

SANAKO Lab 300 Guide to Collecting Evidence

Measuring progression, gathering evidence for inspection and examinations or parent's evening, retrieving students' day to day work and achieving your lesson's objectives can all be done with ease in the SANAKO Lab 300. As with all features/functions in the Lab, we are simply using them creatively to achieve our end result.

So how do we go about taking in work we've previously distributed or what students have recorded?


Collecting Student Tracks recorded on SANAKO Media Assistant Duo:

For this, you're going to use the collection function within Test – Response Recording

(if you have the **SANAKO Lab 300 User & Technical Guides For Educational Purposes, you'll find it in there, UG300TST**)

Whenever a student has recorded their voice, perhaps in Pair Discussions (*combining features*) or Mark to Speak mode, or even a verbal presentation within SANAKO Media Assistant Duo, we can collect it.

The Test – Response Recording is simple to use and with that, any activity done is regimented and controlled by the Teacher, but that isn't always what we want. Allowing students to work at their own pace is often paramount to their learning objectives, so that's where the collection function comes in.

- Click on the Test icon  (version 7>) or 'Test' and 'Response Recording' in the Toolbar
- Ignore the Question and Answer section and go straight to the Collect area in order to collate the student responses
- Click on the 'Start' button
- A window appears prompting you for a name for your test folder (choosing something relevant to the activity is a popular and sensible choice). Put the name in and OK
- You can now browse to the folder and listen to the work, or, if you're feeling adventurous, perform a Mark to Speak (*combining features*) on each file with either SANAKO Media Assistant Solo or SANAKO Media Assistant Lite to add feedback/comments/suggestions for improvement and save as a package file (.maa)

Collect	
Student	<input type="text"/>
Start	Counter <input type="text"/>
Pause	Target <input type="text"/>

Test Name	
<input type="text"/>	
OK	Cancel

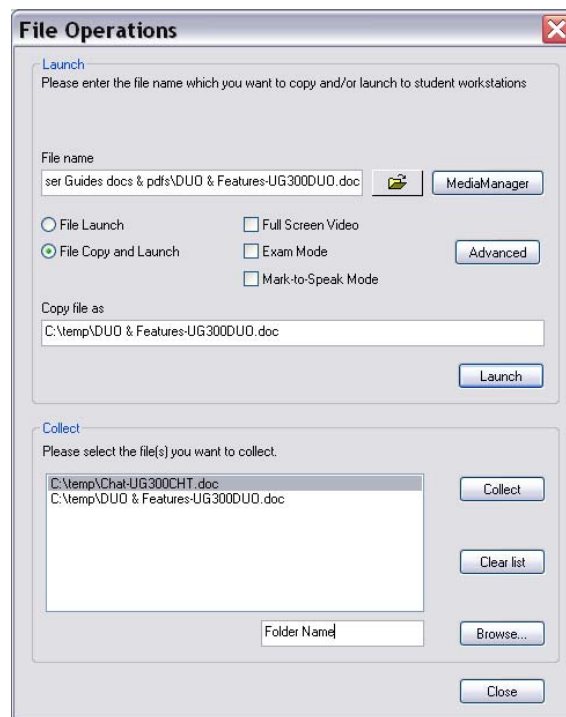
That's the audio sorted, so now let's focus on files you have copied and launched out (**File Launch User Guide UG300FLN**).

Collecting work that has been sent out via Copy and Launch:

You can 'Copy and Launch' many different file types; word processing documents, presentations, spreadsheets to name but a few (.TXT .DOC .PPT .XLS .PDF .PUB), which your students can then work on.

All Copy and Launch files are then listed in the 'Collect' window.

- Select the file you wish to collect in the window
- Decide on a name for the folder to which the work will be collected
- As soon as you enter a name, the 'Collect' button is made available
- By default, the files will go to the same network drive and parent folder as Response Recording audio files but this can be changed if you want to 'Browse' to a different destination (subject to user permissions)
- You can now browse to the folder and view the work



Now you've gathered your evidence, it's a good idea to copy and paste it somewhere else e.g. Pen stick/Removable hardrive, especially if you are using it for examination purposes.