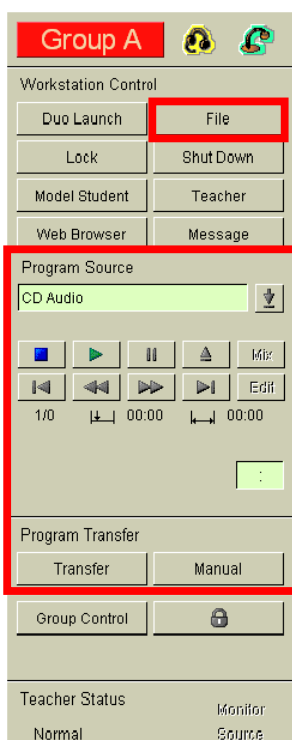



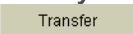

How to prepare the material for an AS/A Level examination using a multiple-track CD in SANAKO Lab 300

No.1 - Prior to the Examination, you will need to log on at both the Teacher's PC (and run the SANAKO Lab 300) and also one student position (with SANAKO Media Assistant Duo on). You are going to Transfer the CD to that student position & save the resulting track as an MP3. On examination day, you will then Launch the file to the student positions.



1. Insert the exam CD then select the source of the file/material in the Program Source area on the right-hand side of the screen by clicking on the downward arrow  to make the drop-down menu appear and then click on your chosen source 'CD Audio' (or equivalent).

Note: You may want to search for the start of the material by using the play, fast forward & rewind buttons before you t Transfer.

2. When you've found the start of the material, press the 'Transfer' button  & then the play button . The material will now be sent to the student position and digitised in the process. The CD will play through ALL of the tracks continuously

3. To stop the transfer, click on the Transfer button  again.

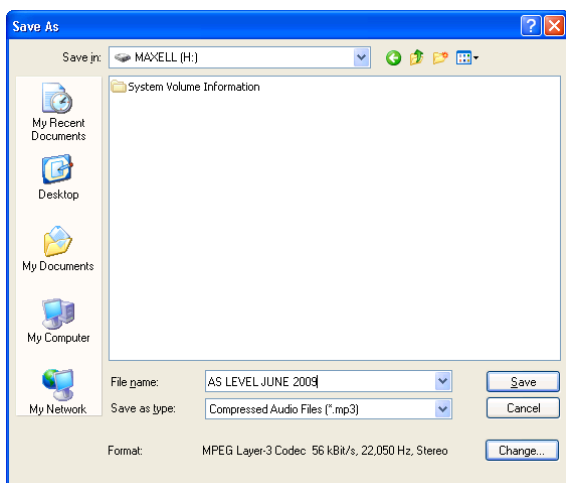
Note: Version 6 onwards has the automatic digitisation prompt but the soundcard (usually proprietary/onboard) is already being utilised as it is playing the CD. Therefore if you were to save, the file may not be of suitable quality as the card may not be suitable advanced (full duplex audio)

4. At the student end, click on File & then Save As






5. Name the file sensibly (according to the CD's title) & save to your chosen location.

Note: For added safety/security, you want to save the MP3 to a portable hard drive & keep it in a locked cupboard prior to the exam



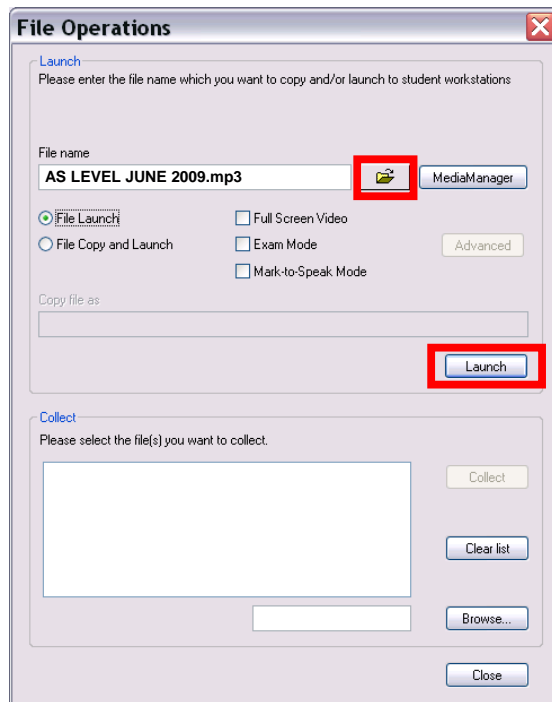
On Examination day:

6. Copy & paste the file from your portable hard drive to your shared network area
7. Click on File 
8. Browse for your Exam.mp3  & select it
9. Launch it 

Note: you may want to choose to disable some or all of the features of SANAKO Media Assistant Duo in Exam Mode according to what the students are/aren't allowed to do in the exam (Version 8>)

Don't forget about the classroom management features in SANAKO Lab 300, such as;

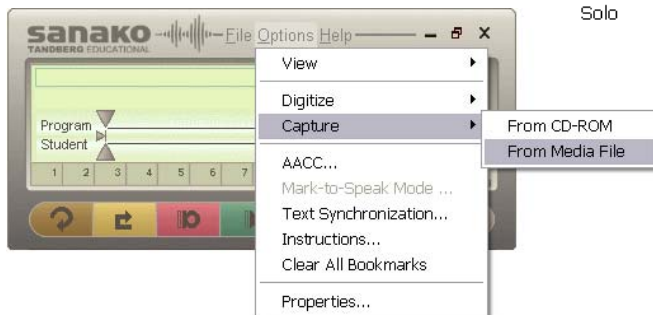
- Thumbnail view of group
- Automonitor
- Lock



No. 2 - Prior to the Examination, you will need to log to the Teacher's PC (and run SANAKO Media Assistant Solo). You are also going to use a media player to play the CD and then capture the content.



1. Insert the exam CD and open SANAKO Media Assistant Solo
2. Open your chosen media player for CDs e.g. Windows Media Player®, iTunes®
3. In SANAKO Media Assistant Solo, click on Options, Capture, From Media File



4. When ready, click on the red Record  button



5. Now press play on the other media player to play the CD
6. When finished, Stop  the SANAKO Media Assistant Solo and File, Save As an mp3 to your chosen destination

Note; This can also be done using SANAKO Media Assistant Duo.