Study 1200/700 Quick Guide

**Recording a video voice-over**

- 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 – SET UP ACTIVITY

- Put the video file you wish the students to use into the Playlist

- Instruct students to double click on the file in their playlist to open it

- Students will see a blank box – the controls remain on the student software, therefore it is advisable not to maximise the video window.

STEP 2 – STUDENTS CARRY OUT ACTIVITY

- Students click the red speak/pause button to begin playing the file. The student microphone will be live and will record at the same time as the video is played.

- Students can listen to themselves by returning to the start of the audio file and

  clicking to listen back.

- Use the slider on the left hand side of the player to adjust the balance between the original audio and the student recording.
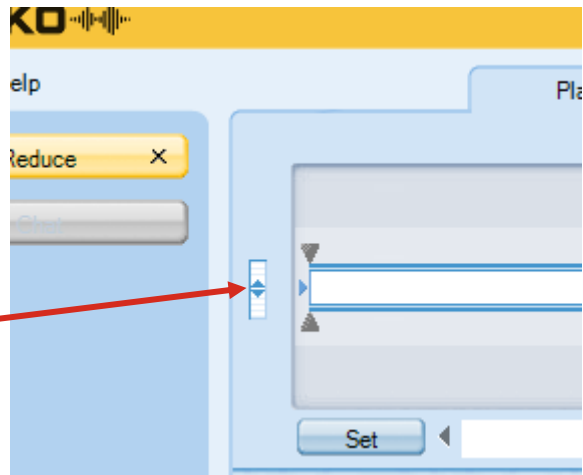
STEP 3 – COLLECT STUDENT RECORDINGS – AUDIO ONLY (FOR COLLECTING VIDEO, PLEASE SEE BELOW)
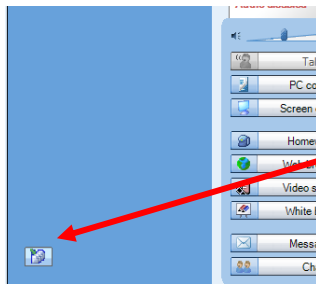
- If you just wish to collect the audio track of students' work, and do not need the video, click the 'collect audio' button at the bottom left of the Tutor software
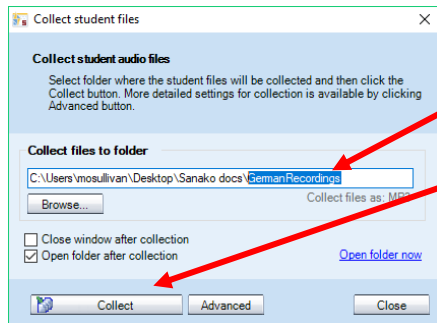

- Change the folder name at the end to something you will easily find again

- Click 'Collect' to collect student work

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

COLLECT AUDIO AND VIDEO

If you wish to have a copy of the video as well as the audio, students will need to save their work first.

In Study Student, click on 'File' - 'Save as' and navigate to the area where the file is to be saved. The file will be saved as .MFF file, as it combines both an audio and video track.
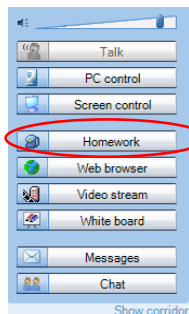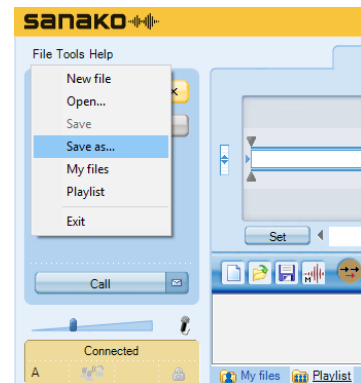
Once students have saved their file, the teacher should click the 'Homework' button.

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

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

Once all the files are collected, the teacher can select 'Disable returning' to close the student windows.