SANAKO Lab 300 v. 10.1

USER GUIDE

Used Software:

Lab 300 and Setup:	Microsoft Visual C++ (trademark of Microsoft).
Help and User Guide:	Doc-To-Help (trademark of WexTech Systems, Inc).
Installation:	Wise (trademark of Wise Solutions, Inc.).
Database:	Solid (trademark of Solid Information Technologies, Ltd.).

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CE

This equipment complies with the requirements in Part 15 of FCC Rules for a Class A computing device. Operation of this equipment in a residential area may cause unacceptable interference to radio and TV reception requiring the operator to take whatever steps are necessary to correct the interference.

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CONTENTS

INTRODUCTION

ABOUT THIS GUIDE

This is the user's guide for the SANAKO Lab 300. In this quide you will find how to run the program and how the program works. The installation and the use of the setup program of the software is described in the separate SANAKO Lab 300 Setup User's Guide.

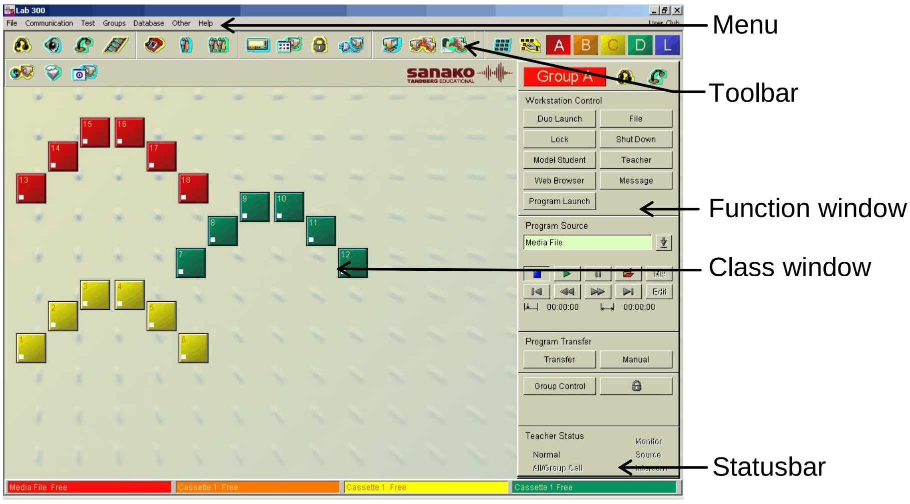
The guide is divided into three sections according to the three components of the SANAKO Lab 300 application set. The first section covers the description of the Lab 300 application itself and the latter sections the use of its application tools, MediaManager and ResourceManager.

WHAT IS SANAKO LAB 300?

SANAKO Lab 300 is a set of classroom management applications. It is a software package that supports a concept of a teacher-dominant learning center as well as a student-centered learning environment. It is a powerful set of classroom management applications that facilitate teaching and learning activities from launching a particular learning resource (whether in analog or digital format) for student study, to verbal and visual monitoring, guiding, correcting and coaching of individual learners, to test assignments and reporting.

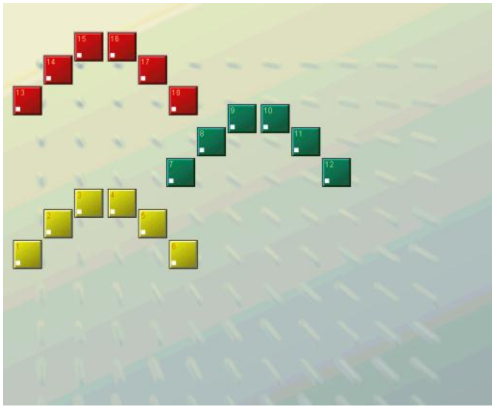
SANAKO LAB 300 USER INTERFACE

The parts of the main window (the basic state) in the SANAKO Lab 300 user interface are: **Class window**, **Function window**, **Menu bar**, **Toolbar** and **Statusbar**.



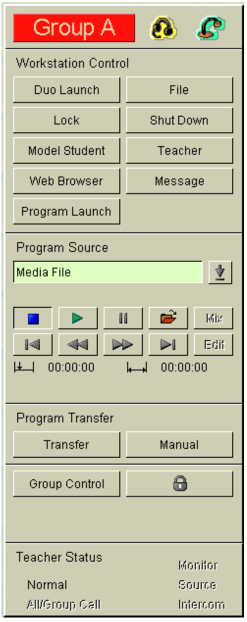
CLASS WINDOW

The major part of the main window is called the Class window. It consists of the icons that correspond to the student workstations in the classroom. The icons of the different groups are marked with different colors: group A is red, group B orange, C yellow, D green and L blue. A student icon shows the number or the initials of the student, the state of the student recorder (play, stop, record, etc.) and the symbol of the chosen function. For example, a telephone receiver symbol is shown on the icons of the students for which you have allowed the Phone Conversation function.



FUNCTION WINDOW

On the right side of the Class window you'll see the Function window. The name and the contents of the window vary depending on the selected function. This means that the Function window changes into Group window, Student window, Phone conversation window etc. with all the corresponding buttons. In the basic state (the main window) of the program you can see a Group window.



Clicking one of the color-coded Group buttons in the Toolbar opens the corresponding Group window. The Group window is one of the most important "control panels" in the SANAKO Lab 300 program because it contains all the necessary buttons for the functions applicable on a group (program transfer, Media Assistant launch, locking and shut down operations, file copy and launch) as well as the buttons for controlling all the student recorders in the group.

Another important state of the Function window is the Student window: Clicking one of the student icons in the Class window opens the corresponding Student window and makes the selected student the target of the next command. The Student window shows the state of the student recorder and all the necessary buttons for monitoring and guiding the selected student.

Other possible states of the Function window are the Phone Conversation, Pair Discussion and Group Conference windows as well as the Grouping window. You can open them by clicking the corresponding button in the Toolbar.

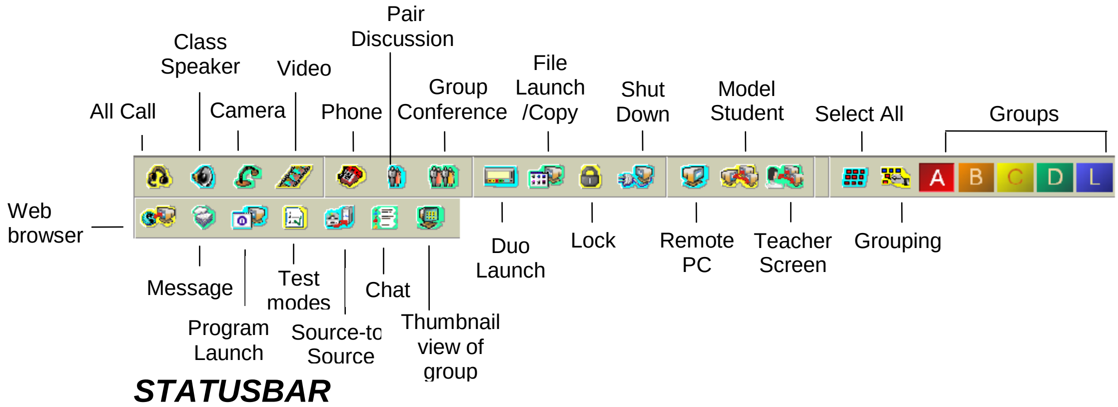
If you want to use the test functions, the database functions or copy from one source to another, you'll also have the Response Analyzer and Response Recording window, the Student Login window and the Source-to-source window. Choose the appropriate item from the Menu bar.

MENU BAR

The Menu consists of the following pull-down menus: **File**, **Communication**, **Test**, **Groups**, **Database**, **Other** and **Help**. In these menus you'll find items such as Preferences, Seating Plans, Response Analyzer, Source-to-Source, ResourceManager, Student Attendance. All the functions are explained later on in this guide in the corresponding chapters. Some of the items are also available in the Toolbar.

TOOLBAR

In the Toolbar you will find the buttons for the most important functions that concern the whole class, as well as some buttons for the most popular group features. To turn the function on, click the button. Most of the buttons in the Toolbar are ON/OFF buttons, i.e. when the function is ON, the button looks like it was pushed down. Another click on the button turns the function OFF.



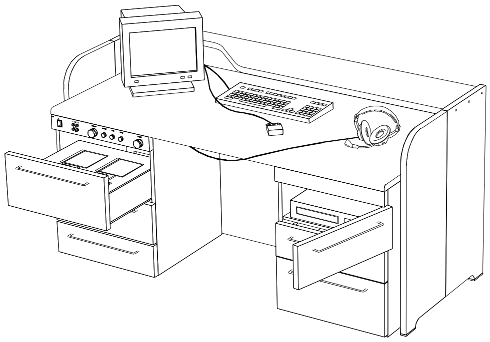
STATUSBAR

At the bottom of the main window you will find the Statusbar. It is divided into four sections – one for each group of students (A, B, C and D). The corresponding group is indicated by the color of the section. Each section shows the status and the program source (for example Cassette Transfer) of the corresponding group.

