

**SANAKO Study 500**

# **USER GUIDE**

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# INTRODUCTION

## WELCOME...

... to SANAKO Study 500, a software-based teaching solution that combines the use of multimedia with a suite of essential classroom management tools. Study 500 helps teachers deliver effective instruction in any subject area.

Since it is a pure software solution, Study 500 does not require any additional hardware and is therefore easy to install and maintain.

## WHAT CAN YOU DO WITH STUDY 500

The Study 500 multimedia teaching environment includes all the features and functions that are essential for effective and enjoyable teaching and learning, such as screen transfer features, audio and text communication tools, web browser and program launch capabilities, and classroom management and control features.

The basic platform of the Study 500 system can be easily upgraded and enhanced with separate extension modules, making it a flexible solution that can be modified to suit your specific teaching needs.



# GETTING STARTED

## SYSTEM REQUIREMENTS

### MINIMUM REQUIREMENTS FOR THE TEACHER AND STUDENT PC

- Microsoft® Windows® 2000 or XP
- Microsoft® .NET Framework® 1.1
- DirectX 9.0c
- 700 MHz Processor
- 256 MB Memory
- 1024\*768 resolution, 16-bit colors
- AC97 compatible sound card
- Network Adapter
- (Quicktime 7.0.3 or later is required for displaying certain file types and for the SANAKO Study Video Live Module)

### NETWORK REQUIREMENTS

Multicast transmission has to be enabled in the network.

### FIREWALLS

Rsrv.exe (Crossroad computer), Tutor.exe (Tutor computer) and Student.exe (Student computers) have to be added to the firewall exceptions or the firewall has to be disabled.

# STUDY 500 SYSTEM COMPONENTS

## STUDY 500 TUTOR

Teachers use the Study 500 Tutor application, which is the main interface to the Study 500 system. The Tutor application allows teachers to instruct with the Study 500 system and to control the classroom computers.

## STUDY 500 STUDENT

The Study 500 Student application is installed onto all student computers. Study 500 Student connects to SANAKO Crossroad at system startup and runs in the background listening for commands from Study 500 Tutor.

Students can open the student interface to work independently, however, teachers are able to control student computers, regardless of whether the Student application is visible on student screens.

## SANAKO CROSSROAD

The SANAKO Crossroad server program is the information center of the SANAKO Study 500 system and both the Tutor and Student components automatically connect to it. All system data is passed through SANAKO Crossroad and it allows communication between the Tutor and Student components.

If you do not have a separate server computer, you can install SANAKO Crossroad onto the same computer as Study 500 Tutor.

# EXTENSION MODULES FOR STUDY 500

The functionality of the Study 500 system can be extended to suit more specific needs and tasks with additional modules. The available extension modules for Study 500 include:

- SANAKO Study Blackboard Module
- SANAKO Study Content Authoring Module
- SANAKO Study Examination Module
- SANAKO Study Video Streaming Module

You can find descriptions and more information on each extension module in the *Extension modules for SANAKO Study 500* section at the end of this User Guide.

# INSTALLING STUDY 500

Installing and starting SANAKO Study 500 is easy. Just follow the instructions below.

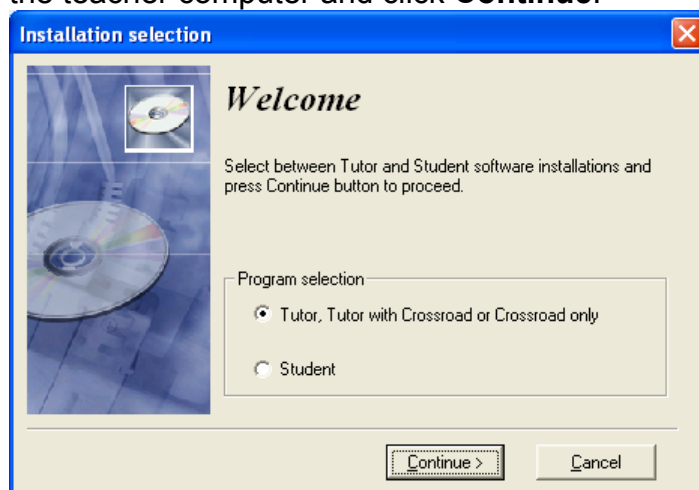
## TEACHER COMPUTER

You need to install the Study 500 Tutor application onto the teacher computer. To install Study 500 Tutor:

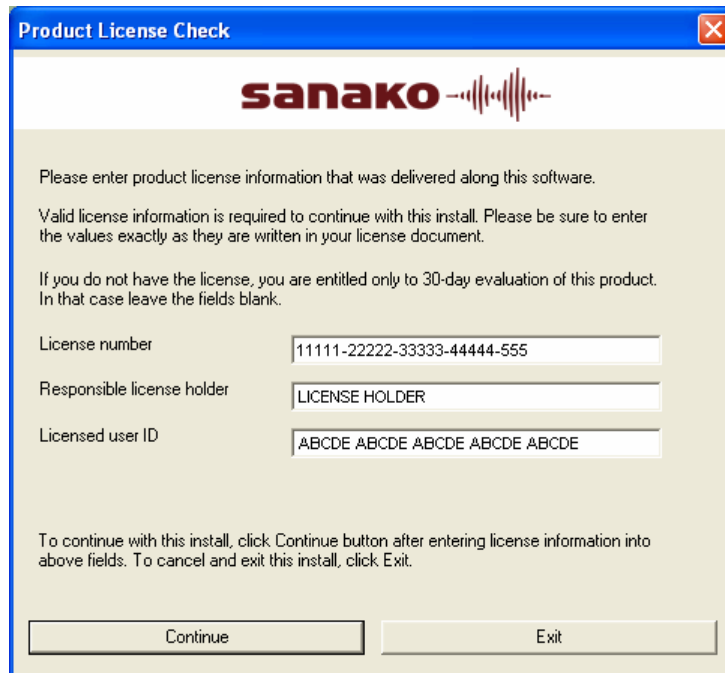
1. Make sure your computer meets the system requirements above.
2. Start your computer and insert the Study 500 Tutor CD into your CD-ROM drive.
3. The installation program begins automatically.

(If the installation does not start automatically, open the Windows Start menu, select Run, and type "D:\setup". Naturally, if your CD-ROM drive has a different drive letter, type that one instead of D)

4. The program asks whether you want to perform a Tutor or a student installation. Select the Tutor installation for the teacher computer and click **Continue**.



5. Accept the license terms, enter your license information, and click **Continue**



The dialog box is titled "Product License Check" and features the SANAKO logo at the top. It contains the following text and fields:

Please enter product license information that was delivered along this software.

Valid license information is required to continue with this install. Please be sure to enter the values exactly as they are written in your license document.

If you do not have the license, you are entitled only to 30-day evaluation of this product. In that case leave the fields blank.

License number: 11111-22222-33333-44444-555

Responsible license holder: LICENSE HOLDER

Licensed user ID: ABCDE ABCDE ABCDE ABCDE ABCDE

To continue with this install, click Continue button after entering license information into above fields. To cancel and exit this install, click Exit.

Buttons: Continue, Exit

6. Select your installation type



The dialog box is titled "SANAKO Study 1200 - Tutor version 1.24 Installation" and features a "Welcome" message. It contains the following text and fields:

This will install SANAKO Study 1200 - Tutor components.

Press the Change button to change the target folder where the files are to be installed.

Press the Install button to begin the installation.

Target folder: C:\Program Files\Sanako

Install type: Tutor with Crossroad (selected), Tutor only, Crossroad only

Buttons: Install >, Cancel

**Tutor with Crossroad** – Install both Study 500 Tutor and SANAKO Crossroad onto the teacher computer.

**Tutor only** – Install Study 500 Tutor only.

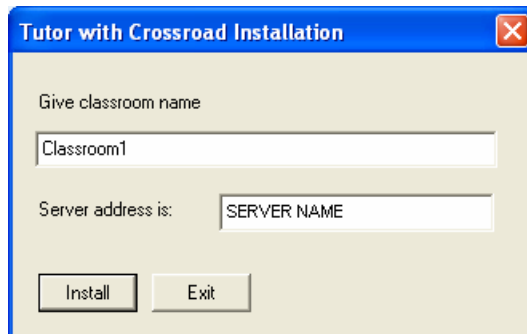
**Crossroad only** – Install SANAKO Crossroad only.

If you do not have a separate server computer, install both Study 500 Tutor and SANAKO Crossroad onto the teacher computer.

If you do have a separate server computer, install the Tutor component onto the teacher computer and SANAKO Crossroad onto the server computer

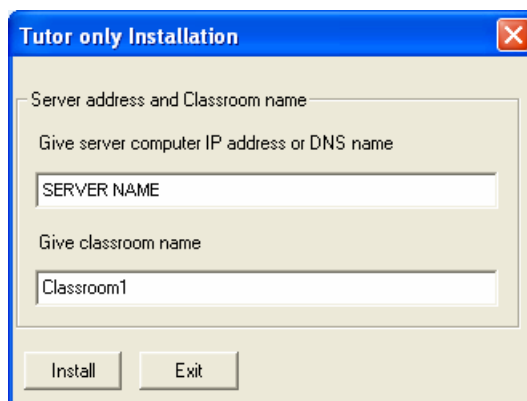
7. Depending on the selected installation type, you will next need to define server and classroom information.
- The **Server** computer is the computer that contains the SANAKO Crossroad component.
  - The **Classroom** defines a group within the network to which this workstation belongs. You can give any name for the classroom but it has to be the same on all the computers in a Study 500 system. If you want to set up two or more Study 500 systems within a network (e.g. two classrooms in the same institution), use different classroom names for the systems to prevent any interference between them.

**If you selected Tutor with Crossroad**, you need to enter a classroom for the Tutor computer and define the IP address or name of the server computer. The server computer in this case is the teacher computer.



After you have entered the required information, click **Install** and simply follow the instructions to finish the installation process.

**If you selected Tutor only**, you need to enter a classroom for the Tutor computer and define the IP address or name of the server computer.



After you have entered the required information, click **Install** and simply follow the instructions to finish the installation process.

If you selected **Crossroad only**, simply follow the instructions to finish the installation process.

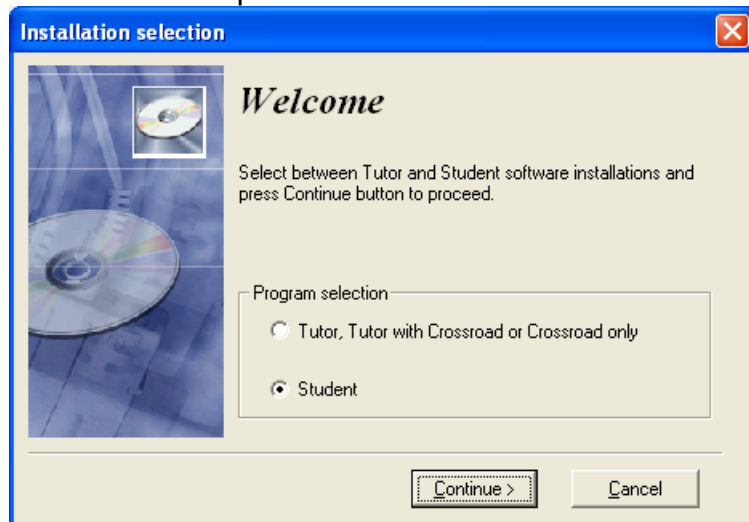
## STUDENT COMPUTERS

You need to install the Study 500 Student application onto all student computers. To install Study 500 Student:

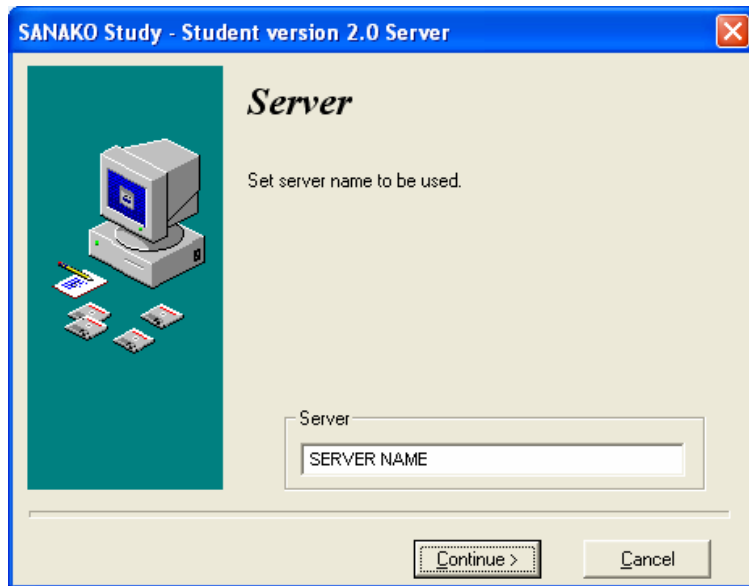
1. Make sure the computer meets the system requirements above.
2. Start your computer and insert the Study 500 Student CD into your CD-ROM drive.
3. The installation program begins automatically, just follow the instructions on the screen.

(If the installation does not start automatically, open the Windows Start menu, select Run, and type "D:\setup". Naturally, if your CD-ROM drive has a different drive letter, type that one instead of D)

4. The program asks whether you want to perform a Tutor or a student installation. Select the Student installation for the student computer and click **Continue**.



5. Accept the license terms and click **Continue**
6. Next, you need to enter the IP address or name of the server computer.



- The **Server** computer is the computer that contains the SANAKO Crossroad component.

After you have entered the required information, click **Continue** and simply follow the instructions to finish the installation process.

