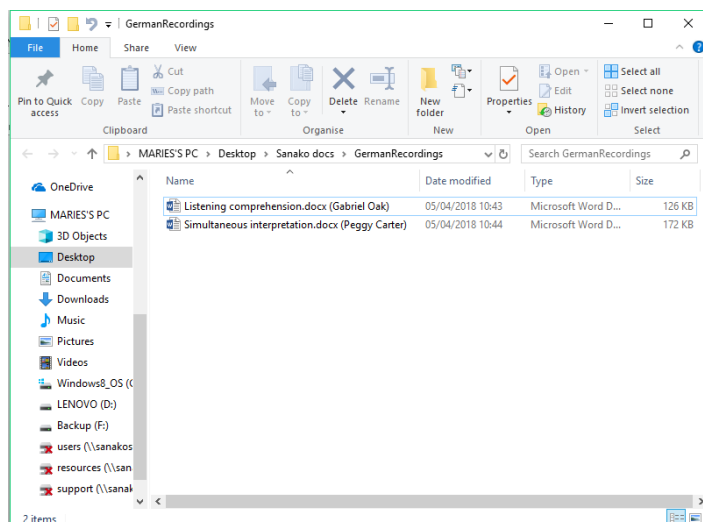
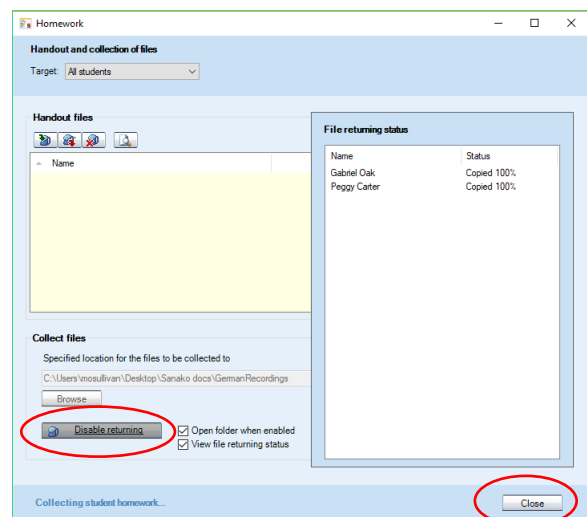
Students should click 'Browse', navigate to their saved file, and then click 'Send' to return it to the teacher.

Students are not able to close this window themselves, to avoid the possibility of closing it before they have been able to submit their work.



STEP 4 – TEACHER ENDS COLLECTION

Once all the files are collected, the teacher can select 'Disable returning' to close the student windows, then 'Close' in the Homework window.



The teacher will see the returned work in a window, with each file labelled with the student's name.

This is useful if several students have used the same name for their file (eg 'My Presentation').