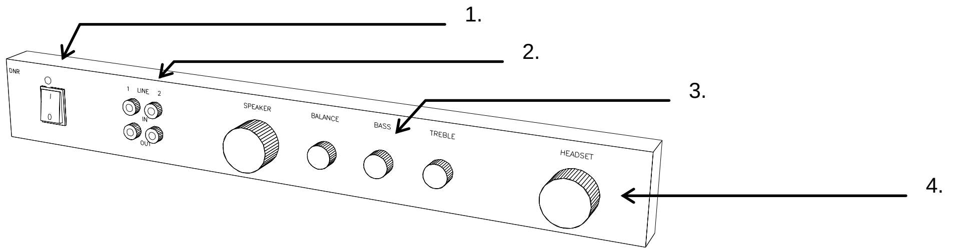
WORKSTATIONS

TEACHER WORKSTATION

The Teacher Workstation is a standard PC. The technical requirements are specified in *Technical Features*. In the Teacher desk you'll find the Master Audio Panel (MAP) and most of the program sources.



MASTER AUDIO PANEL (MAP)



The Master Audio Panel is located on the left-hand side of the Teacher desk. It consists of the following:

1. Main power switch of the system.
2. Connectors for two external program sources (2 x lines IN & OUT).
3. Volume, balance, bass and treble controls for the classroom loudspeaker.
4. Volume control for the teacher headsets.

The headset connectors are placed on a separate connector bar attached to the Teacher desk.

STUDENT WORKSTATION

The Student workstation can be:

a) Student desk with PC and the multimedia recorder SANAKO Media Assistant Duo.

b) Student desk with a student user panel and a tape recorder. The recorder can also be located in a recorder cabinet. In some installations the student desk may also have a video monitor.

RECORDERS

The student recorder can be either a traditional one or the software solution SANAKO Media Assistant Duo. They both have two tracks: the program track and the student track. The program transferred from the program source is recorded on the program track, and the student can't delete it. Only the student's voice is recorded on the student track.

Notice that later in this guide the word "recorder" refers both to SANAKO Media Assistant Duo and the traditional recorder.

SANAKO MEDIA ASSISTANT DUO

Usually, the Lab 300 application is used together with the multimedia recorder SANAKO Media Assistant Duo, even though you can also use the traditional language lab recorders (See *Cassette Recorder*). SANAKO Media Assistant Duo is a software solution for multimedia learning environments. With Media Assistant Duo you can work with various audio and video files, record your own voice, make subtitles, bookmarks, etc. All the Media Assistant functions are explained in a separate SANAKO Media Assistant User's Guide.

TELEPHONE FUNCTIONS

When the teacher has enabled the Telephone Conversation function, a telephone symbol appears on the Duo display. Now a student can call another student by clicking the buttons that normally are used for making bookmarks. The number should always consist of two digits. For example, to call the workstation number 9, the student has to dial 09, and 14 for the workstation number 14. If the line is free, the students will be connected immediately and the Pair symbol appears on both displays. They can also see the number of the student they are talking with. If the line is busy, the caller sees the word **Busy** appearing after the dialled number. To stop the conversation, the student has to click the **Clear** button.

CALLING THE TEACHER

To call the teacher for help, the student can click the exclamation mark in the upper right corner of the Duo window. The teacher sees a small Help balloon appear on the student icon and establishes the Intercom connection with the student by clicking the icon.

DUO UNDER TEACHER CONTROL

When the recorders are under teacher control, most of the functions of Duo are disabled. The student can, however, call for the teacher, control the volume and set bookmarks.

CASSETTE RECORDER

With the Lab 300 application it is possible to use traditional language lab recorders. For a detailed description of the functions, see the appropriate recorder manual or the Quick Reference Card.

TELEPHONE FUNCTIONS

Once the teacher has enabled the Telephone Conversation function, a telephone symbol appears on the student recorder display and the keypad switches automatically to numeric mode. Now a student can call another student by pressing the number buttons. The number should always consist of two digits. For example, to call the workstation number 9, the student has to dial 09, and 14 for the workstation number 14. If the line is free, the students will be connected immediately. The Pair symbol and the other student's number appear on both displays. If the line is busy, the caller can see the letter **C** appear after the dialled number. To stop the conversation, the student has to press the **Rec** button.

During the phone call, the student can press the **Mode** key to return from the numeric mode to normal mode and the Tape Counter will still show the other student's telephone number.

CALLING THE TEACHER

If the student wants to call the teacher for help, he or she should press the **Call** button. The teacher sees a small Help balloon appear on the student icon. Clicking the icon opens the Intercom connection with the student.

STUDENT RECORDER UNDER TEACHER CONTROL

When the recorder is under teacher control, a lock symbol is shown on the recorder display. If the student tries to use the recorder, the lock symbol starts flashing. It is, however, possible to control the volume, call for the teacher and set bookmarks.

MEDIAMANAGER AND RESOURCEMANAGER

MediaManager is an application incorporated to the Lab 300 from the SANAKO Study 300 application. It allows the user to browse and make searches through the learning material in the Lab 300 database as well as add, alter and remove media data in the database.

Another application incorporated from SANAKO Study 300 is **ResourceManager**. It is an administrative application for adding and maintaining information on system users, courses, departments, programs, languages and workstations. There is also a reporting tool for printing different reports.

When you are using the Lab 300 application, you can access MediaManager and ResourceManager from the **Database** pull-down menu. Notice that you can also launch and copy files from the MediaManager (the File Operations dialog) or select a file as the program source for the group.

LAB 300 APPLICATION

GENERAL

This section of the guide describes the features of the Lab 300 application.

In *Basic Tasks* there is a short presentation of some basic tasks in the lab. You can use it as a quick reference once you have learned the purpose of each function.

In *Toolbar Functions* you'll find a detailed description of all the functions that you can start by clicking the buttons in the Toolbar. Most of these concern the whole class. The functions are presented in the same order as the corresponding buttons appear on the Toolbar.

Group Window Functions describes all the functions that are started by clicking the buttons in the group window. These functions concern the selected group.

The buttons of the functions for controlling an individual student are located in the student window. They are described in *Student Window Functions*.

The description of the functions for transferring the screen of one PC to other PCs is to be found in *Screen Transfer Functions*. These functions require an external hardware (CSS Net) or a software solution.

In this guide you can also find *Testing Students*, *Database Functions*, *Preferences*, *Seating Plans* and *Technical Features*.

BASIC TASKS

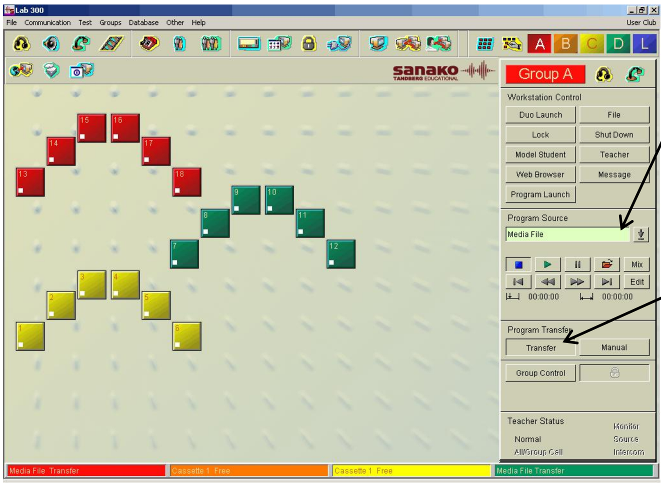
This is a short presentation of certain basic tasks. Notice that these are only examples of how to proceed.

SWITCHING ON THE SYSTEM

1. Switch ON the system with the main power switch on the left-hand side of the Teacher desk. All the lab equipment is powered up.
2. Wait a moment while the computer restarts and the main program initializes.