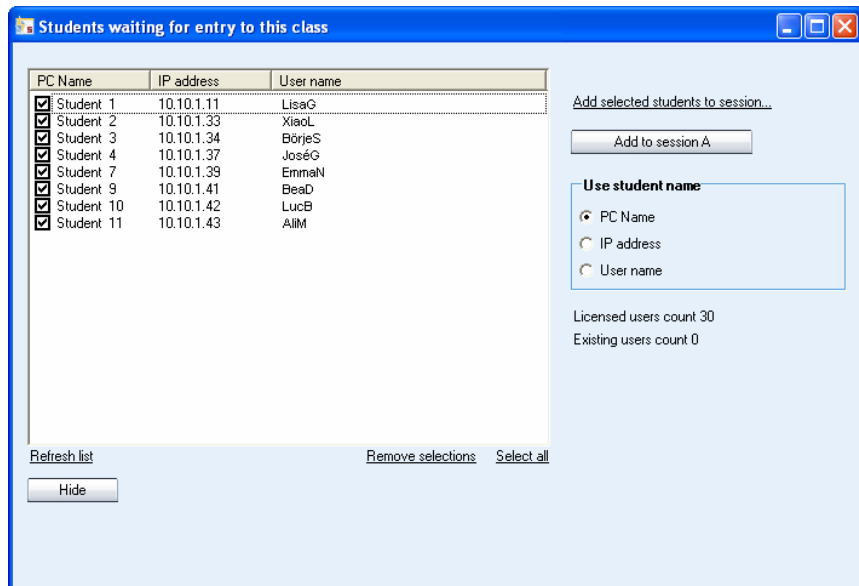
## STARTING STUDY 500 TUTOR

After the installation, you are ready to start Study 500. To start Study 500 Tutor, open the Windows **Start** menu (lower left corner on your screen) and select **Programs – SANAKO Study 500 – Tutor**.

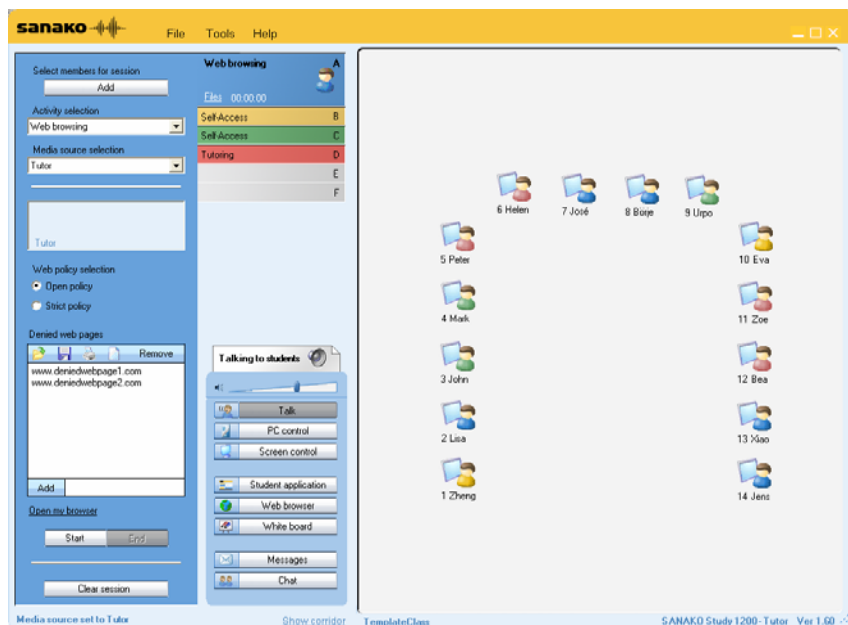
## CREATING A DEFAULT CLASS

When you start the Tutor application for the first time, the main window of Study 500 opens without any student icons. You can now add students to the classroom and create a default class layout.

To add student computers to the classroom, click on **Show Corridor** at the bottom of the Tutor application. This opens a dialog displaying all the student computers in the classroom that are switched on.



You can now select the students you want to include in the class. To add all the students to the classroom, click **Select All** and then **Add to session A**. The student icons are now added to the classroom.



To save the current classroom layout as the default class, open the **File** menu and then select **Class file** and **Save**.

## STARTING STUDY 500 STUDENT

To open the Study 500 Student interface, click the Windows Start menu and select **Programs – SANAKO Study Student – Study Student**. The teacher can also at any time display or hide the Student applications on student workstations by clicking on the **Student Applications** button on the Tutor interface.

Even if the Study 500 Student application is not open on the student screen, it is always running in the background listening to commands from Study 500 Tutor when the workstation is on.

## GETTING HELP

If you are unsure of some of the functions in the applications, you can access the Study 500 online Help file in either the Teacher or Student application by opening the **Help menu** and selecting **Help**.

# STUDY 500 TEACHER APPLICATION

## OVERVIEW

### **SESSIONS & ACTIVITIES**

Sessions and activities are two key concepts that form the basis of teaching with the Study 500 application

#### ***SESSIONS***

In Study 500, students can be divided into six different sessions that can be controlled separately and that can simultaneously perform different activities.

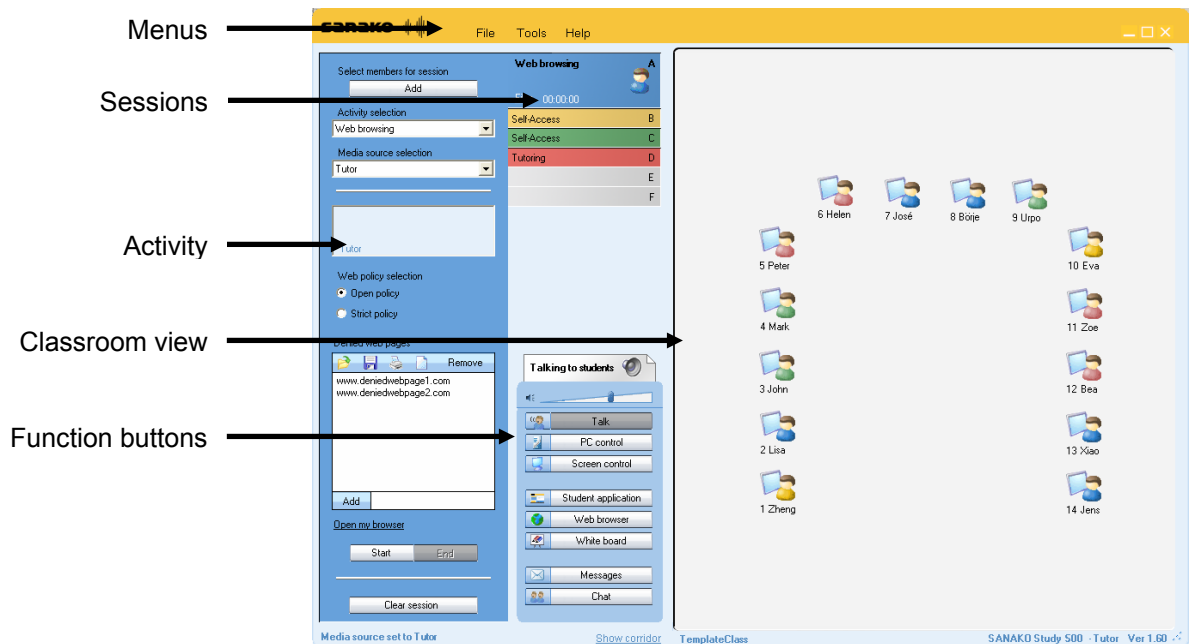
#### ***ACTIVITIES***

Teaching in the Study 500 environment is based on a set of preset learning activities, which can be utilized in the basic teaching of any subject. You can set different activities for different sessions.

The Study 500 program includes the following activities:

- Self-Access
- Tutoring
- Web Browsing

# COMPONENTS OF THE TUTOR INTERFACE

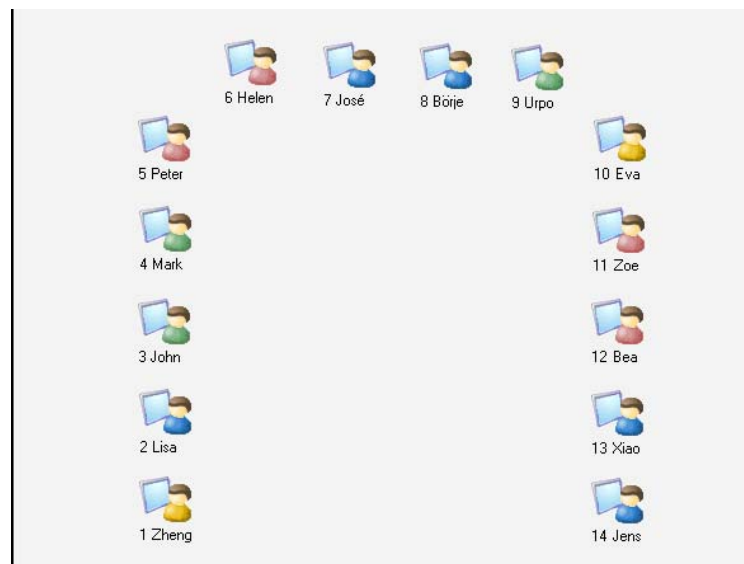


## MENUS

File Tools Help

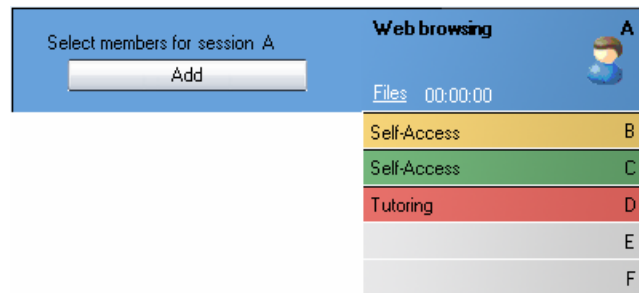
The three menus (**File**, **Tools** and **Help**) give you access to settings and preferences, to your license information, and to online help.

## CLASSROOM VIEW



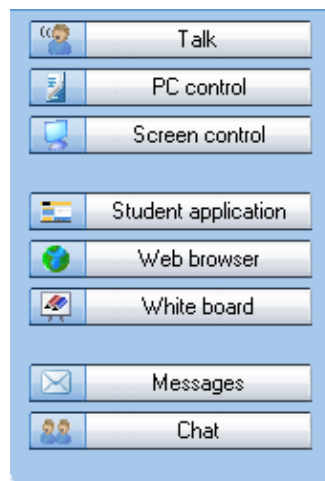
You can edit the classroom view by adding and removing student workstations and by arranging them to match your physical classroom environment. Student icons are color-coded according to the sessions they are in.

## SESSIONS



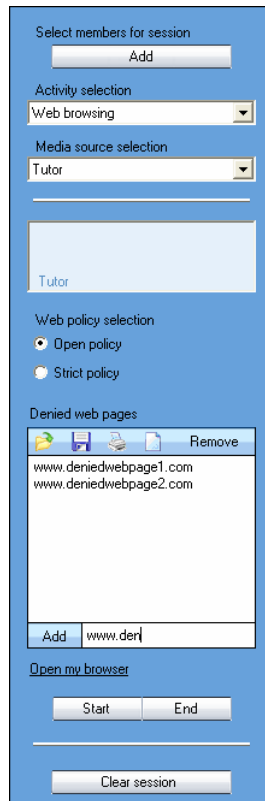
Study 500 has six different sessions that students can be placed into. The sessions allow you to divide your class into smaller groups that can be engaged in different learning activities. Empty sessions are grayed.

## FUNCTION BUTTONS



The different functions can be used for either all the students or the students of a single session.

## ACTIVITY VIEW

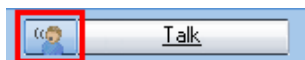


The activity view is where you can select and control the activity of the current session.

## COMMUNICATION

**To discuss with a single student**, click a student icon and select **Discuss**.

**To talk to a session**, select a session and in the Function Buttons click the icon next to the **Talk** button.



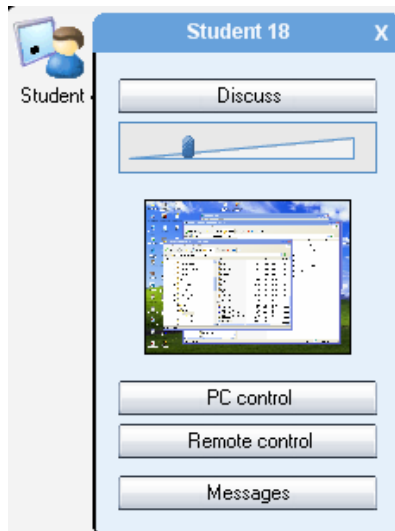
**To talk to the entire class**, click on **Talk** in the Function Buttons.



## FUNCTIONS

### **FUNCTIONS FOR A SINGLE STUDENT**

To use the different functions for a single student, click on the student icon. This opens a student monitoring window with functions that apply to the selected student.

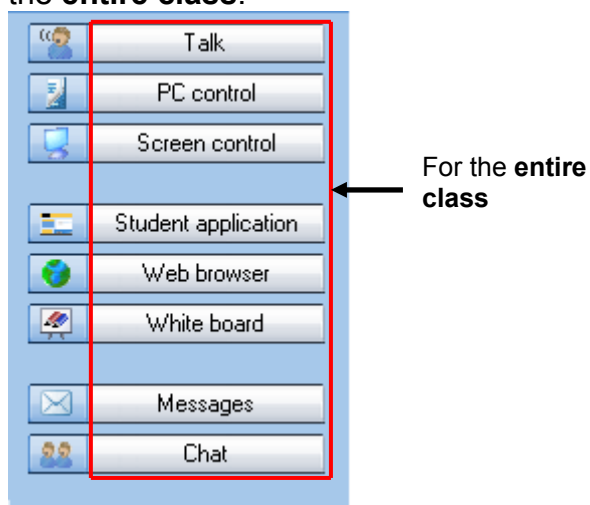


For more information on the different functions in the monitoring window, see *Functions for a single student* later in this guide.

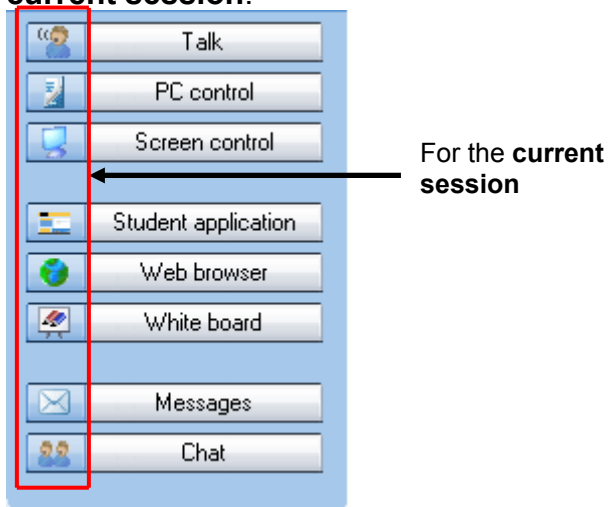
### **FUNCTIONS FOR ENTIRE CLASS / A SESSION**

The functions in the function buttons can be used for the currently selected session or for the entire class.

- Clicking the button itself will perform the function for the **entire class**.



- Clicking the icons will perform the function for the **current session**.



For more information on the different function buttons, see *Functions for entire class / a session* later in this guide.

