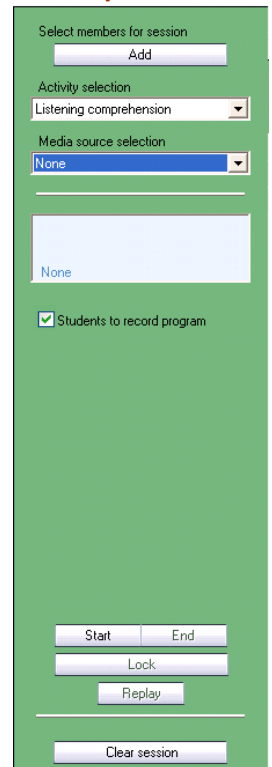
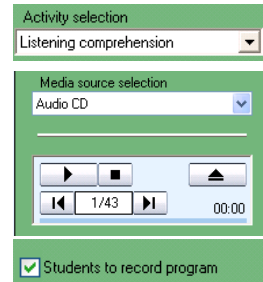



How to prepare the material for an AS/A Level examination using a multiple-track CD in SANAKO Study 1200

Prior to the Examination, you will need to log on at both the Teacher's PC (and run the SANAKO Study 1200) and also one student position (with SANAKO Study 1200 Student Player on). You are going to do a Listening Comprehension using the CD with the students recording the program to that student position & save the resulting track as an MP3. On examination day, you will then put the file in the Files Area for the students to open in Self Access

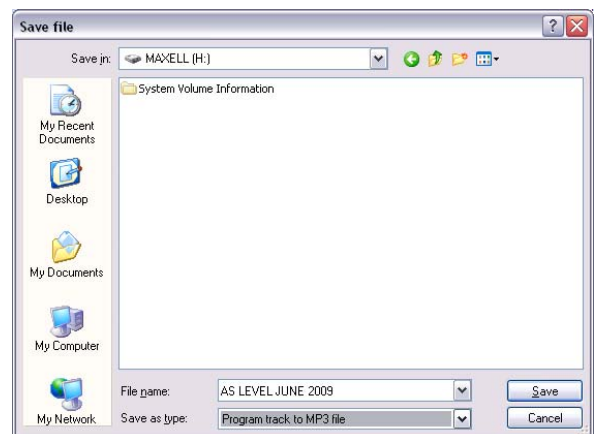
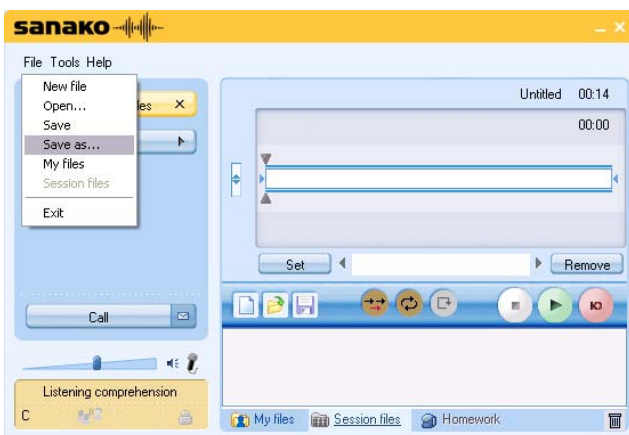
1. Select Listening Comprehension in the Activity selection drop down box
2. Choose what they are going to listen to. Select the appropriate Media Source – CD Audio (Cue up the first track on the CD)
3. Additional options – tick 'Students to record program' So a copy of the track will go to the student position
4. Start the activity – press Start
5. End the activity – press End



6. At the student player, click on the disk icon  or File, Save as and save the Program Track as mp3.



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

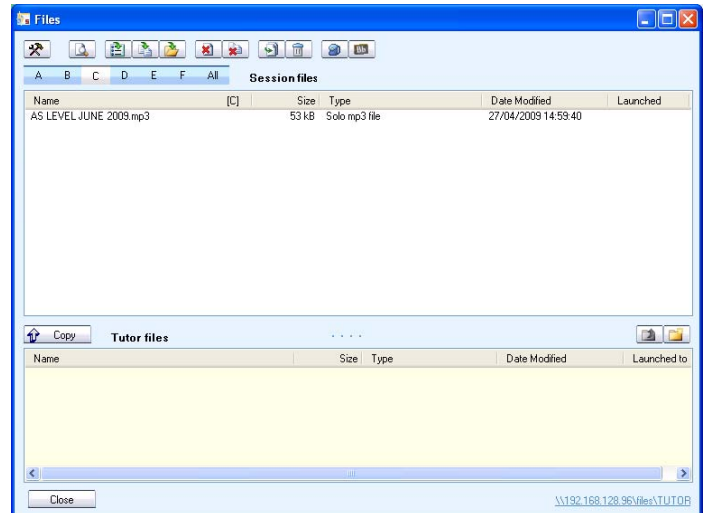
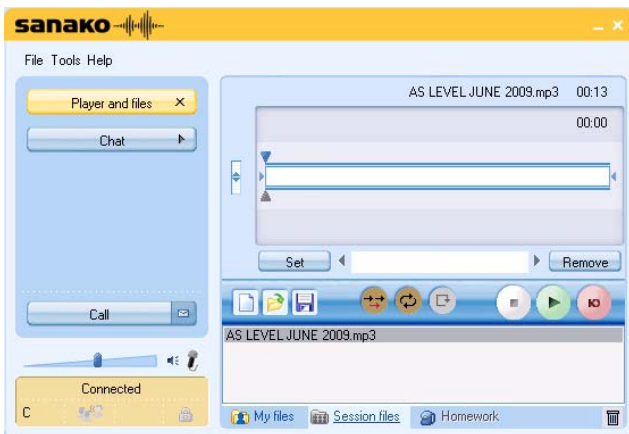
Note: For added safety/security, you want to save the MP3 to a portable hard drive & keep it in a locked cupboard prior to the exam



7. Clear the session – press Clear session

On Examination day:

8. Copy & Paste the file from your portable hard drive to the shared network area
9. Click on Files  to add the file to a session
10. Add  the file to the appropriate session
11. Students will then see the file to double click in their Session Files tab



Don't forget about the classroom management features of SANAKO Study 1200, such as;

- Disable internet
- Application blocker
- Lock
- Thumbnails/Monitor/Autoscan