PROGRAM TRANSFER

1. Place your program material in the source device you intend to use (open-reel recorder, video, CD etc.).

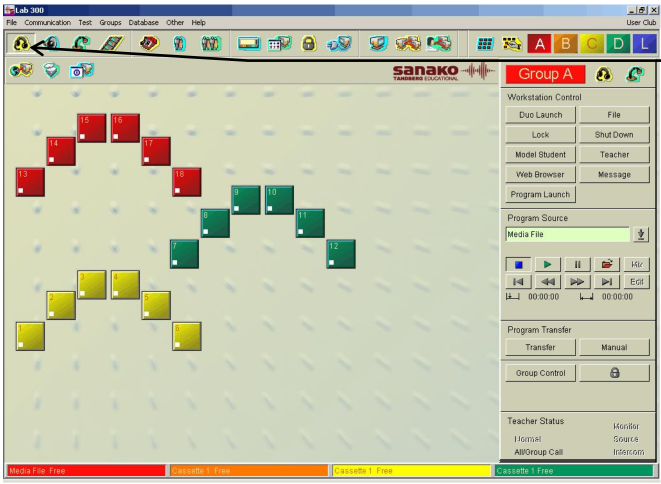


2. Click the source list to select the program source.

3. Click the **Transfer** button to start program transfer to the selected group (A,B,C,D).

4. To stop the program transfer, click **Transfer** again.

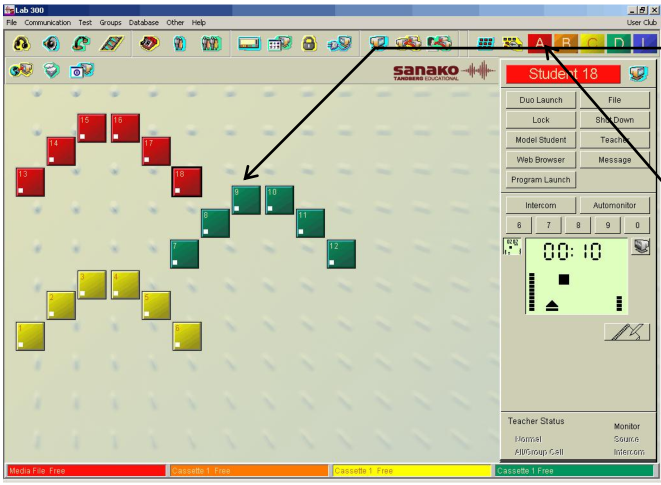
TALKING TO THE WHOLE CLASS (ALL CALL)



1. Click the **All Call** button in the Toolbar to talk to all the students.

2. Click **All Call** again to stop talking to the students.

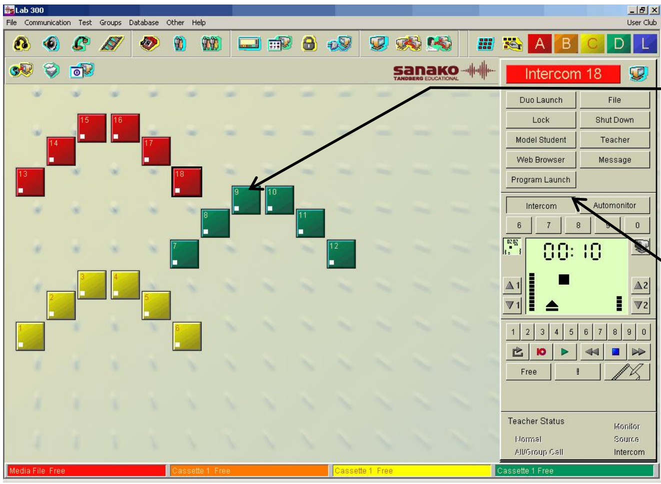
MONITORING STUDENT WORK



1. Click the student icon of the student you want to monitor.

2. Click a group button in the Toolbar to return to the basic state.

INTERCOM



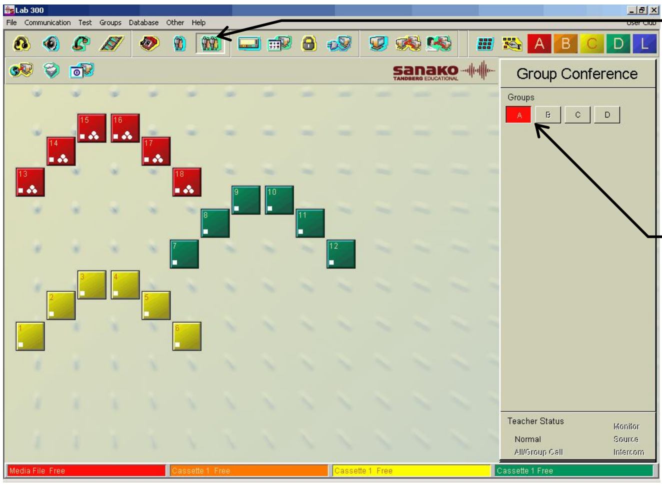
1. Click the student icon of the student you want to talk with.

2. Click the **Intercom** button.

3. Click the **Intercom** button again to stop the conversation.

4. To return to the basic state, click a group button in the Toolbar.

GROUP CONFERENCE



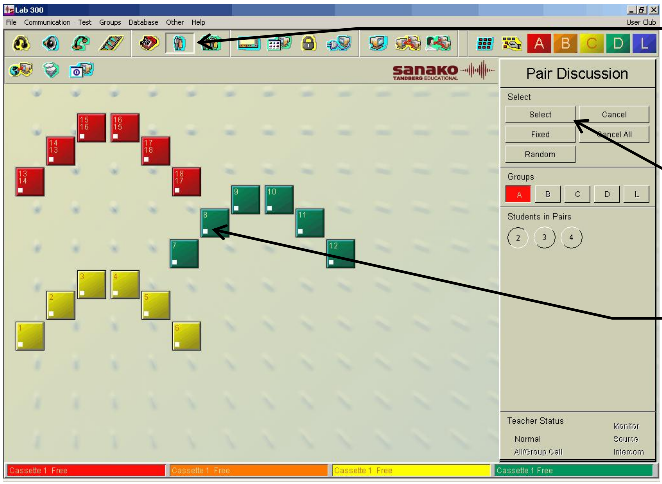
1. Click the **Group Conference** button in the Toolbar.

2. Click the Group button(s) of the group(s) for which you want to start a Group Conference.

3. Click the same Group button(s) again to stop the Group Conference.

4. Click again the **Group Conference** button to return to the basic state.

PAIR DISCUSSION



1. Click the **Pair Discussion** button in the Toolbar.

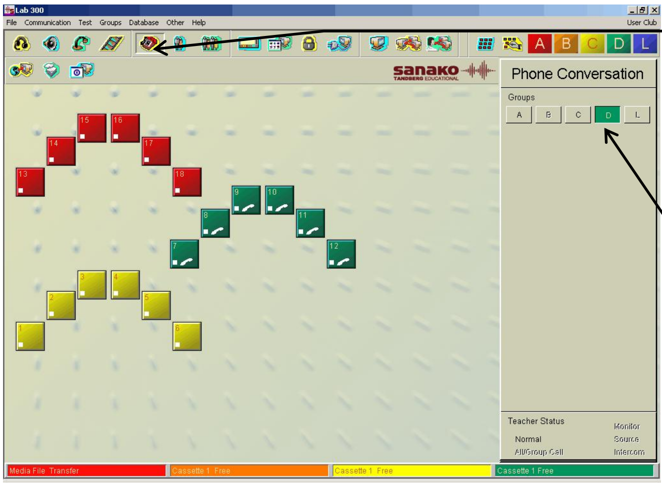
2. Click the **Select** button in the Function window.

3. Select pairs by clicking student icons one by one.

4. Click the **Cancel All** button to stop all pair discussions in the active groups.

5. Click again the **Pair Discussion** button to return to the basic state.

PHONE CONVERSATION



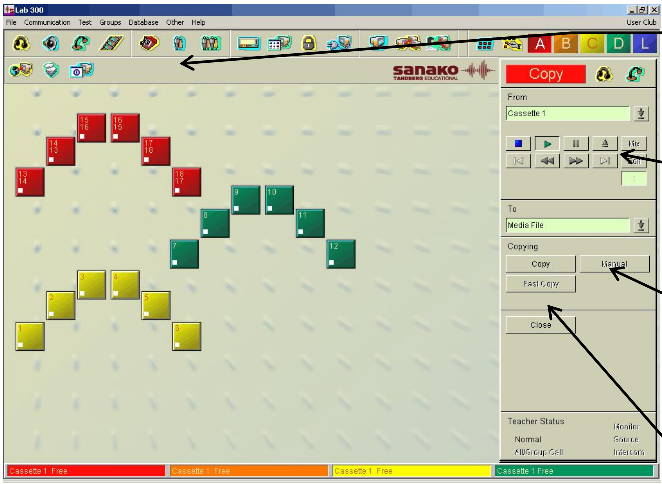
1. Click the **Phone Conversation** button in the Toolbar.

2. Click the Group button(s) of the group(s) for which you intend to allow phone conversations.

3. Click the same Group button(s) again to stop the function for the group(s).

4. Click again the **Phone Conversation** button to return to the basic state.

PROGRAM COPYING



1. Select the **Source-to-Source** command in the **Other** Menu.

2. Select the program source you want to copy FROM.

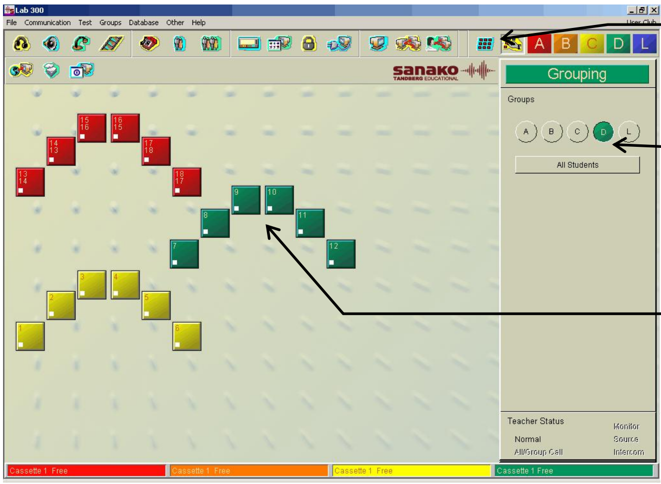
3. Select the destination you want to copy the program TO.