# MENUS

## FILE MENU

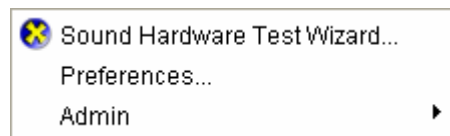
### CLASS FILE

- **If the Tutor login option has been selected** (Tools menu – Preferences – Login ), **Class file** allows you to save the current classroom layout, including student names, as a new class file, and to open and remove existing class files.
- **If the Tutor login option has not been selected** (Tools menu – Preferences – Login ), Selecting **Class file – Save** saves the current classroom layout, including student names, as the default classroom.

### EXIT

Ends the current lesson and closes Study 500 Tutor.

## TOOLS MENU

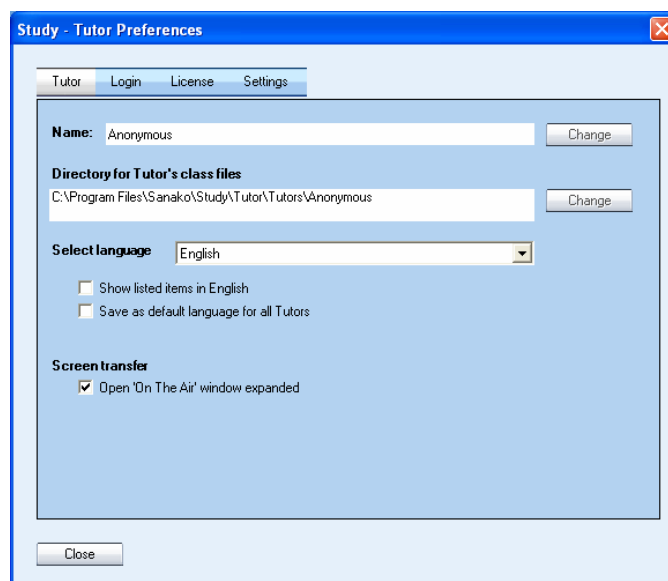


### SOUND HARDWARE TEST WIZARD

Run an automatic test to see whether your sound hardware is compatible with Study 500

### PREFERENCES

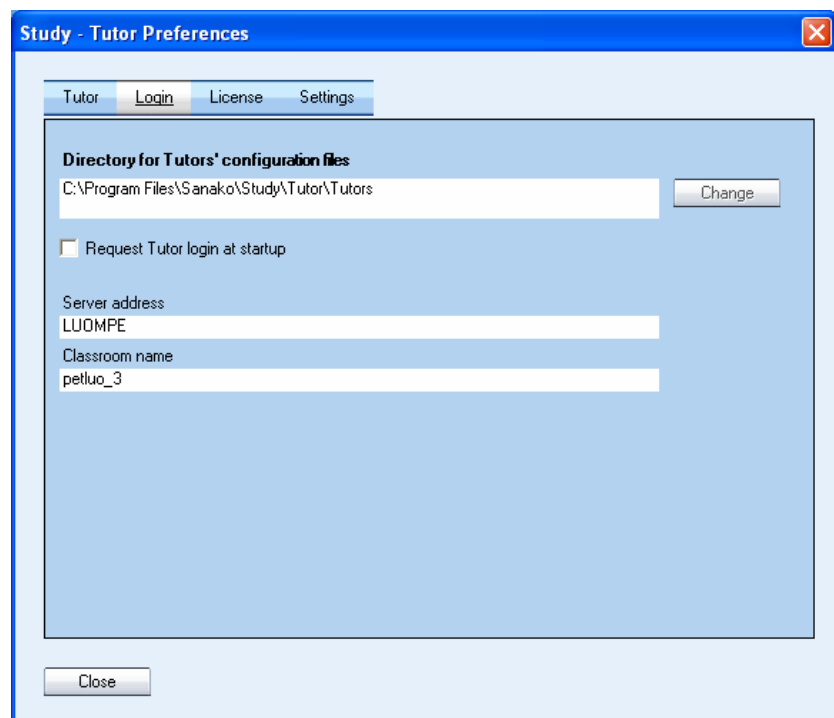
### TUTOR



In the **Tutor** tab you can:

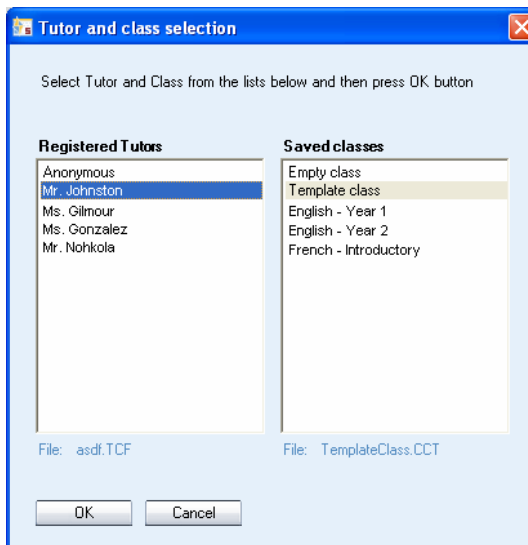
- Define your tutor name. This will be used to load your personal tutor settings and class files when you open the Tutor application and log in.
- Select the location where your tutor class files will be saved. All tutors can create personal class files that include the student seating plan and names.
- Change the interface language
- Select whether the 'On-the-Air' panel will be open or minimized when the tutor screen is transferred to students.

## LOGIN



In the **Login** tab you can:

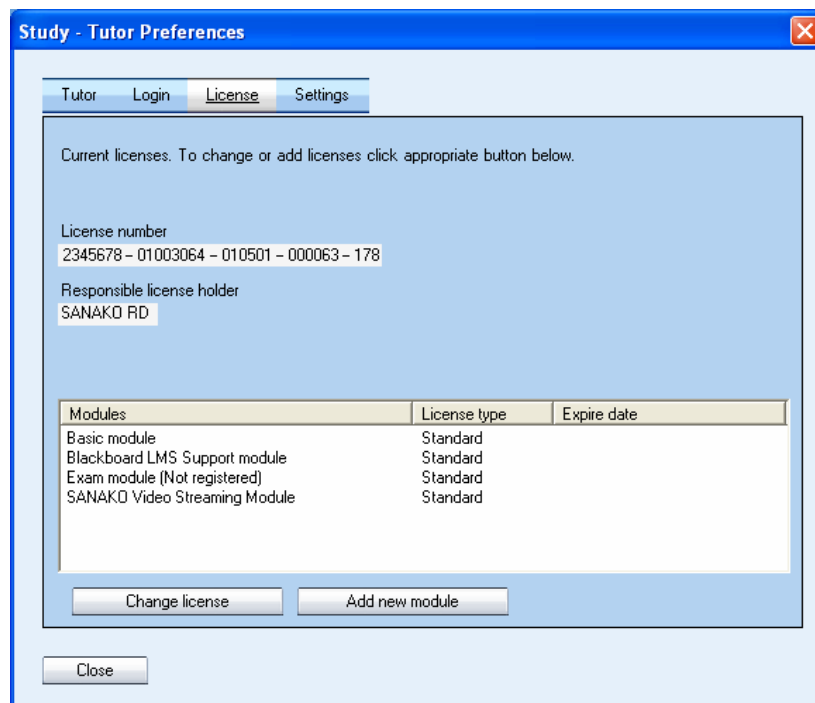
- Select the location where the tutor configuration files will be stored. The tutor configuration files include personal settings for each tutor.
- Select whether tutors need to login when Study 500 is started. When the tutor login has been selected, tutors will be asked to select the tutor settings and class file that they want to use when opening the Study 500 Tutor application.



Note: You can create new tutors by opening the Study 500 Tutor Tools menu, selecting Admin and then selecting Add/Remove Tutor

- View the server computer (computer with the SANAKO Crossroad component) name or IP-address and the classroom name for the tutor computer. For more information on the Server address and Classroom name, see the *Installing Study 500* section at the beginning of this manual.

## LICENSE

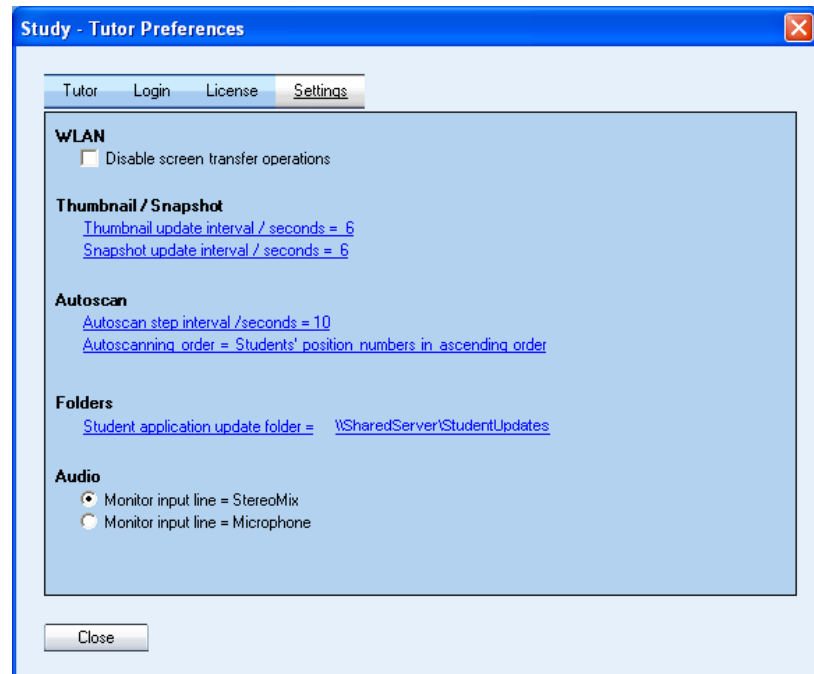


In the **License** tab you can

- View and change your license information
- View your current extension modules

- Add new extension modules by clicking on the **Add new module** button and then entering the extension module license

## SETTINGS



- **WLAN** – Disabling the screen transfer operations will make the program run faster in wireless environments, however, this will render all screen transfer functions inactive.
- **Thumbnail** – Set the default time for updating thumbnails and snapshots of student screens.
- **Autoscan** – Set the default time that each student screen is displayed during the autoscan function and select the order in which the student screens will be shown.
- **Folders** – Set the default folder that will be used to update the student applications  
Note: The student computers must have access rights to the student application update folder.
- **Audio** – If **Stereomix** is selected, you will be able to hear what the student is hearing when monitoring students. If **Microphone** is selected, you will only hear the student microphone during monitoring. Regardless of the selected option, when students record their voice, only the student voice can be heard during monitoring.

## ADMIN

Move and align student icons, check the student application software versions, automatically update the student applications, select how the students are identified on the classroom view, as well as create and remove tutors. The created tutors are available when logging into the Study 1200 Tutor application.

## HELP MENU



**Help** – Open the Study 500 online help file. This is a browsable version of the Study 500 User’s Guide.

**SANAKO on the Internet** – Go to the SANAKO Web site or User Club

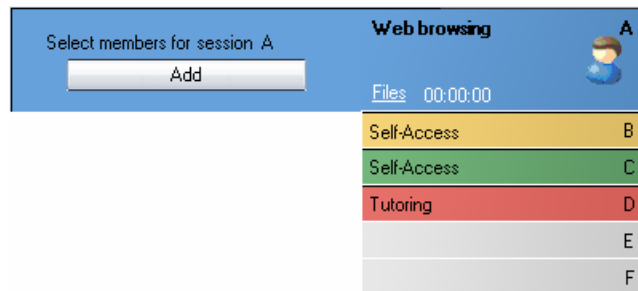
**Check for updates...** – Check the Internet for updates to SANAKO Study 500 Tutor.

**Contact SANAKO Support** – Open the support section of the SANAKO Web site, where you can browse through self-access support documents or fill in a support request form.

**About** – Open a window displaying product information, your software version, and the Study 500 modules that you have installed.

# GROUPING STUDENTS INTO SESSIONS

You can place students into six different sessions (A-F). Empty sessions are grayed.



There are three ways to select students for a session:

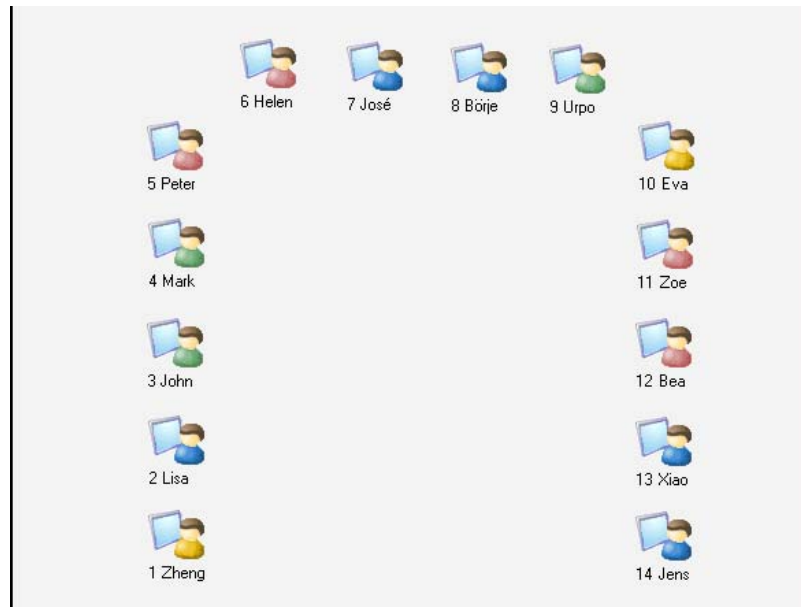
- Click **Add** and then the student icon you want to add.
- Click **Add**, and with the left mouse button pressed down drag the selector over the desired student icons.
- Right-click a student icon, select **Move to Session** and the letter of the session you want to place the student into.

You can remove students from a session by adding them into another one in one of the ways explained above.

# STUDENT ICONS

## CLASS VIEW

The Study 500 class view is a graphical layout of your class. Your students are displayed as student icons that reflect their current status.

