

# Study 1200/700 Quick Guide

sanako

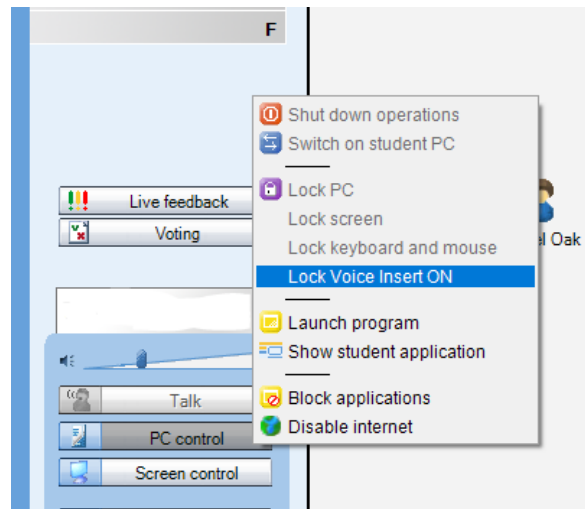
## Voice Insert – answering questions or consecutive interpretation










- 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

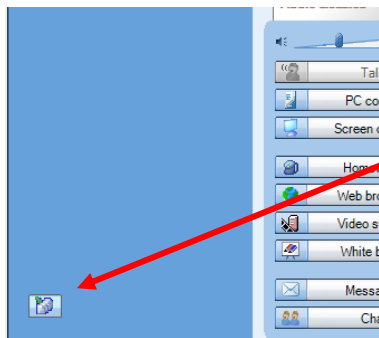
- Put the file you wish the students to use into the Playlist
- Click 'PC Control' and select 'Lock Voice Insert On'
- Instruct students to double click on the file in their playlist to open it



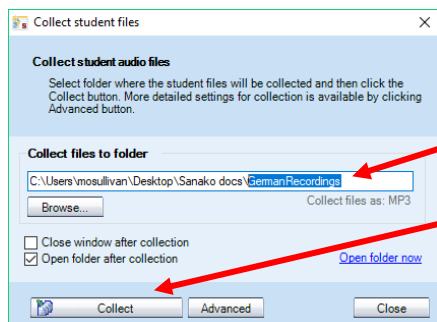
### STEP 2 – STUDENTS CARRY OUT ACTIVITY

- Students will need to use the green play/pause  and red speak/pause  buttons.
- Press  to hear the first question or statement.
- Press  to pause the audio.
- Press  to record your answer/interpretation.
- Press  to pause the recording.
- Repeat the steps above for each question / statement.
- Students can listen to themselves by returning to the start of the audio file and clicking  to listen back.

### STEP 3 – 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

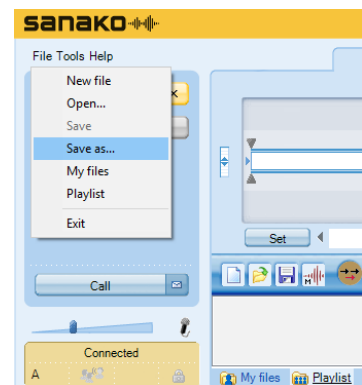


- Change the folder name at the end to something you will easily find again
- Click 'Collect' to collect student work
- Files will be collected and will appear with the student log-in names, so you can immediately identify students' work

### STEP 4 – 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
- 'Both tracks' will save the original and the student response. 'Program track' is the original file.