4. Click the **Copy** button to start copying.

5. Click **Copy** again to stop copying.

6. Click the **Close** button to close the Source-to-Source window.

GROUPING STUDENTS



1. Click the **Grouping** button in the Toolbar.

2. Click the Group button in the Function window to change the active group.

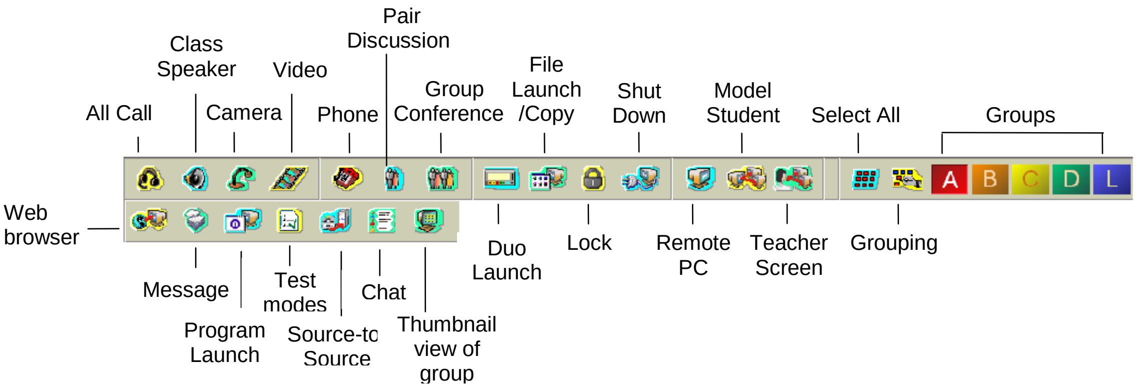
3. Click the student icons you want to move to the active group.

4. Click again the **Grouping** button in the Toolbar to return to the basic state.

TOOLBAR FUNCTIONS

All the main functions for controlling the whole class can be found in the Toolbar. The icons in the first section are related to talking to the students or to the program source (**All Call**, **Class Speaker**, **Camera** and **Video**). The second section deals with communication exercises (**Phone Conversation**, **Pair Discussion** and **Group Conference**). In order to save you time and effort, in the third section you'll find the buttons for certain basic functions you may want to apply to the whole class (**Duo Launch, File Launch/Copy**, **Lock** and **Shut Down**). The fourth section discusses screen transfer (**Remote PC**, **Model Student** and **Teacher Screen**; not available without CSS Net or a remote control software installed). The fifth section is related to grouping students (**Select All**, **Grouping** and the Group Buttons (**A**, **B**, **C**, **D**, **L**)). The sixth section covers the **Web browser**, **Message** and **Program Launch** features for the whole class, the **Test modes**, **Chat** and **Thumbnail** view features for a group, and the **Source-to-Source** copying.

Many buttons in the Toolbar are ON/OFF buttons, i.e. once you have clicked the button to turn the function ON, it remains pressed down. To turn the function OFF you have to click the button again.



ALL CALL

By using this ON/OFF button the teacher can talk to all the students simultaneously through the Teacher headset microphone.

To talk to the whole class, click the **All Call** button. The students will hear you, but are not able to talk back. The student recorders are under teacher control during the call. When you want to stop talking to the class, click the **All Call** again.

Note 1: The same function is also available for a group (See *Group Call* in the Group Window Functions).

Note 2: You can select how All Call and Group Call affect the program transfer to students by selecting the corresponding Group Call Mode in the Advanced Preferences. The default option is that the teacher's speech is heard alongside the program.

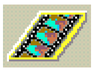
CLASS SPEAKER

ON/OFF button for the classroom loudspeaker. If ON, the classroom speakers play the sound heard in the Teacher headset.

CAMERA

ON/OFF button to open the Video window. This function sends the teacher's camera signal to all the students that are able to see the video. Notice that for applying the same function on a single group you'll find the corresponding button in the Group window. See *Group Camera* in Group Window Functions.

VIDEO



ON/OFF button for the Video window. If you have selected a source containing video, clicking this button shows the currently running video signal on the teacher's screen.

PHONE CONVERSATION

Clicking this ON/OFF button turns the Function window into the Phone Conversation window. In the Phone Conversation window, you can select the groups for which you want to allow the function. The students can then phone each other as if by telephone.

When you want to allow the students to call one another, do the following:

1. Click the **Phone Conversation** button to open the Phone Conversation window.
2. Click the Group button (in the Phone Conversation window) of the group for which you want to start the phone conversation. This allows phone conversations for the group. A telephone receiver symbol is shown on the student icons of the selected group. Now the students can call one another using the number buttons of their recorders.
3. To stop the phone conversation for a particular group, click again the corresponding Group button in the Telephone Conversation window.
4. Click again the **Phone Conversation** button to return to the basic state.

Note: The numbers in the student icons tell the teacher who is talking to whom. The teacher may participate in any phone conversation between two students by contacting one of them via Intercom.

PAIR DISCUSSION

Clicking this ON/OFF button turns the Function window into the Pair Discussion window that consists of all the necessary buttons for forming and cancelling the pairs. In pair discussion the students can speak with the other member(s) of the pair by using their headsets and microphones.

Note: With the “Students in Pairs” number buttons, you can choose how many students you want to belong to a “Pair”.

Pairs Created by the Teacher

1. Click the **Pair Discussion** button in the Toolbar to open the Pair Discussion window.
2. Click the **Select** button and then the icons of the students you want to form a pair. The student icons show the student numbers of those in pair discussion.

3. To cancel a pair, click the **Cancel** button and then one of the student icons in the pair. To return to the basic state, click the **Pair Discussion** button again. You can also click the **Cancel All** button to cancel all the pairs in the selected groups.

Pairs Created by the Computer

1. Click the **Pair Discussion** button in the Toolbar to open the Pair Discussion window.
2. Select the groups for which you want to start the function by clicking the corresponding buttons in the Pair Discussion window.
3. Click **Fixed** to let the computer form the pairs in numerical order (1–2, 3–4, 5–6 etc.) or **Random** if you want them to be created in an occasional order. If there is an odd number of students, the last three will form a pair. The student icons show the student numbers of those in pair discussion.
4. **Cancel All** will cancel all the pairs in the selected group(s). If you want to cancel one pair, click **Cancel** and then one icon of the students in the pair. To return to the basic state, click again the **Pair Discussion** button.

GROUP CONFERENCE

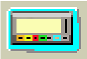
Clicking this ON/OFF button turns the Function window into the Group Conference window. In that window you can select the groups for which you want to allow the function.

To allow the students to speak with other members of their group by using their headsets and microphones, do the following:

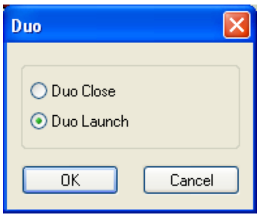
1. Click the **Group Conference** button in the Toolbar to open the Group Conference window.
2. Click the **Group** button(s) in the Group Conference window of the group(s) for which you want to allow this function. The symbol of the Group Conference (three circles) is shown on the student icons of the members of the selected groups.
3. When you want to stop the Group Conference for a particular group, click again the corresponding **Group** button in the Group Conference window.
4. Click again the **Group Conference** button to return to the basic state.

Note: The student recorders are under teacher control during the Group Conference. To talk to the group use the Group Call function or select **Teacher** as program source. If you just want to hear what the group members are talking, click one of the student icons in the group. If you want to participate in the Group Conference, select **Teacher** as the program source and click one of the student icons in the group.