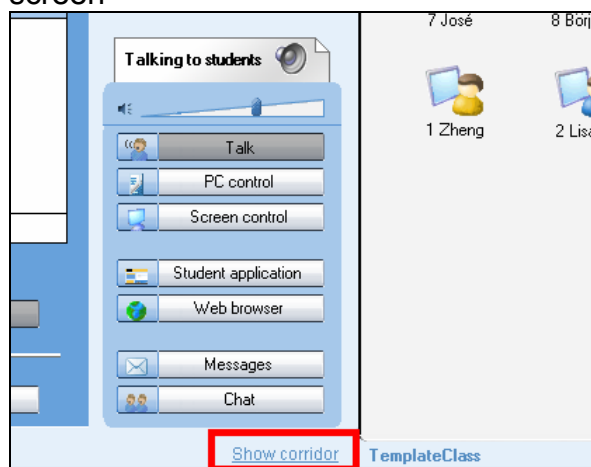


The student icons are also color-coded according to the session they are in, allowing you to see at a glance, which session the students belong to.

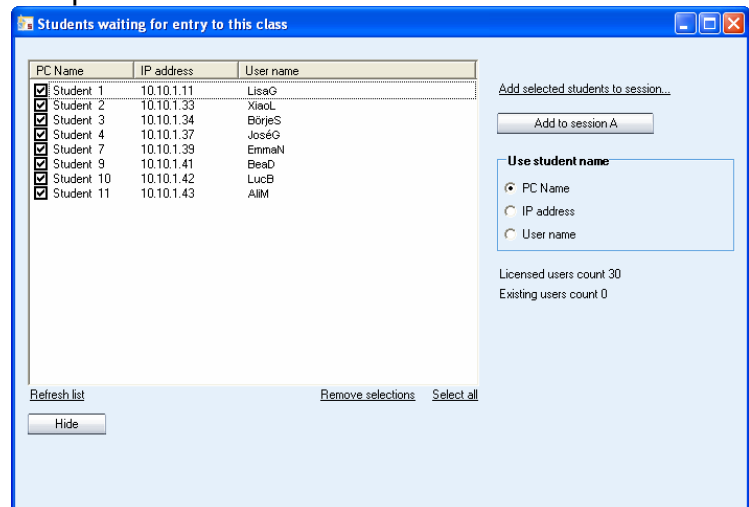
## ADDING STUDENTS

To add more student workstations to the current classroom:

1. Click on Show Corridor at the bottom of the Tutor screen



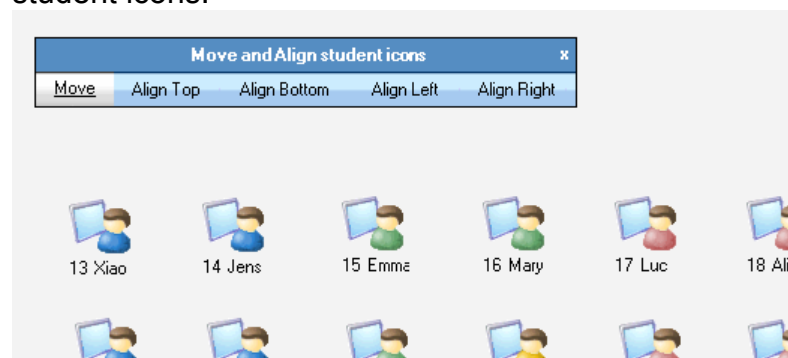
2. This opens a dialog displaying all the student computers in the classroom that are switched on.



3. Select the students you want to add and click **Add to session A**, or if you want to assign them to specific sessions, click **Add selected students to session...**
4. The added students are now displayed on the classroom view.

## MOVING AND ARRANGING STUDENT ICONS

You can rearrange the student icons on the layout to correspond with your actual classroom. Open the **Tools** menu and select **Admin – Move and align student icons...** to open a panel with commands for moving and arranging student icons.



**To move a student icon**, select **Move** and hold your mouse button down over the student icon.

**To align student icons**, select one of the alignment options, hold your mouse button down and drag the mouse pointer over the student icons that you want to align.

You can also move student icons at any time by holding down the **Ctrl** and **Shift** buttons on your keyboard and holding your left mouse button down over a student icon.

## STUDENT ICONS



16 Lisa

### Student name and position

Student names and student position numbers are indicated below each student icon. **To edit the name or position of a student**, right-click the icon, select **Edit** and either **Name** or **Position**.



16 Lisa

### Student calling teacher

A question mark on top of the student icon indicates that the student wants to speak with the teacher. To talk with the student, click the student icon and select **Discuss**.

Excuse me, could you open the previous file again?



STUDENT2

### Message from student

Messages from students are displayed above the student icons



16 Lisa

### Locked student

A locked student workstation (Lock PC, Lock Screen, or Lock Mouse and Keyboard).



16 Lisa

### Student receiving tutor screen

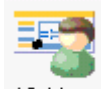
A student who receives the Tutor screen, when the Tutor screen is shared to students.



16 Lisa

### Student receiving model student's screen

A student who receives the Model Student screen, when a student screen is shared to others.

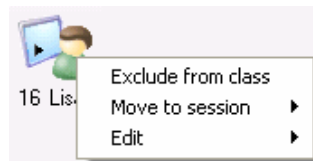


16 Lisa **Model student**

A student whose screen is being shared to other students

## STUDENT ICON FUNCTIONS

**Right-clicking a student icon** opens a menu that allows you to remove the student from the class view, to move the student to a different session, and to edit the student name and position number.



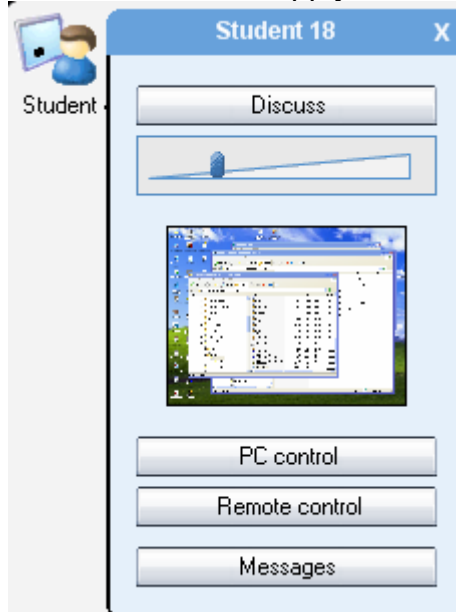
**Exclude from class** – Remove the selected student icon from the class view.

**Move to session** – Move the student to another session.

**Edit** – Edit the student's name or position number.

## FUNCTIONS FOR A SINGLE STUDENT

Clicking a student icon opens a student monitoring window with functions that apply to the selected student.



### DISCUSS

Talk with the student. Adjust the student volume with the slider during the discussion.

### PC CONTROL

PC Control options include shut down functions, locking functions, and the possibility to launch programs on the student computer.

For information on the different PC Control options, see *PC control options* later in this guide.

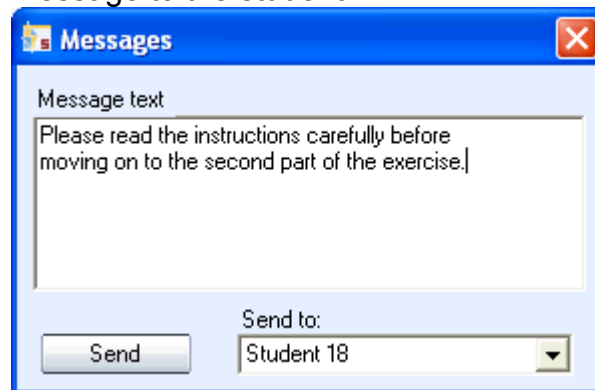
### REMOTE CONTROL

View and control the selected student's screen in the Screen Control window.

For more information on the functions in the Screen Control window, see *Screen Control window* later in this guide.

## MESSAGES

Opens the message window in which you can send a message to the student.



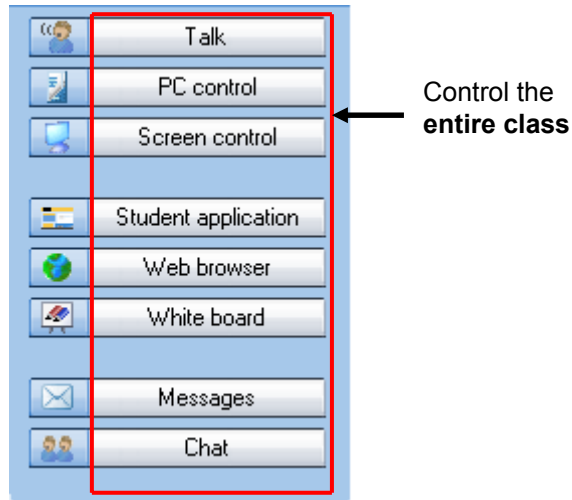
### TO SEND A MESSAGE

1. Type your message in the **Message text** field.
2. The current student is selected as the recipient by default.
3. Click **Send**. The message is now displayed on the student screen.

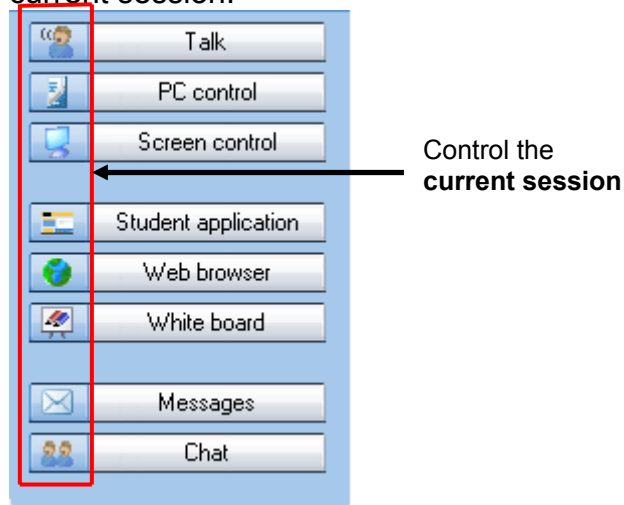
# FUNCTIONS FOR ENTIRE CLASS / A SESSION

The functions in the function buttons apply either to all students or to the currently selected session.

- Clicking the buttons will perform the function for the entire class.



- Clicking the icons will perform the function for the current session.



## TALK

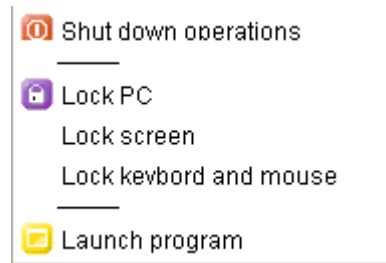
**Talk** allows you to talk to students while the student microphones are muted. To end the call, simply click the **Talk** button again.

The **Talking to students** text above the Function buttons indicates when the students can hear you.



## PC CONTROL

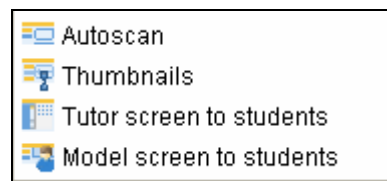
The different PC control options give you full control over the shutdown functions of student computers and also allow you to launch programs on student workstations. With the locking functions you can ensure that the students' full attention remains on the task at hand.



For more information on the different PC control options, see *PC control options* later in this guide.

## SCREEN CONTROL

The different screen control options allow you to monitor and control student screens, as well as to share either the teacher screen or a selected student's screen to others.



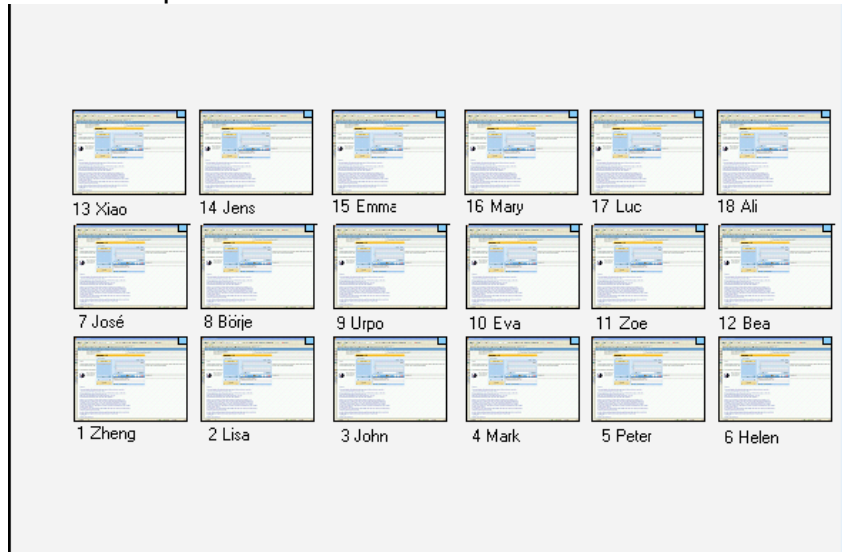
### **AUTOSCAN**

Opens the Screen Control window and allows you to monitor the screen activity of student workstations automatically, one after the other.

For more information on the functions in the Screen Control window, see *Screen Control window* later in this guide.

## THUMBNAILS

Selecting **Thumbnails** displays thumbnail images of student screens in place of the student icons.

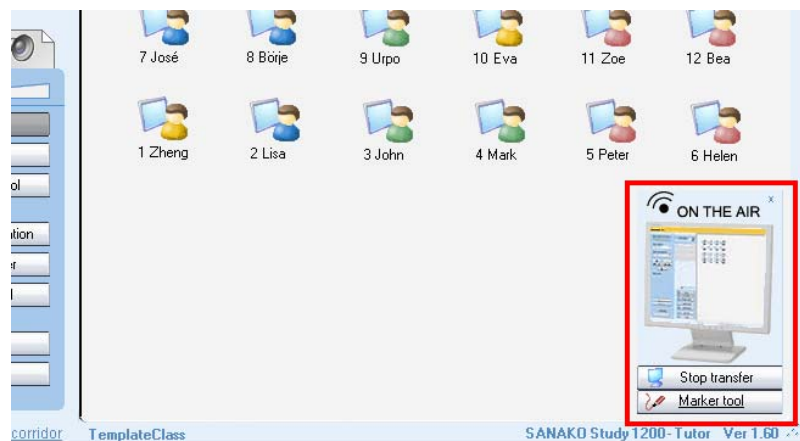


## TUTOR SCREEN TO STUDENTS

This allows the teacher to display the teacher screen on the student screens while talking to them. During the screen sharing, students will see the teacher screen but are not able to use their keyboard or mouse to control it.

## ON THE AIR

When the Tutor screen is shared to students an **On The Air** indication panel appears in the lower-right corner of the tutor screen



To end the screen transfer, click on the **Stop Transfer** button in the On The Air panel.

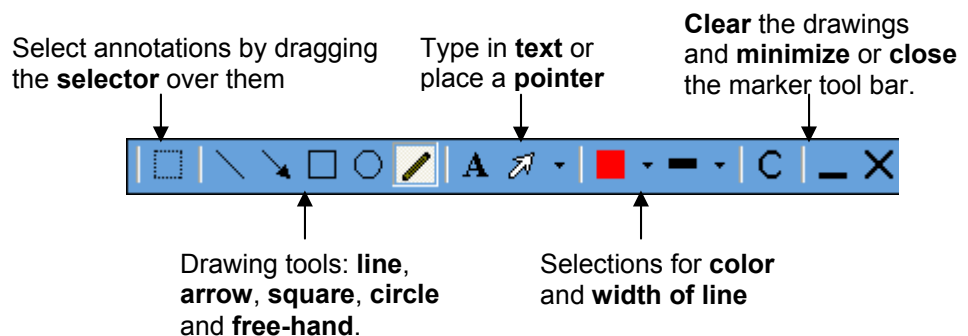
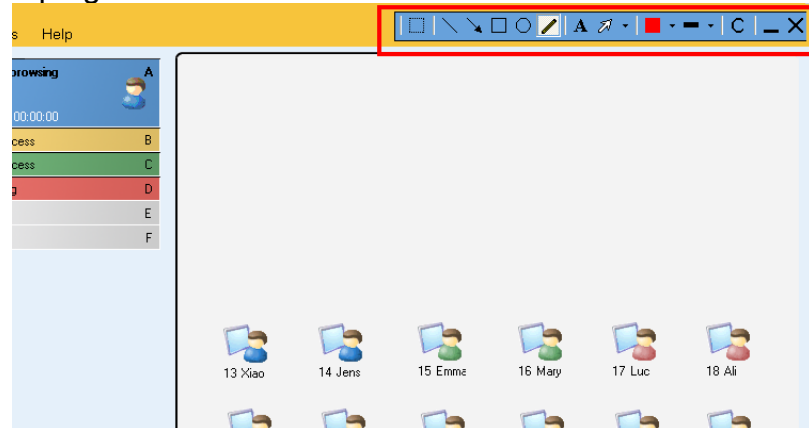


### MARKER TOOL

The marker tool allows instructors to make annotations onto the shared tutor screen. To use the Marker Tool, click on the **Marker Tool** button in the On The Air panel.



This will open a toolbar with different annotation tools into the top right corner of the Tutor screen.



## MODEL SCREEN TO STUDENTS

This displays a selected student's screen to the other students and the model student can also talk to the others. Instead of teaching all the sessions yourself, you can use screen sharing to set one of the students to instruct the others or to let a student give a presentation.

**To set a model student**, select **Model screen to students** and then click on the desired student.

## STUDENT APPLICATION

Display or hide student applications on student screens.

## WEB BROWSER

**Launch** – This opens Web browsers for the student and the tutor. You can use the tutor Web browser to control the student's browsing.

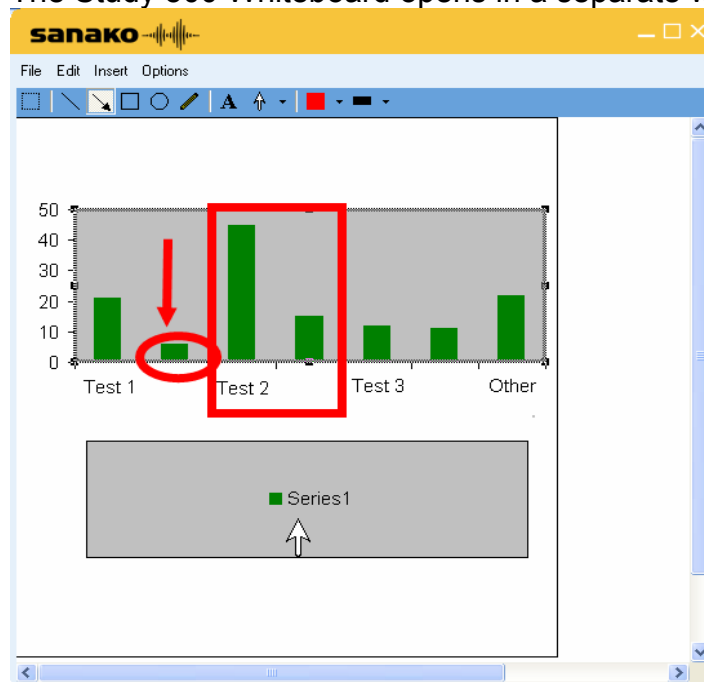
**Hide** – This closes both the student and tutor Web browsers.

For more information on how to use the Web Browser and on how to control and set limits to students' navigation, see *Web browser* later in this guide.

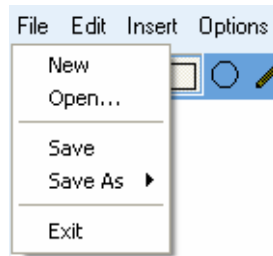
## WHITEBOARD

The Whiteboard is a tool that allows users to make annotations onto selected images. You can use any pictures as the background of the Whiteboard.

The Study 500 Whiteboard opens in a separate window.



## FILE MENU



**New** – Clear the Whiteboard and start a new project.

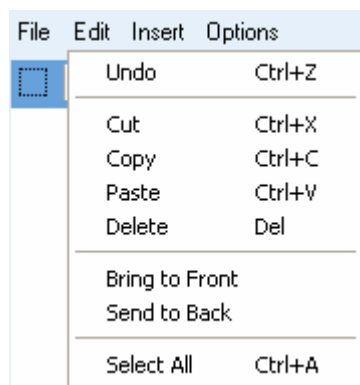
**Open...** – Open a saved Whiteboard project. Whiteboard projects include the background image and the annotations.

**Save** – Save the current Whiteboard project under the same name.

**Save As** – Save the current Whiteboard project as a Whiteboard project file, in which case the drawings can later be edited, or as a picture which cannot be edited.

**Exit** – Close the Whiteboard window

## EDIT MENU



**Undo** – Undo the previous command.

**Cut** – Cut the selected annotations and pictures. You can select annotations and pictures with the Selector tool.

**Copy** – Copy the selected annotations and pictures.

**Paste** – Paste any annotations or pictures that you have copied onto the Whiteboard.

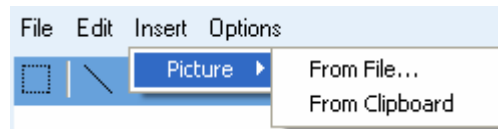
**Delete** – Delete the selected annotations or pictures.

**Bring to Front** – Bring the selected picture on top of the others on the Whiteboard.

**Send to Back** – Send the selected picture behind the others on the Whiteboard.

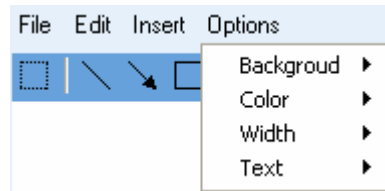
**Select All** – Select all the annotations and pictures on the Whiteboard.

## INSERT MENU



Insert a picture onto the Whiteboard. You can insert and arrange multiple pictures onto the Whiteboard.

## OPTIONS MENU



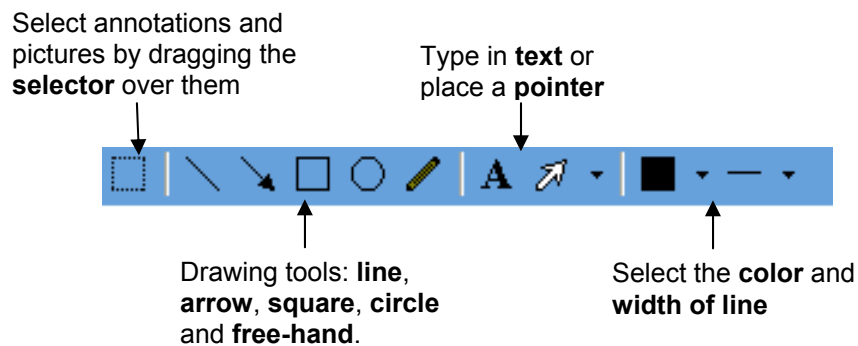
**Background** -- Select a new image to be used as the Whiteboard background or clear the background. If the 'Automatically Clipboard' option is selected, any image that you capture or copy is automatically pasted as the Whiteboard background

**Color** – Select the color of the Whiteboard drawings.

**Width** – Select the width of line for the Whiteboard drawings.

**Text** – Select a text font style and size for the text tool.

## WHITEBOARD TOOLS

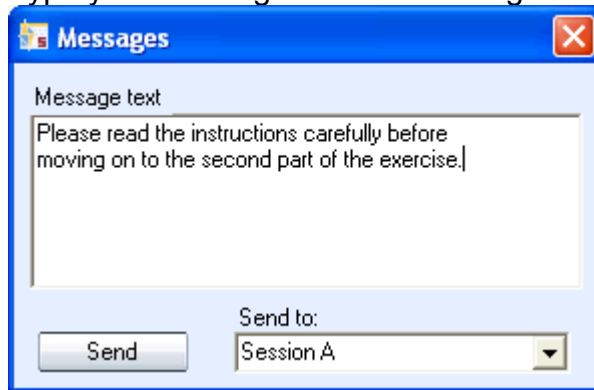


## MESSAGES

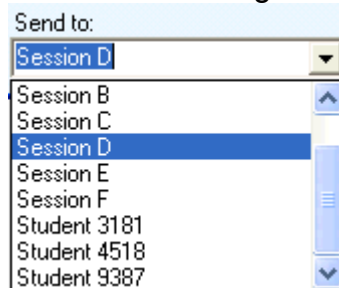
The message function allows you to display messages on student workstations, for example, to offer them additional guidance and instruction.

## TO SEND A MESSAGE

1. Type your message into the Message text field.



2. Select the message recipient.

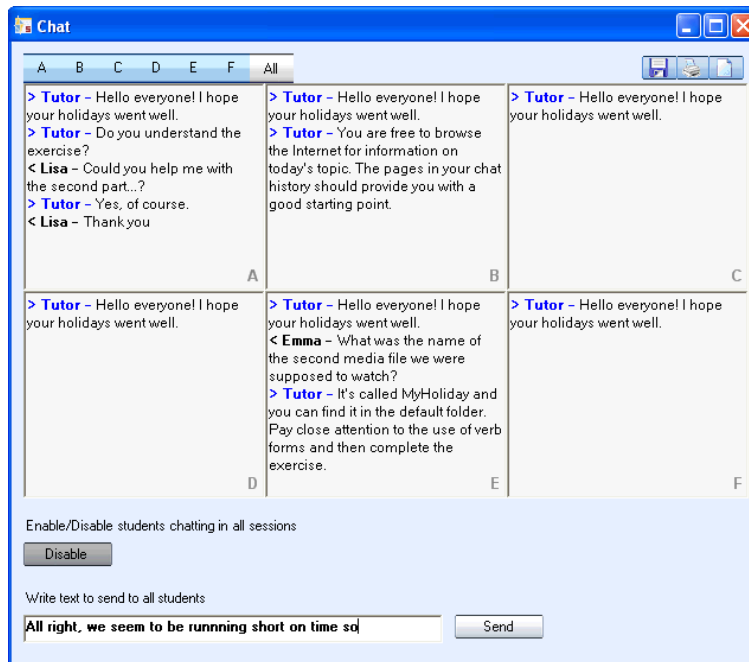


3. Click **Send**. The message is now displayed on student screens.

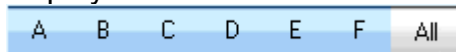
## CHAT

The text chat feature can be used by both teachers and students for quick and easy communication, without disturbing the other students.

Clicking **Chat** opens the Chat window. Study 500 has separate chat rooms for each session and you can either view the chat history of a single room or monitor all the chat rooms simultaneously in a mosaic window.

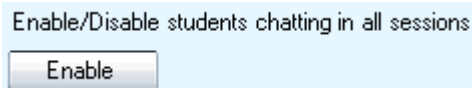


Click on the letters to select which session's chat history is displayed in the Chat window.



If **All** is selected then all six sessions are displayed simultaneously, allowing you to monitor all the chat discussions at the same time.

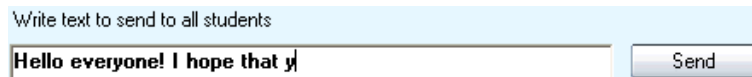
### **ENABLE / DISABLE CHAT FUNCTION**



The Chat function is unavailable for students, until you enable it for them. Clicking this button will enable or disable the chat function for the session that is currently displayed, or if you are in the All view, for all sessions.

### **TO SEND A CHAT MESSAGE**




1. Type your message into the field at the bottom of the window.



2. Click **Send**.
3. The message will be displayed for the currently selected session, or if you are in the All view, for all sessions.

### **SAVE / PRINT / CLEAR CHAT HISTORY**

Click on the icons at the upper right corner to

 **save,**  
 **print, or**  
 **clear**

the currently displayed chat history, or if you are in the All view all the chat histories.

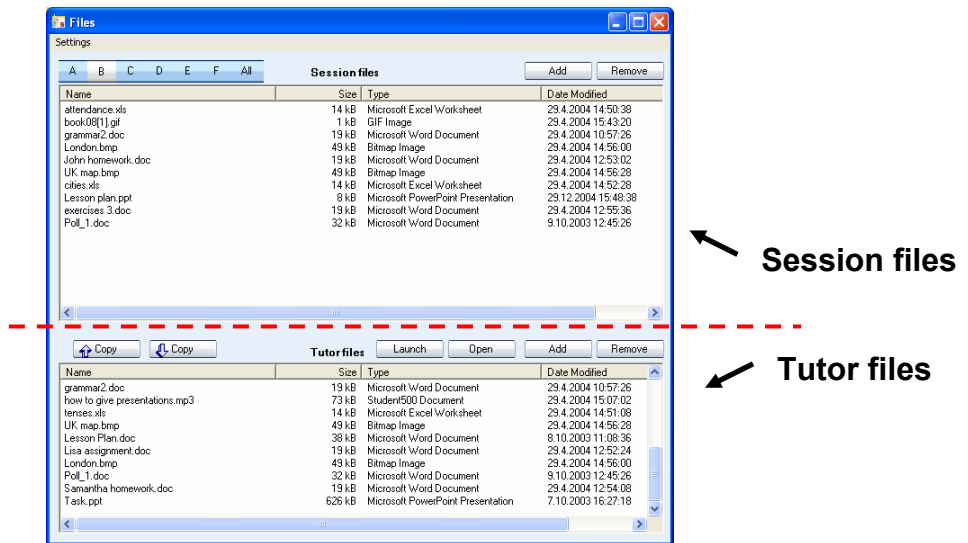
# FILE FUNCTIONS

All the file functions of Study 500 are available in the Files window. To open it, click on **Files** in any session tab.