DUO LAUNCH



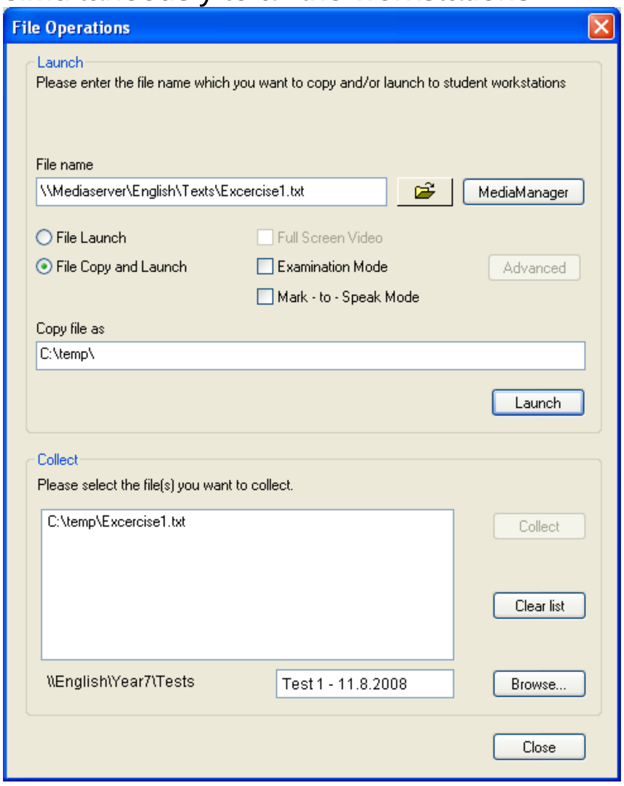
Clicking this button opens a dialog where teachers can either launch or close Media Assistant Duo recorders for all the students.



Note: You can apply the same function for a group (See *Duo Launch* in Group Window Functions)or for an individual student (See *Duo Launch* in Student Window Functions).

FILE OPERATIONS

Clicking this button opens a dialog where you can launch and/or copy a file simultaneously to all the workstations.

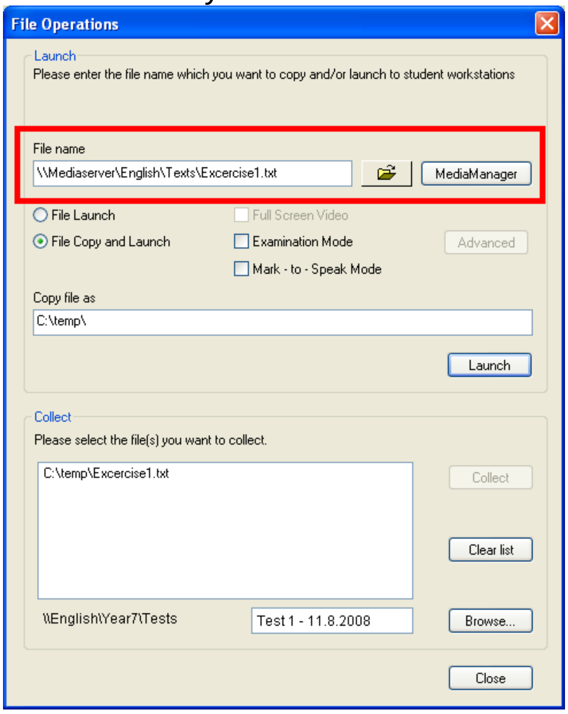


Note: The files that are launched or copied to students need to be in a folder where the students have access.

LAUNCHING FILES TO STUDENTS

To launch a file to students:

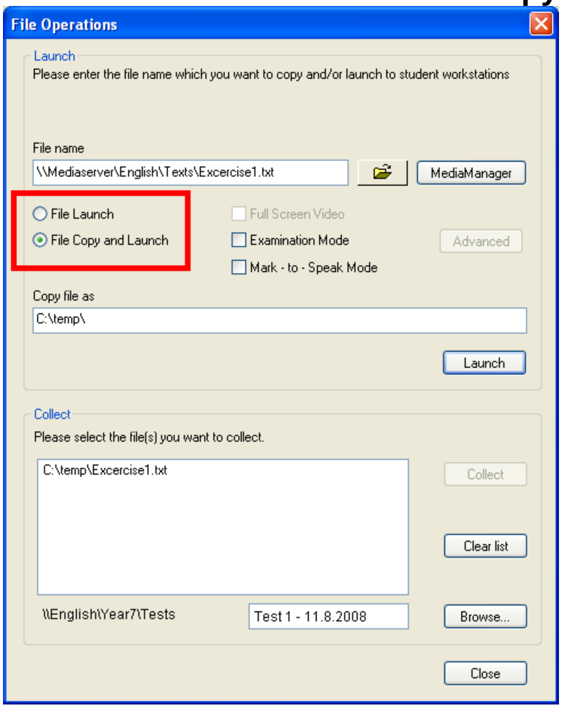
1. Select the file you want to launch



There are three ways of selecting a file to launch

- type the file name in the **File Name** field
- click the **Open File** button and browse for a suitable file
- click the **MediaManager** button and select a file from the MediaManager.

2. Select either **File Launch** or **File Copy and Launch**

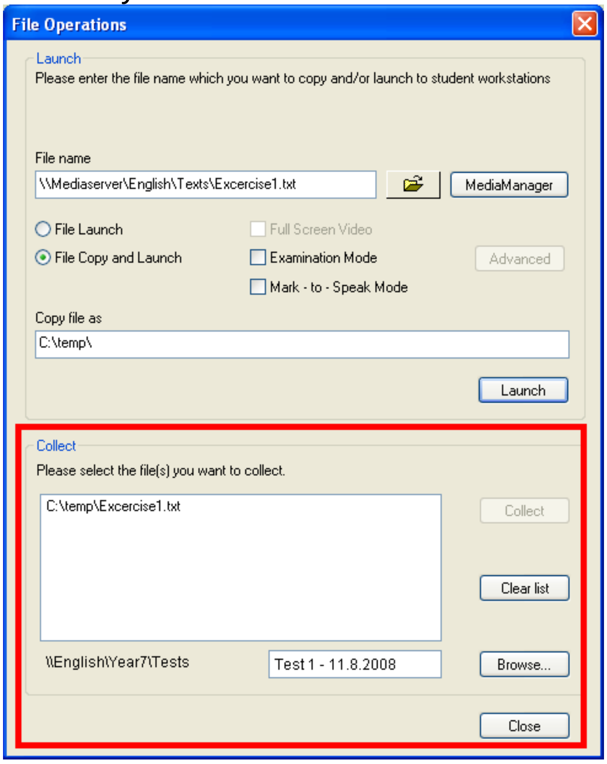


File Launch – sends the file to the students Duo (in addition, if Duo hasn't been launched, launching a file will automatically make it appear on the student's desktop)
File Copy and Launch – as well as sending the file to the students, it will produce a copy of it in the chosen pathway/folder (usually c:\temp\)

3. Click on **Launch** to send the selected file out.

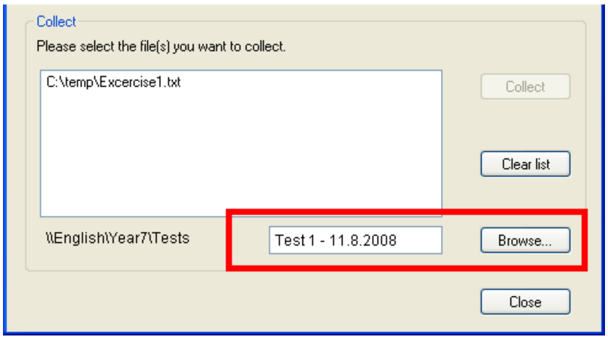
COLLECTING FILES FROM STUDENTS

If you have launched a file to students with the **File Copy and Launch** function, you can automatically collect the file from the student computers after they have edited it.



To collect files:

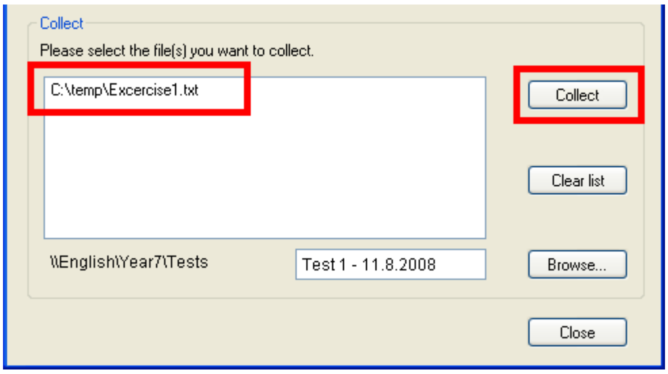
1. Enter a folder name in the field after the default path.



You need to enter a folder name before you can collect files. Lab 300 will save the collected files into this new folder that will be created under the default path.