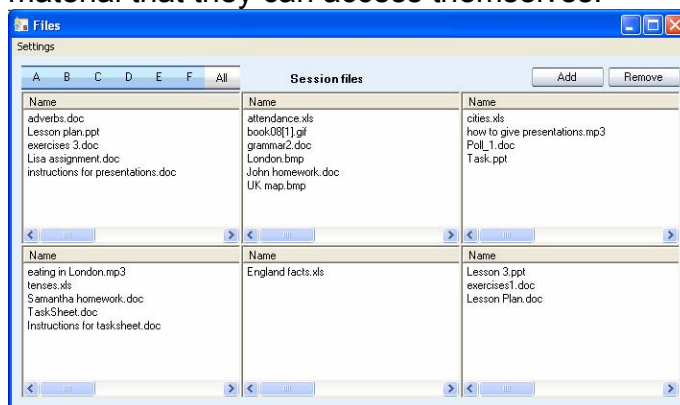
Open the Files window

The Files window displays the Session file area(s) (top half of the window) and the Tutor file area (bottom half of the window).



## SESSION FILE AREA(S)

Study 500 has separate file areas for each session. You can use the session file areas to provide the students with material that they can access themselves.

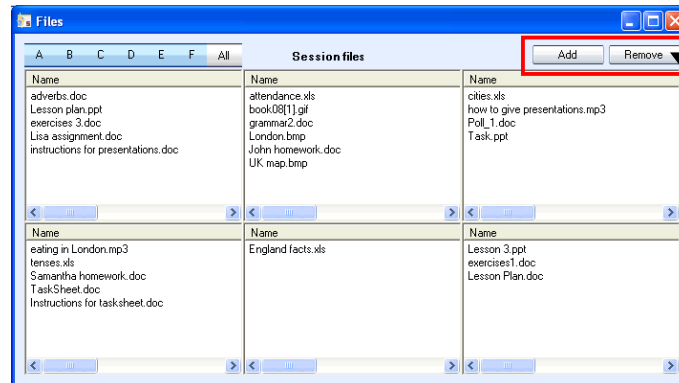


Click on the letters to select which session's file area is displayed.



If **All** is selected then all six session file areas are displayed simultaneously. This allows you to add, copy and launch files to all the sessions at once.

### ADDING / REMOVING FILES TO / FROM SESSION FILE AREA



Add / Remove files to / from the session file area(s)

To add files to a session File Area, click **Add** and browse for the file.

To remove files from a session File Area, click on a file to select it and click **Remove**.

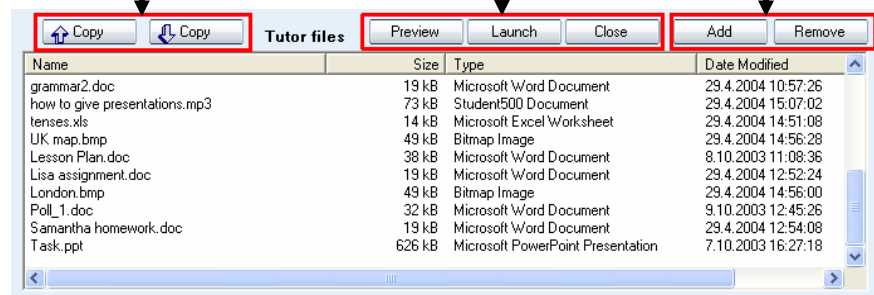
### TUTOR FILE AREA

The Tutor file area is for storing files that you may use during your lesson.

Copy files to / from the Tutor file area

Preview / Launch / Close files

Add / Remove files to / from the Tutor file area



### COPYING FILES



copies the selected file from the Tutor file area to the currently open session file area(s).



copies the selected file from the session file area to the Tutor file area.

### ***PREVIEWING, LAUNCHING AND CLOSING FILES***

**To preview a file**, select a file and click **Preview**. This opens the selected file for the teacher only, allowing you to check a file before launching it for the students.

**To launch a file for students**, click on a file to select it and click **Launch**. The file is opened for the session whose file area is currently open, or if All is selected, for all sessions.

**To close a launched file**, click on a launched file to select it and click **Close**. The file is closed for the session whose file area is currently open, or if All is selected, for all sessions.

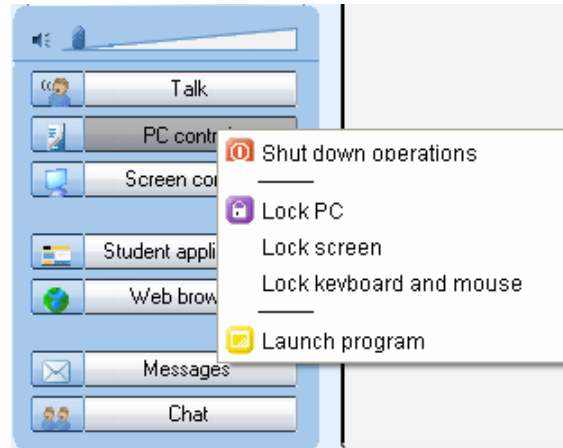
### ***ADDING / REMOVING FILES TO / FROM TUTOR FILE AREA***

**To add files to the Tutor file area**, click **Add** and browse for the file.

**To remove files from the Tutor file area**, click on a file to select it and click **Remove**.

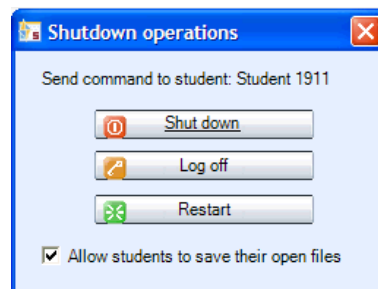
## PC CONTROL OPTIONS

PC Control options include shut down functions, locking functions, and the possibility to launch programs on the student computer.



## SHUT DOWN OPERATIONS

Selecting **Shutdown operations** opens a dialog that allows you to control the shutdown functions of student computers.



Checking the **Allow students to save their open files** option will let the students save open files before the selected shutdown command is performed.

**Shut down** – Shut down student computers

**Log off** – Log off current users on student computers

**Restart** – Reboot student computers

## LOCKING OPTIONS

**Lock PC** – Students' screens are blacked out and students are unable to use neither their keyboard nor mouse. You can then launch files or applications on top of the blank screen. To unlock the student computers, re-click the option.

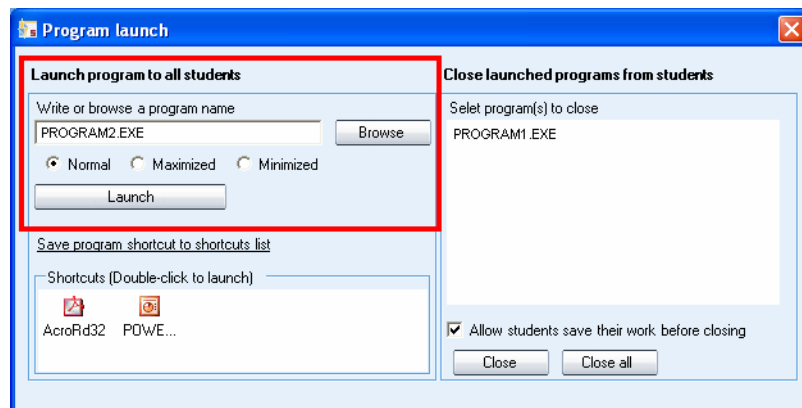
**Lock screen** – Students' screens are blacked out, but students can still use their mouse and keyboard to work with anything you launch on their screen. To unlock the student computers, re-click the option.

**Lock keyboard and mouse** – Students are able to view their own screens, but will not be able to use their keyboard or mouse. To unlock the student computers, re-click the option.

## LAUNCH PROGRAM

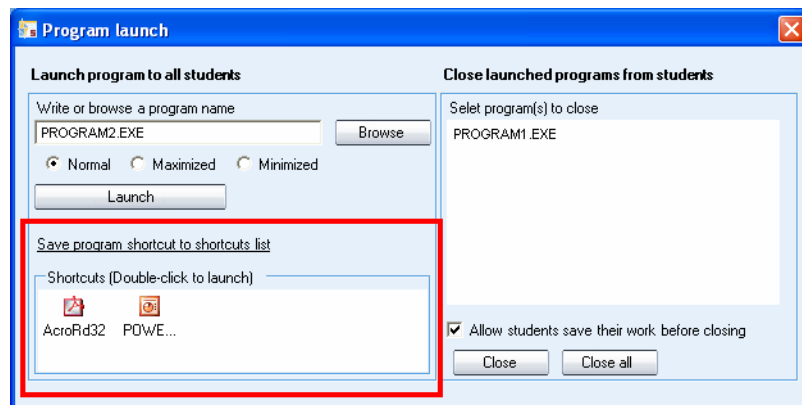
Selecting **Launch program** allows you to launch any programs on the student computers or in a shared area for the students, as well as create shortcuts to programs that are frequently used.

### TO LAUNCH A PROGRAM FOR STUDENTS



1. Either type in the name of the program or click **Browse** to browse for it (\*.exe files).
2. Select whether the program window on student screens should be **Normal** size, **Maximized**, or **Minimized** to the taskbar.
3. Click **Launch**.

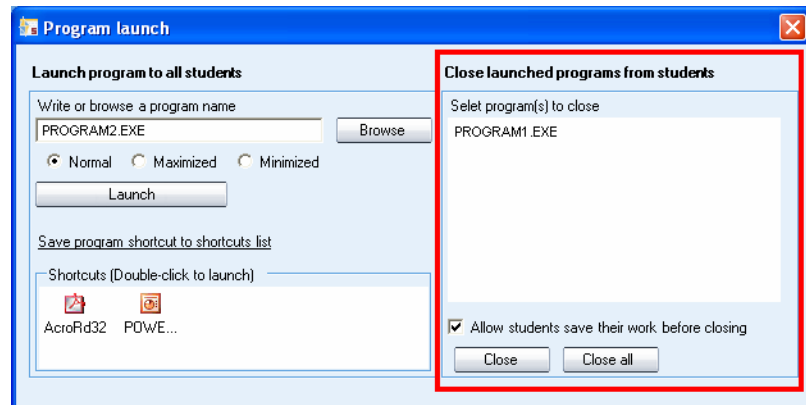
### TO CREATE A SHORTCUT



1. Click **Browse** to browse for a program
2. Click **Save program shortcut to shortcuts list** to create a shortcut to the selected program.

3. You can now launch the program to students simply by double-clicking the shortcut. To remove a shortcut, simply select it and press Delete on your keyboard.

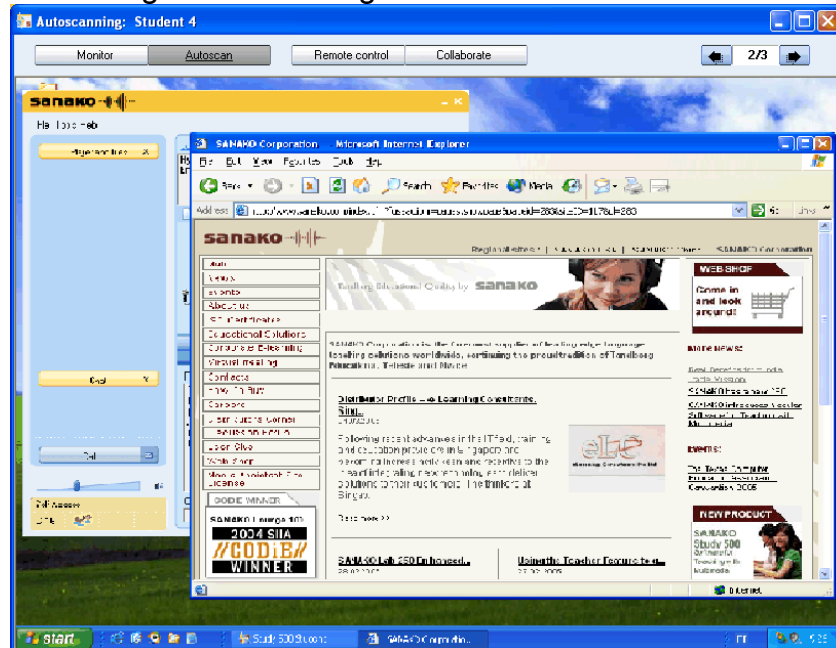
### **TO CLOSE A LAUNCHED PROGRAM**



1. Select a launched program that you want to close on the list.
2. Select whether you want to allow students to save their work before the program is closed.
3. Click on the **Close** button to close the selected program or click on the **Close all** button to close all launched programs

# SCREEN CONTROL WINDOW

The screen control window has all the functions for monitoring and controlling student screens.



Select a screen control mode with the buttons on top of the screen.



## MONITOR

View the selected student screen and listen to the student.

## AUTOSCAN

Autoscan automatically changes monitoring from one student to the next after a set period of time.

## REMOTE CONTROL

Control the currently displayed student screen with your mouse and keyboard, for example, to help the student with a task. The student's mouse and keyboard are locked during Remote Control.

## COLLABORATE

Control the currently displayed student screen with your mouse and keyboard simultaneously with the student, for example, to instruct the student in the use of an application. Both you and the student will move the same mouse pointer.

## FIT STUDENT SCREEN TO SCREEN CONTROL WINDOW



Clicking on this button will fit the monitored student screen into the screen control window.

## NEXT / PREVIOUS STUDENT SCREEN



Use the arrow buttons to change to the next or previous student screen.

# WEB BROWSER

The Study 500 Web browser contains all the functions of a standard browser, as well as additional features that allow you to control students' navigation.



The tutor's Web browser

## BROWSER CONTROL BUTTONS



**Back** moves back to the last visited Web page.



**Forward** moves to the page you viewed before clicking the Back button.



**Stop** stops opening and loading a Web page.



**Refresh** gets the latest version of a currently viewed Web page. If a page cannot be displayed, you may try to reload it by clicking Refresh.



**Home** moves to the default home page.



**Search** launches an Internet search page.



**Print** prints the current web page.



**Send** opens student browsers on the Web page you currently have open. For more information see the *To open Web browsers for students* part later in this section.



**Follow** makes student browsers follow your navigation. For more information see *Follow mode* later in this section.



**Settings** allows you to block pop-up windows and to show or hide the toolbar on student browsers

## TO OPEN WEB BROWSERS FOR STUDENTS

1. You can open the Web browser for all students (Function buttons; button), for a session (Function buttons; icon) or for a single student (Click a student icon)
2. Select one of the above. The tutor's Web browser opens on your screen.



*The tutor's Web browser*

3. Go to the Web page you want student browsers to open.

4. Click **Send**. Web browsers will now open on student screens.



Student Web browser

## FOLLOW MODE



In the Follow mode, students' browsers will display the Web site that is open on the teacher's browser. The students are only able to follow your navigation as the control buttons are hidden from their browsers.



Student browser in Follow mode

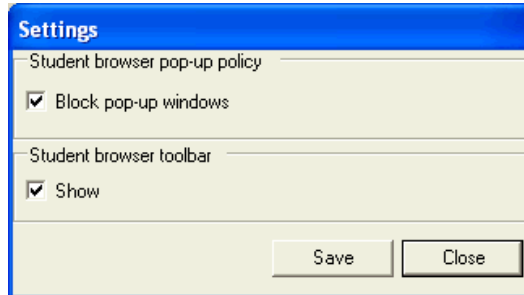
This allows you to browse the web and present material while student browsers follow your navigation. Once the

presentation is over, you can let students continue with independent study.

**To Enable / Disable the Follow mode**, click on the **Follow** button.

## SETTINGS

Settings allows you to block pop-up windows and show or hide the toolbar on student browsers.



Blocking pop-up windows prevents any additional and unnecessary windows from opening automatically when a student opens a Web page.

Hiding the toolbar on student browsers is useful when you want students to concentrate on the current Web page instead of browsing elsewhere.

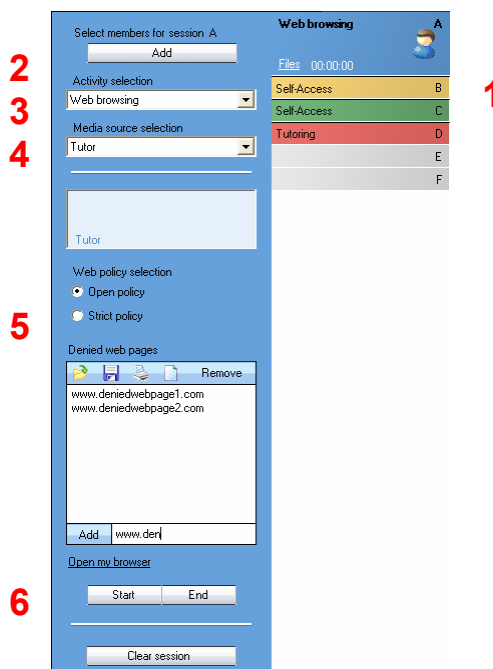
# ACTIVITIES

## GENERAL PROCEDURE

Study 500 has three pre-set learning activities that form the basis for teaching with Study 500. The Activity view only displays the options that are relevant to the currently selected activity.

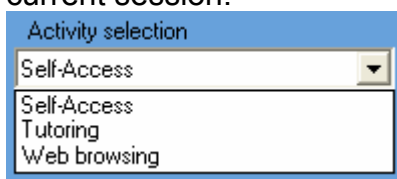
### To start an activity for a session

1. Select a session
2. Add students to a session
3. Select an activity
4. Select a Media source
5. Activity specific settings
6. Start / End activity



## ACTIVITY SELECTION

First of all, select an activity that you want to start for the current session.



### SELF-ACCESS

In the Self-access activity, students have free access to use their workstations and the Study 500 Student application. If no other activity is selected, the students are always in Self-Access. You can still use all the Study 500 functions to communicate with and control the students if needed.

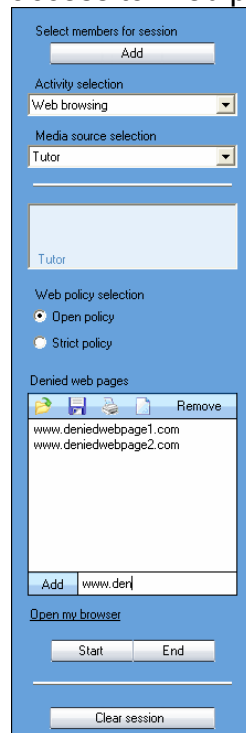
### TUTORING

In the Tutoring activity, the screen of the Media source is transferred to the session and the source can also talk to the others. You can either select yourself or one of the students as the Media source.

If you select Tutor as the Media source, the Study 500 Tutor application is minimized to the taskbar, allowing you to instruct students using any applications that are on the teacher computer.

## WEB BROWSING

Starting the Web browsing activity launches Internet Explorer browsers on student workstations. You can set limits to their access to Web pages.

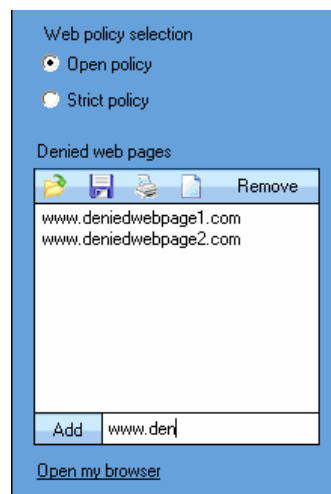


The screenshot shows a configuration window for web browsing. It includes a 'Select members for session' section with an 'Add' button. Below that is an 'Activity selection' dropdown menu set to 'Web browsing', and a 'Media source selection' dropdown menu set to 'Tutor'. There is a 'Tutor' label in a light blue box. The 'Web policy selection' section has two radio buttons: 'Open policy' (selected) and 'Strict policy'. The 'Denied web pages' section contains a list with two entries: 'www.deniedwebpage1.com' and 'www.deniedwebpage2.com', with a 'Remove' button to the right. Below the list is an 'Add' button and a text input field containing 'www.den'. At the bottom, there are 'Start' and 'End' buttons, and a 'Clear session' button.

### WEB POLICIES: STRICT AND OPEN

**Strict** – students are only able to access the Web sites on this list.

**Open** – students are able to access all Web sites, except the ones on the list.



This is a close-up of the configuration window, focusing on the 'Web policy selection' and 'Denied web pages' sections. The 'Open policy' radio button is selected. The 'Denied web pages' list contains two entries: 'www.deniedwebpage1.com' and 'www.deniedwebpage2.com'. Below the list is an 'Add' button and a text input field containing 'www.den'. The 'Open my browser' link is also visible.

**To add an address** to the list, type or copy it to the field at the bottom and click **Add**.

**To remove an address** from the list, select the address and click **Remove**.

#### LOAD / SAVE / PRINT / CLEAR ADDRESSES

Click on the icons to:



**Load** a previously saved file of denied / allowed addresses



**Save** the current list of addresses for later use



**Print** the current list of addresses



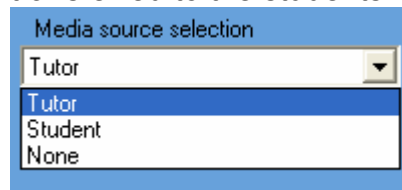
**Clear** the list of addresses

#### OPEN MY BROWSER

This opens the tutor Web browser, with which you can take control of the student browsers.

### MEDIA SOURCE SELECTION

The Media source is what the session hears during an activity. In Tutoring, the Media source's screen is also transferred to the students.



**Tutor** – You can talk to the students during the activity.

**Student** – A selected student can talk to the others during the activity.

If you select Student as the media source, you need to then click on a student icon to select the source student.

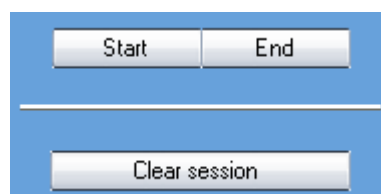
**None** – The activity will be run without a media source.

---

Note: The Self-access activity does not have Media source selection.

---

### ACTIVITY CONTROLS



**Start** – Starts the selected activity and plays the Media source to students

**Pause** – Pauses the activity and the media source. The start button turns into Pause when an activity is running. You can pause the activity, for example, to let the students do an exercise or to give them instructions.

**End** – Ends the activity. The media source is stopped and student players are set to free.

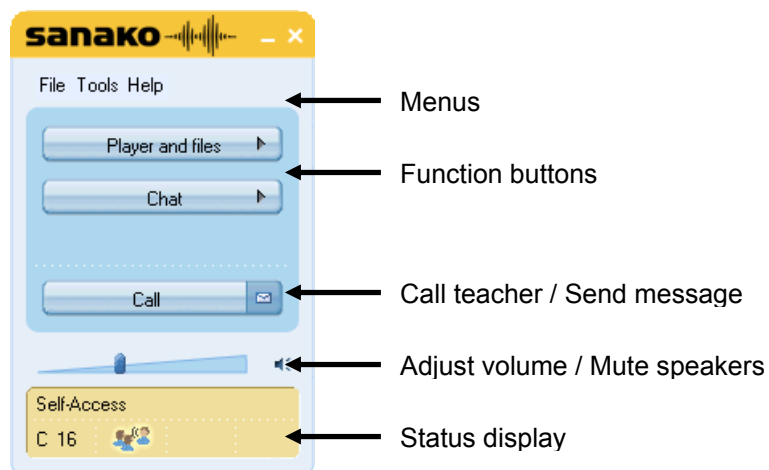
If the media source was a file, the file will remain in the student players and they can listen to it again.

If the media source was an analog source, it is automatically digitized and you can now save it as a media file.

**Clear session** – Clears all the settings and switches back to Self-Access.

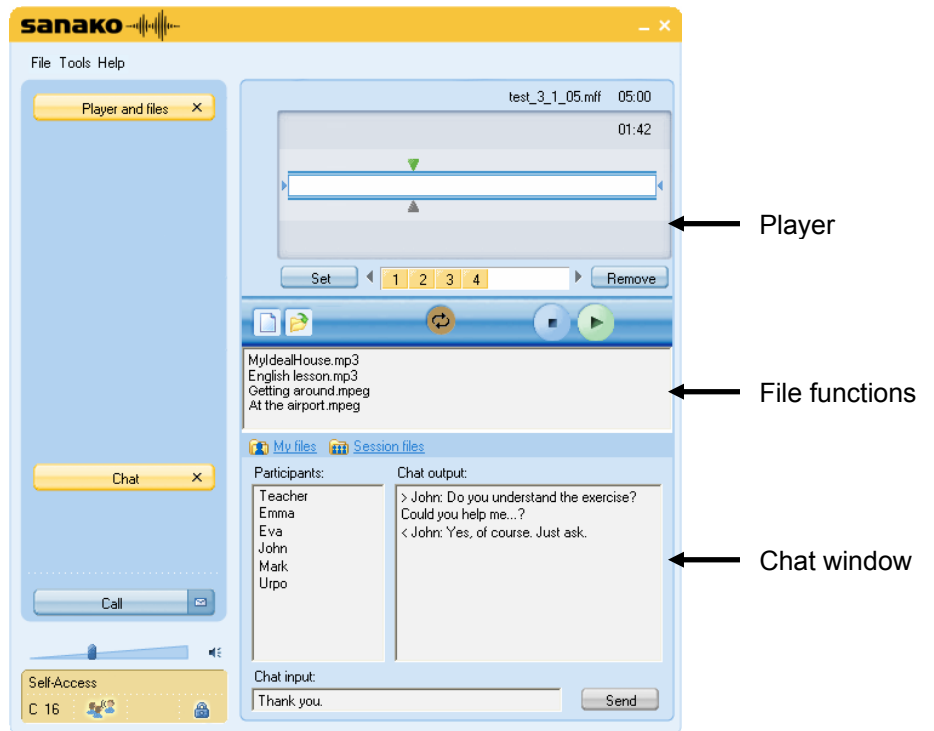
# STUDY 500 STUDENT APPLICATION

## COMPONENTS OF THE STUDY 500 STUDENT APPLICATION



*SANAKO Study 500 Student interface*

The function buttons (**Player and files** and **Chat**) open new windows on the interface.



SANAKO Study 500 Student interface with the Media Player and Chat windows

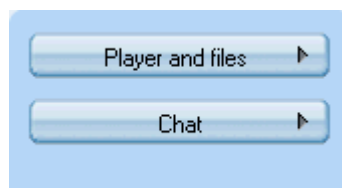
Below, you will find short presentations of the components of the Study 500 student interface, each of which will be explained in more detail later in this guide.

## MENUS

File Tools Help

The three menus of Study 500 Student give you access to file functions, settings and preferences, and to online help.

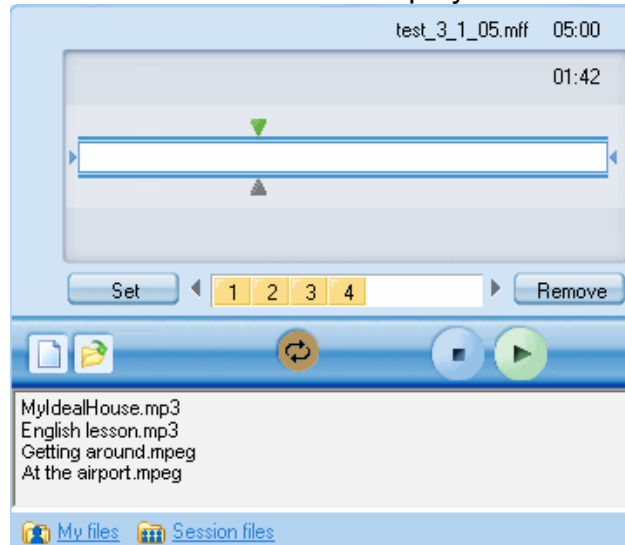
## FUNCTION BUTTONS



As shown above, the **Player and files** and **Chat** buttons open new windows on the interface, in which these features can be controlled.

## PLAYER AND FILES

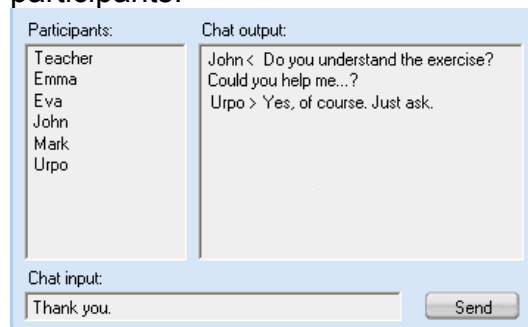
Clicking **Player and files** opens a window that contains all file functions and the media player.



For more information on file functions and using the player, see the *Player and Files* section later in this guide.