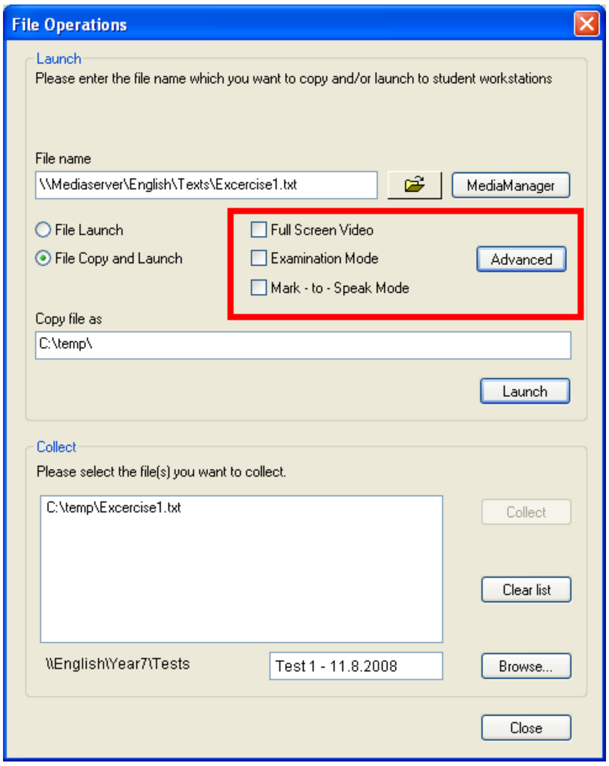
2. Select the file you want to collect on the **Collect** list and click **Collect**. You can only collect files that students have saved without changing

the file name in the same location that was used for **File Copy and Launch**.



3. The collected files will include the students' seating plan names in front of the file name to make later handling of the files easier

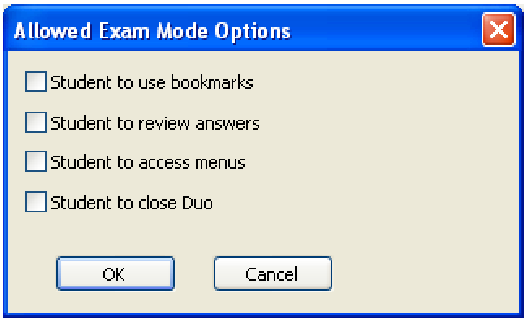
FILE LAUNCH OPTIONS



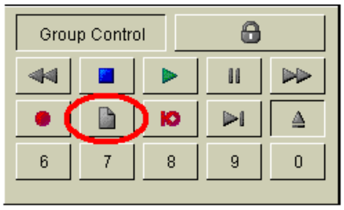
Full Screen Video – If you launch a video file, the students' Media Assistant Duos will open a full screen window to show it.

Examination mode – Allows you to select which functions are available to students on their Media Assistant Duos when the file is launched. This prevents the students from taking advantage of advanced features during examinations.

To select which functions will be allowed during the examination mode, click on the **Advanced** button in the File Operations window.



To disable the Examination mode, click on the **New** button in the Group Control buttons.



Mark-to-Speak Mode – When this is selected, the launched file is opened on the students' Media Assistant Duos in Mark-to-Speak mode. The Mark-to-Speak mode allows students to automatically insert gaps into the audio file for model imitation and question and answer excercises. For more information on the Mark-to-Speak mode, see the SANAKO Media Assistant User Guide.

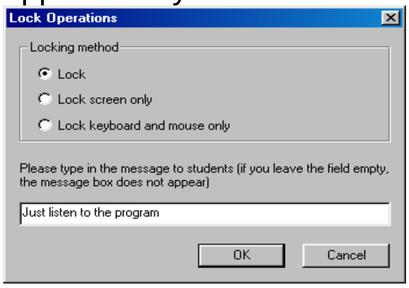
Note: The same File Operations are also available for a selected group (See *File Operations* in the Group Window Functions) or for a single workstation (See *File Operations* in the Student Window Functions).

LOCK OPERATIONS

By using this ON/OFF button the teacher can lock all the student workstations completely or partially. It is also possible to send a locking message that appears on the student screens when the locking command is issued.

To lock the workstations, do the following:

1. Click the **Lock** button in the Toolbar. The Lock Operations window appears on your screen.



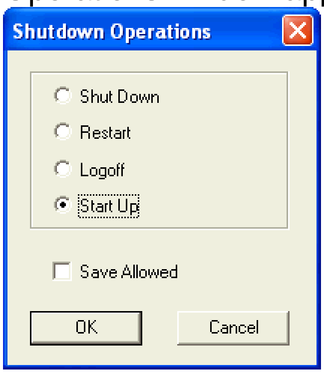
2. Select the locking method. If you choose **Lock** or **Lock screen only**, you can type a message in the field. If you choose not to send a message, you can leave the field empty and the message box doesn't appear on the student screen.
3. Click **OK**.
4. To unlock the workstations, click the **Lock** button in the Toolbar again.

Note: The same locking functions are available also for a selected group (See *Lock Operations* in the Group Window Functions) or for a single workstation (See *Lock Operations* in the Student Window Functions).

SHUTDOWN OPERATIONS

To shut down, restart, log off or start up all the workstations simultaneously, do the following:

1. Click the **Shut Down** button in the Toolbar. The Shutdown Operations window appears on your screen.



2. Select the appropriate function.
3. If you want the students to be able to save the changes they have made to the program, leave the **Save Allowed** check box selected (default). In that case the program will ask the students if they want to save the changes.
4. Click **OK**.

Note: The same Shut Down Operations are also available for a selected group (See *Shut Down Operations* in the Group Window Functions) or for an individual workstation (See *Shutdown Operations* in the Student Window Functions).

REMOTE PC

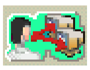
By clicking this ON/OFF button and then a student icon you will transfer the selected student's screen image to the teacher's screen. For this function either CSS Net or a remote control software must be installed. For a detailed description on how to use this function, see *Screen Transfer Functions*.

MODEL STUDENT

By clicking this ON/OFF button and then a student icon you will transfer the selected student's screen image to all the other students. For this function either CSS Net or a remote control software must be installed. For a detailed description, see *Screen Transfer Functions*.

Note: You can use the **Model Student** button for audio transfer even if the CSS Net or a remote control software isn't installed. It is an easy way to let one student talk to the others by using the microphone. Just click the **Model Student** button in the Toolbar and then the icon of the student you want to be the model student. A small **M** appears on the student icon, the program source is changed into **Student**, all students are added in group **A** (except for those in group **L**) and the **Manual** button in the Group window is pressed down. Now all the other students will hear the model student but they are not able to talk back. It is possible to change the model student by clicking the **New Student** button and then another student icon. You can also record the student's voice for the others by opening the Group Control Panel (click the **Group Control** button) and then clicking the **Record** button.

TEACHER SCREEN



By clicking this ON/OFF button you will transfer the image of the teacher's screen to all the students. For this function either CSS Net or a remote control software must be installed. For a detailed description on how to use this function, see *Screen Transfer Functions*.

WEB BROWSER

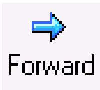
Clicking this button opens the Lab 300 Web browser, which provides you with an easy access to the Internet and to web based learning materials. The Lab 300 Web browser contains all the functions of a standard browser, as well as several additional features, which allow you to guide and control student's navigation and Internet access.

Teacher's Web browser view

BROWSER CONTROL BUTTONS

The Lab 300 Web browser contains the following control buttons:

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



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

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

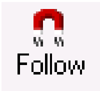
The **Refresh** button gets the latest version of a currently viewed Web page. If you get a message that a page cannot be displayed, you may try to reload it by clicking Refresh.

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

The **Search** button launches an Internet search page.

The **Print** button prints the current web page.

The **Send** button opens student browsers using the Web page you have currently open. For more information see *Opening browser for students* later in this section.



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

The **Settings** button opens a settings dialog, in which you can control student's Internet browsing. For more information see *Controlling students' access to the Internet* later in this section.

BROWSER MENU BAR

The browser menu bar contains five menus, **File**, **View**, **Go**, **Favorites** and **Help**, which will be explained in more detail in the following. Many of the functions of the different menus are also included in the control buttons.

FILE MENU

The File menu allows you to open files with the browser, to print the current browser view and to close the browser window

VIEW MENU

In the View menu you can choose whether or not the toolbar and statusbar are visible and change the font size of the browser window. You can also stop loading a page and refresh the current page.

GO MENU

With the commands in the Go menu you can navigate back and forward on the pages you have visited, as well as go directly to the start page or to your search page.

FAVORITES MENU

The Favorites menu contains a list of the pages you have marked as your favorites.

HELP MENU

The Help menu allows you to view version information about your Lab 300 Web browser.

OPENING BROWSER FOR STUDENTS

To open the Lab 300 Web browser on all student workstations, proceed through the following steps:

1. Click the **Web Browser** button in the toolbar. The Web browser opens on your screen.

Teacher's Web browser view

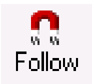
2. Go to the Web page you want student browsers to open.
3. Click the **Send** button.

Remember that student browsers will be launched with the Web page you have currently open, not according to the address in the address field.

4. Internet Explorer Web browsers open on students' screens.

Note: The Web browser can also be launched for a group (See *Web Browser* in the chapter *Group Window Functions*) or for a single workstation (See *Web Browser* in the chapter *Student Window Functions*), in which case the Web browser functions apply accordingly either to a group or to a single student.

FOLLOW MODE

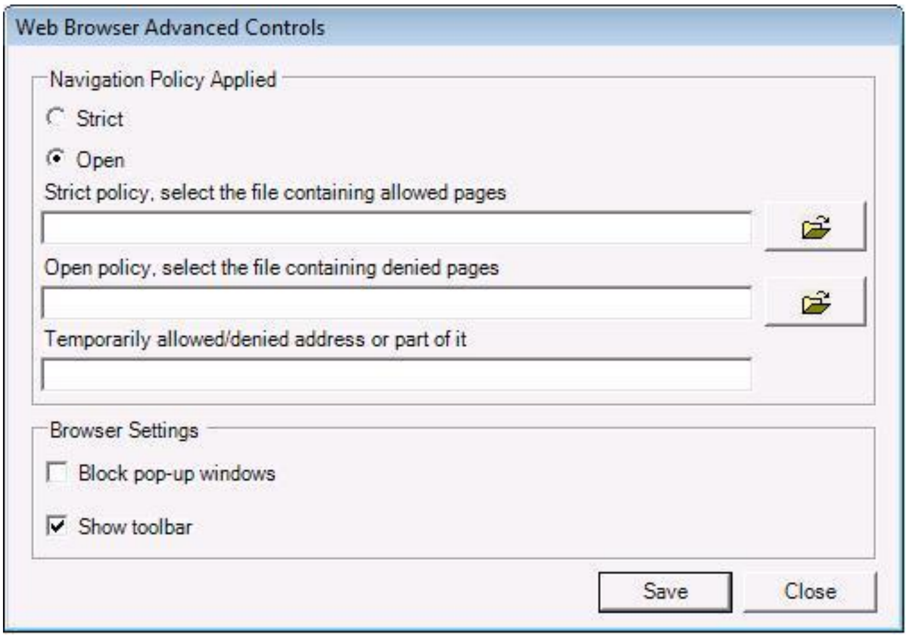


The Lab 300 Web browser allows you to guide students to desired locations on the Internet by switching to the teacher-led navigation mode, the Follow mode. In the Follow mode, the site or link that is opened on the teacher's browser is also automatically opened on the students' browsers.

To switch to the Follow mode, simply click on the **Follow** button. Once the teacher disables the Follow mode, students are able to navigate freely.

CONTROLLING STUDENTS' ACCESS TO THE INTERNET

If you want to control students' access to the Internet, click the **Settings** button. A window for advanced Web browser controls appears.



Select a navigation policy **strict** or **open**.

NAVIGATION POLICIES STRICT AND OPEN

The basic idea in the **strict** navigation policy is that all Web addresses are initially denied. If needed, certain addresses can be allowed either by defining a rule file or by specifying a certain Web address, or a part of one, to apply during the current session only.

The main idea in the **open** navigation policy is that all Web addresses are initially allowed. If necessary, certain addresses can be denied either by defining a rule file or by specifying a certain Web address, or a part of one, to apply during the current session only.

BROWSER SETTINGS

You can also select whether students have access to their Web browser toolbar and automatically block pop-up windows.

BROWSING RULES

The browsing rules are based on the text found in the address of a Web page. Consequently, the rules apply to all the pages containing the specified text in their addresses.

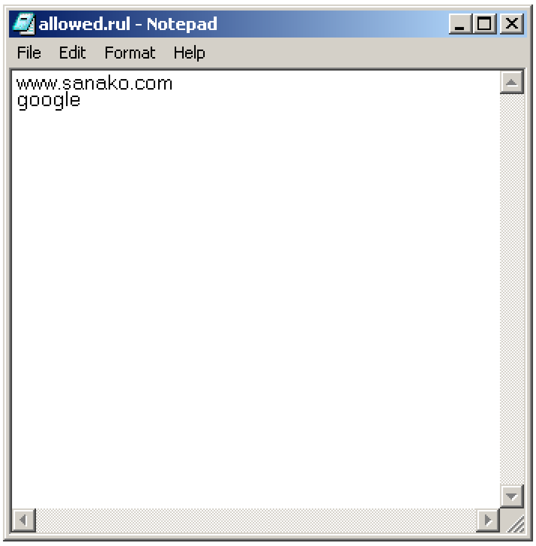
If you have selected the strict policy, you can now select a browsing rule file (*.rul) that contains certain addresses or parts of them that are allowed despite the strict policy. For a description on how to create a browsing rule file, see *Creating a browsing rule file*.

If you have selected the open policy, you can now select a browsing rule file (*.rul) that contains certain addresses or parts of them that are denied despite the open policy.

You can also define a web address or part of it that will be allowed (in strict policy) or denied (in open policy) during run-time only.

CREATING A BROWSING RULE FILE

1. Open a text editor.
2. Type in addresses or words that appear in addresses that you want to deny or allow the students to access.



3. Save the created document as a *.rul file on a server or in a shared folder, where the students have at least read access.

As an example, let us assume that you want to define a rule concerning game Web sites. You can enter a specific address in the field, or you can enter the word “game” only.

How this rule is applied depends on the navigation policy you choose. If the strict navigation policy is selected, only the Web addresses containing the text “game” can be opened, such as

`http://www.anothergamewebsite.com/index.htm`

And, vice versa, if the open navigation policy is selected, all the other addresses excluding those containing the text “game” can be accessed.

SAVING THE WEB BROWSER SETTINGS AS DEFAULT

Checking the **Save as default** box saves the current Web browser settings as default settings. The next time the browser is opened, the default settings are used.

Click **OK**.

CLOSING BROWSER ON STUDENT WORKSTATIONS

To close student browsers, simply close the teacher Web browser and the student Web browsers will be closed automatically.

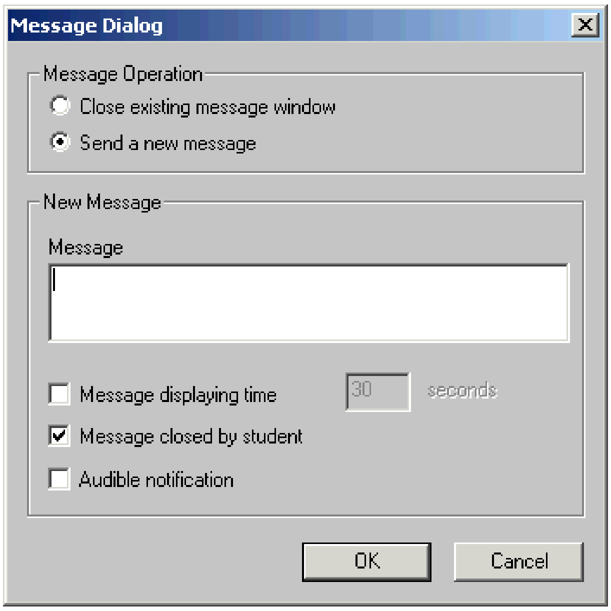
MESSAGE

Messaging operations are handy when you want to display messages on student workstations. You can send messages that stay on student screens until you close them, messages that the students need to confirm, or messages that are displayed for a limited period of time. You can also add an audible notification to the message.

DISPLAYING A PERMANENT MESSAGE

Permanent messages remain on student workstation screens until you close them. Once you have sent a command to the workstations to display a permanent message, it remains on top even if you start applications in the workstations. To display a permanent message on workstations, do as follows:

1. Click the **Message** button. The following dialog window opens.



2. In the dialog under Message Operation, select **Send a new message**.
3. Under New Message, in the **Message** text field, type in the message text.
4. If you want the students to hear an audio notification when the message appears, tick the **Audible notification** box.
5. Click **OK**.

TO CLOSE A PERMANENT MESSAGE

1. In the message window, select **Close existing message window**.
2. Click **OK**.

DISPLAYING A CONFIRMABLE MESSAGE

A confirmable message is a message that the receiving student needs to confirm in his or her workstation by clicking an **OK** button in their message window. To display a confirmable message:

1. In the dialog under Message Operation, select **Send a new message**.
2. Under New Message, in the **Message** text field, type in the message text.
3. Select **Message closed by student**.
4. Click **OK**.

To make sure that the message window will be closed on every student's computer, you can define a display time for the message. To do this, tick also the Message displaying time box and define the time that you want the message to be displayed on students' screens.

DISPLAYING AN AUTOCLOSE MESSAGE

An autoclose message refers to a message displayed for a certain period of time that you define when sending the command. To display an autoclose message:

1. In the dialog under Message Operation, select **Send a new message**.
2. Under New Message, in the **Message** text field, type in the message text.
3. Tick the **Message displaying time** box.
4. Define the time that you want the message to be displayed.
5. Click **OK**.