## CHAT

The Chat function can be enabled or disabled by the teacher. When enabled, clicking **Chat** opens a window displaying the chat room of the student's session and the other chat participants.



For more information on the Chat function, see the *Chat* section later in this guide.

## VOLUME ADJUSTMENT



**To adjust your speaker volume**, move the slider.

**To mute your speakers entirely**, click the speaker icon next to the slider.


## STATUS DISPLAY




The field at the lower left corner of the Student application displays your current status:

**Listening comprehension** the current activity set by the Tutor

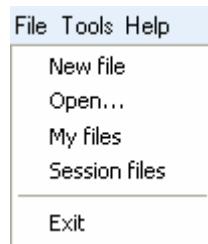
**A 12** your current session and position number

 you have been set as a model student. This means that your screen is shared to the other students and you can talk to them.

 the lock symbol indicates whether your player controls are locked or free

# MENUS

## FILE MENU



**New** – Clear the Player. The current file is removed from the Player.

**Open** – Open a file. A browsing window opens allowing you to browse for the file.

**My files** – Display the files in your personal file area

**Session files** – Display the files in your session's file area

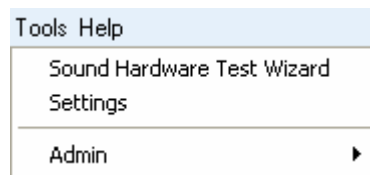
**Exit** – Exit SANAKO Study 500 Student

---

Note: All of the file functions are also available in the Study 500 Player.

---

## TOOLS MENU

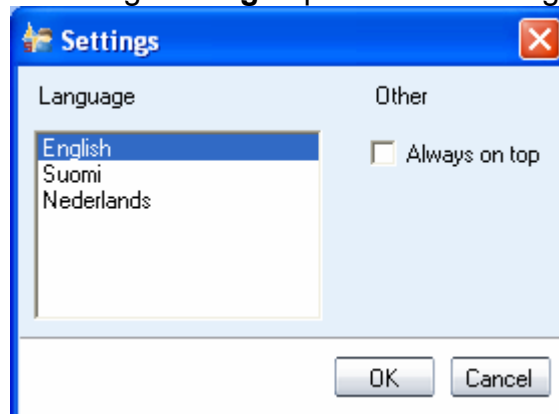


### **SOUND HARDWARE TEST WIZARD**

Run an automatic test to see whether your sound hardware is compatible with Study 500

### **SETTINGS**

Selecting **Settings** opens the following dialog.

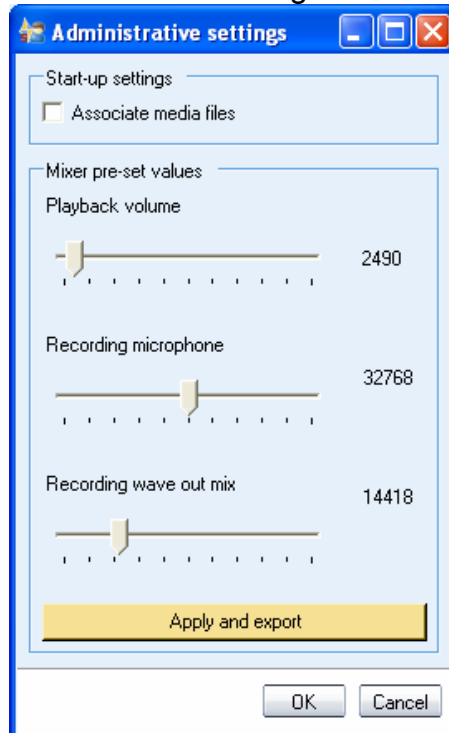


**To change the interface language**, select a language on the list, and click **OK**.

**Always on top** will make Study 500 Student remain on top of any other applications you open.

## **ADMIN**

The Admin settings can only be used when you are logged in with Administrator rights.



The **Associate media files** option will set the Study 500 player as the default player for all media file types.

The **Mixer pre-set values** allow you to set default audio levels for the player

Clicking the **Apply and export** button creates a registry file of the current audio levels, which can then be, for example, launched with the Tutor application to student workstations in order to ensure that all computers have the same default audio levels.

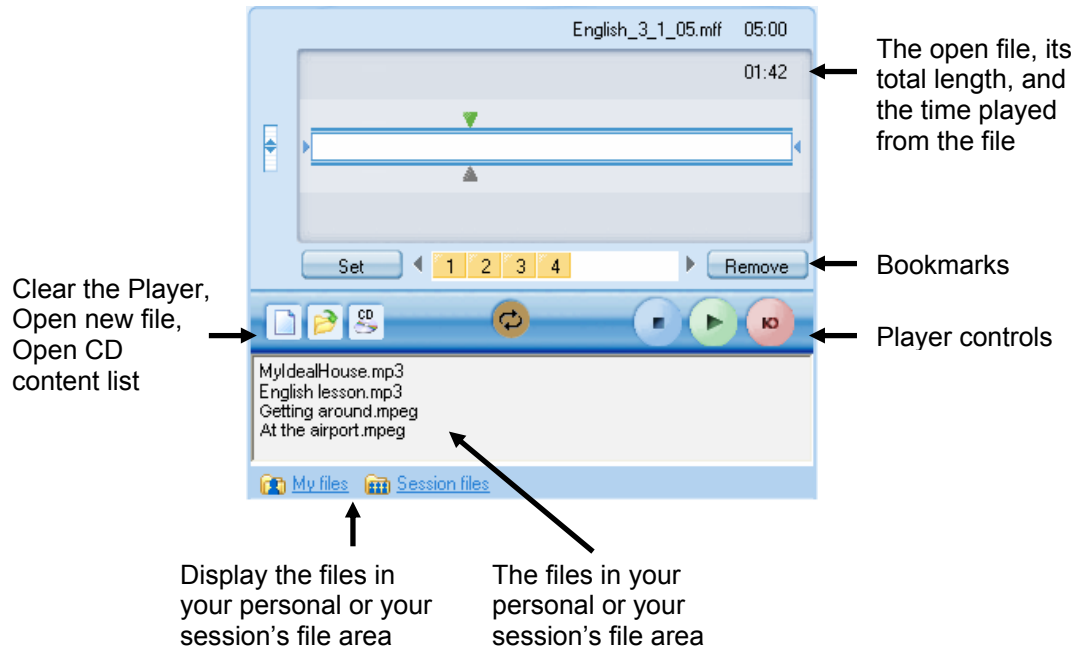
## **HELP MENU**

**Help** – Open the Study 500 online help file.


**About** – Display version information on your Study 500 Student application.


# PLAYER AND FILES


Clicking the **Player and files** button opens the Study 500 Player that you can use to play back media files in commonly found formats, such as WAV, AVI, MP3, as well as in SANAKO's own file formats MFF and MAA. This allows you to also use material created with the SANAKO Authoring tool, Lab 300, and Media Assistant.



## FILE FUNCTIONS

 **New** – Clear the Player. This will close the currently open file and remove all bookmarks.

 **Open** – Open a media file for the Player. This opens a dialog in which you can browse for a file.

 **Open CD** – Open a CD content list to select the material that you want to play from a CD.

 [My files](#)  [Session files](#)

**My files** – Display the files in your own personal file area. All students have personal file areas where they can store files for themselves.

**Session files** – Display the files in your session's file area. Each session has its own file area.

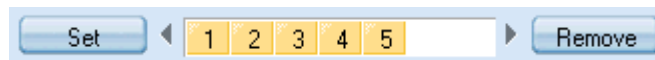
## TRACK DISPLAY



Isolate a segment to be played separately.

**To isolate a segment** of the media file to be played separately move the small tabulators at each end of the track display by holding your mouse button down over them.

## BOOKMARKS



Bookmarks allow you to mark places to return to in the program. Clicking a set bookmark will start playing from the selected place.

**To set a bookmark**, click **Set**. This will add a mark in the numerical order.



**To clear unwanted bookmarks**, click **Remove** and then the appropriate bookmark.

## PLAYER CONTROLS



**Play** – Plays the open file.



**Pause** – Pauses the file. When a file is being played, the **Play** button turns into **Pause**.



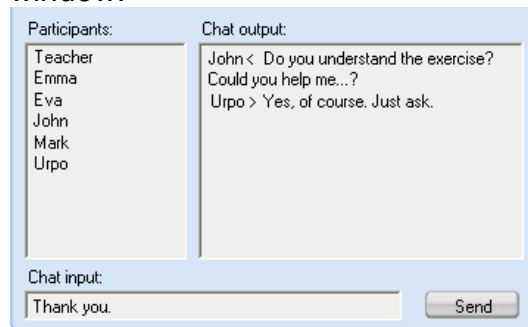
**Stop** – Stops the file.



**Repeat** – Repeats the selected segment or entire file.

# CHAT

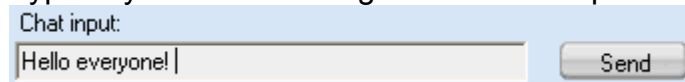
The teacher can enable and disable the Chat function for the students. When enabled, clicking **Chat** will open the Chat window.



All sessions have their own chat rooms in Study 500. The Chat window displays the chat history and participants of the session you are currently in.

## ***TO SEND A CHAT MESSAGE:***

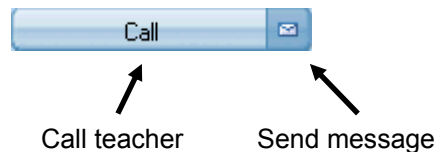
1. Type in your chat message in the Chat input field



2. Click **Send**. Your chat message is displayed in the Chat output window.

## CALL TEACHER / SEND MESSAGE

Whenever students need to communicate with the teacher, they can either call the teacher or send a written message.

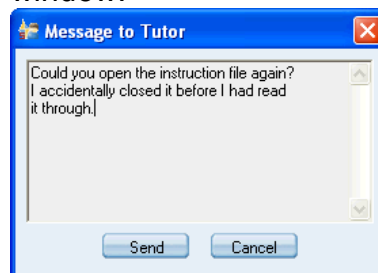


### TO CALL THE TEACHER

1. Click the **Call** button.
2. The teacher screen will now display a question mark on top of your student icon, indicating that you want to talk with the teacher.

### TO SEND A MESSAGE TO THE TEACHER

1. Click the **Message** icon . This opens a Message window.



2. Type in your message.
3. Click **Send**, the message will be displayed on the teacher screen.

# WEB BROWSER

The teacher can launch Web Browsers for the students at any time and has the possibility of controlling students' navigation.



## TEACHER CONTROL

If the teacher sets the student browsers into Follow mode, student browsers will only display the page that is open on the teacher's browser. Students are also unable to navigate as their control buttons are grayed.

The teacher can also set limits to students' navigation by defining allowed and denied Web pages.

# LOCKING

The teacher can use different locking options in order to draw the students' attention to the current task.



*Locked student screen with an open application*

**If the teacher has locked your PC**, your screen is blacked out and you can only view files and applications that the teacher opens.

**If the teacher has locked your screen**, it is blacked out but you can still use your mouse and keyboard to work with the files and applications that the teacher opens.

**If the teacher has locked your mouse and keyboard**, you can see your own screen, but cannot use your mouse and keyboard.

# EXTENSION MODULES FOR SANAKO STUDY 500

SANAKO Study extension modules enhance teaching and learning effectiveness and provide instructors with a powerful array of new teaching tools.

Note: The extension modules presented below are available with the purchase of a separate extension module license for each module.

## SANAKO STUDY BLACKBOARD MODULE

The SANAKO Study Blackboard Module allows teachers and learners to instantly use Blackboard course materials in live, teacher-led learning situations, as well as in the asynchronous Blackboard learning environment.

The Study Blackboard module provides teachers with instant access to the Blackboard LMS by creating a “portal” in the Study software. By selecting this access point, the teacher opens a connection in the Blackboard server, which allows them to download files and other course material into the SANAKO Study file area for use in live classroom teaching.

In addition to collaboration in the classroom, students can continue practicing with the lesson material independently. Once the teacher has made material available for students through the Blackboard module, the students can access the lesson content individually for self-paced learning.

## SANAKO STUDY CONTENT AUTHORIZING MODULE

SANAKO Study Content Authoring Module is an easy-to-use tool for creating varied and motivating multimedia teaching content. With the Content Authoring Module the teacher can combine text, images, audio and video in many different ways to create unique learning material for specific purposes. Teachers can maintain student interest and

involvement by combining a variety of media in one learning activity.

The content authoring software application provided by the Study Content Authoring module offers a variety of different media formats that teachers can easily incorporate into learning material. Once the content has been created, all the lesson materials can be saved as a single file making storage and usage of the material easy.

When creating learning material with the Content Authoring Module, the teacher first selects a media file to function as the basis of the content project and can then freely add other elements, such as images, audio files, video and subtitles. When adding different elements to the media file, the teacher define the exact point in the media file when each element is to be displayed to students, as well as add bookmarks that help to easily locate places in the file for quick review.

## **SANAKO STUDY EXAMINATION MODULE**

The Examination Module is a valuable for teachers that simplifies the creation and administering of tests.

The Examination Module includes a 6-step “wizard” application that assists and guides teachers in the creation of tests. The flexibility of the Examination Module allows teachers to easily vary the types of test questions and to edit any existing tests.

The Examination Wizard allows instructors to design any type of question to test a particular skill or student ability. Teachers may even set the time and outline instructions for tests before administering them, as well as preview entire exams.

The Examination Module provides important follow-up by generating test results for both student and teacher, allowing students to receive immediate feedback on their performance or the teacher may choose not to show the students their results immediately.

Students answer tests easily and conveniently using the SANAKO Exam Player and teachers use the regular activity selection procedure in the Study 500 to launch exam files for students. Students may also use the Exam player in stand-alone mode for additional exam practice or review.

## **SANAKO STUDY VIDEO STREAMING MODULE**

The SANAKO Study Video Streaming Module enables teachers to stream video from a variety of analog sources,

including DVD and VHS players, or from media files directly to students.

The module consists of a SANAKO video streaming hardware server with SANAKO software, and a simple browser interface for administration and video stream management. The SANAKO Video Streaming Module is ready to be used once the video streamer is installed on the LAN, and one or more video sources are cabled to the video streamer.

The module allows teachers to display video to students, or to simultaneously send the video material, digitize it and then save the video content as a media file for future use. The teacher can launch a video stream to student screens with a simple click of a Video Stream button in the SANAKO Study interface.

Note: The SANAKO Study Video Streaming Module requires Quicktime 7.0.3 or later.

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