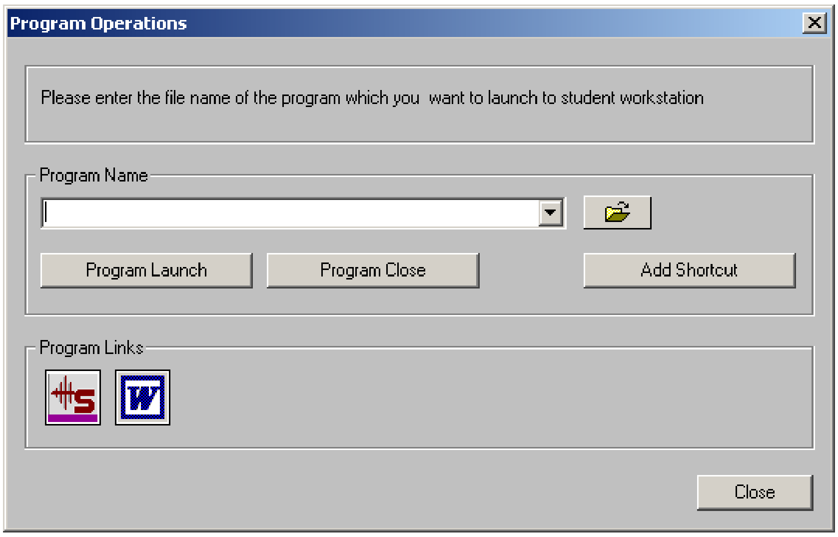
Note: This function is available also for a Group (See *Message* in the Group Window Functions) or for a single student workstation (See *Message* in the Student Window Functions).

PROGRAM LAUNCH

You can start and close applications in student workstations. The program to be started also needs to be installed in the same location both on student workstations and on teacher's computer.

To launch programs on student workstations, do as follows:

1. Click the **Program Launch** button in the Toolbar to open the Program Operations window.



2. Enter or browse for the program that you want to launch on student workstations.
3. If you want to add a shortcut to the selected program, click the **Add Shortcut** button and browse for the desired program path. A shortcut is created in the window. You can have up to 11 shortcut icons in the window.
4. To launch the selected program on student workstations, click the **Program Launch** button.

To close the program, proceed as when launching programs, only instead of clicking the Program Launch button, click the **Program Close** button.

5. Finally, to close the Program Operations window, click **Close**.

PROGRAM SHORTCUTS

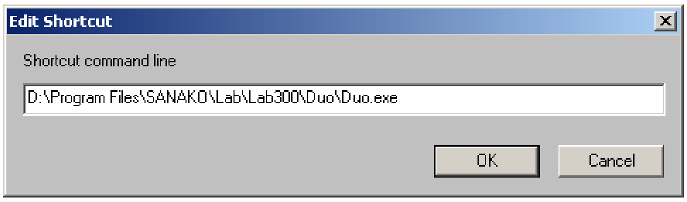
By using the shortcuts you can easily send the launch command to selected student workstations, and you can also edit the program path of the shortcut, remove a shortcut, or close the program on student workstations.

Clicking on the desired program icon (once with the left mouse button) sends the launch command to selected student workstations.

Right-clicking the icon opens a menu where you can select to edit the program path, close the program or remove the shortcut.

TO EDIT THE SHORTCUT

1. Right-click on the icon. A menu opens.
2. In the menu, select **Edit Shortcut…** The following dialog window opens.



3. In the dialog window, edit the program path as appropriate.
4. Click **OK**.

TO CLOSE A PROGRAM ON STUDENT WORKSTATIONS

1. Right-click on the icon. A menu opens.
2. In the menu, select **Close Program**. The closing command is sent to the selected student workstations.

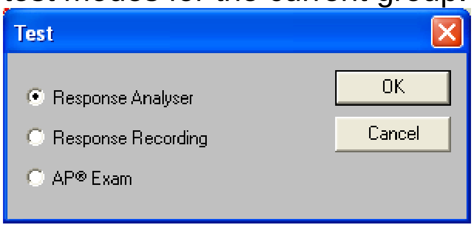
TO REMOVE A SHORTCUT

1. Right-click on the icon. A menu opens.
2. In the menu, select **Remove Shortcut**. The shortcut is removed from the window.

Note: The same Program Launch function is available also for a group (See *Program Launch* in the Group Window functions) or for a single workstation (See *Program Launch* in the Student Window Functions).

TEST MODES

Test modes opens a dialogue that lets you start one of the three different test modes for the current group.



Response Analyser – The Response Analyser is an automated feature for conducting tests with multiple choice questions.

Response Recording – Response Recording can be used to test the students' oral skills, either through question/answer excercises or through model imitation.

AP® Exam – The AP® Exam is an automated feature for conducting an advanced placement test used in the US school system.

For more information on running the different tests, see the chapters *Response Analyser*, *Response Recording*, and *AP® Exam* under *Testing Students*.

SOURCE-TO-SOURCE

Source-to-Source allows you to copy material from one program source to another and to digitize analog material.

For more information on source to source copying and digitizing, see the chapter *Copying and Digitizing* in the *Special Functions* section of this guide.

CHAT

This opens a chat window for yourself and for the students in the current group. The chat function allows the students and the teacher to engage in textual chat discussions without interrupting the others in the classroom. The chat history can be printed and saved for later review.

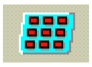
For more information on the chat function, see the chapter *Chat* under *Group Window Functions* later in the guide.

THUMBNAIL VIEW

Thumbnail view allows you to monitor the screen activity of multiple student workstations in real time. The screens are displayed as small thumbnail images in a separate monitoring window called “Mosaic”. You can also enlarge any thumbnail and remotely control the student workstations.

For more information on monitoring students and the Thumbnail view, see the chapter *Group Thumbnails* in the *Screen Transfer Functions with Lab 300 Screen Transfer and Remote Control Software* section of this guide.

SELECT ALL



By clicking this ON/OFF button you can select all the students (except those of group L) temporarily to group **A**. This is convenient when you want to apply some Group window function to all the students, for example start a new operation in Duo. Clicking the button again returns the former group division.

GROUPING

If you want to arrange the students into groups, do the following:

1. Click the **Grouping** button in the Toolbar. The Function window changes into the Grouping window.
2. Click one of the round group buttons in the Grouping window.
3. Click the icons of the students that you want to add to the selected group. If you click the **All Students** button, all the students are added to the selected group.
4. Click the **Grouping** button again to exit the grouping function.

GROUP BUTTONS

In the basic state of the program you can see the Group window of one of the groups. By clicking the group buttons in the Toolbar you turn the window into the Group window of another group.

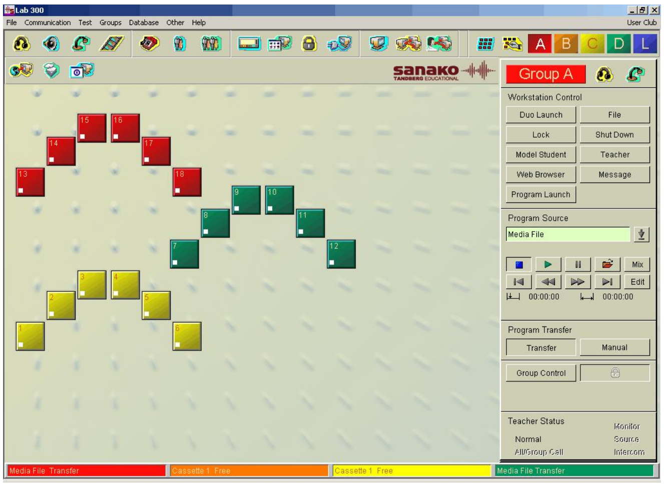
In the Group window (of groups **A**, **B**, **C** and **D**) you'll find the buttons for all the operations that concern that particular group: program transfer, Duo launch etc.

Group **L** is a Library group, intended mainly for independent studying. For the Group L there are no program sources or program transfer possibilities available, neither can you launch or copy a file to those in group L.

GROUP WINDOW FUNCTIONS

In the basic state of Lab 300 you can see the Group window of one of the groups. To open the Group window of another group, click the corresponding group button in the Toolbar.

The Group window is the main “control panel” for the operations that concern a particular group. You can, for example, copy a file to all the workstations in the group, transfer a program or lock all the workstations in the group.



As the heading of the window you can see the name of the selected group. Right next to the name there are the **Group Call** and **Group Camera** buttons. The functions are the same as of those in the Toolbar, but now they affect only the selected group. The Group window contains the buttons for several functions you can apply to the workstations of the group: **Duo Launch**, **File** (File Operations), **Lock** (Lock Operations), **Shut Down** (Shutdown Operations), **Model Student**, **Teacher** (Teacher Screen), **Web Browser**, **Message** and **Program Launch**. In the middle of the window, you can choose the **Program Source** and control it with the Program Source control panel which appears after selecting the source. For transferring the program, you can use the **Transfer** or the **Manual** buttons. If you click the **Group Control** button, the controls for the student recorders of the group appear under the button. There is also the **Recorder Control** button with a lock symbol. You can use it for putting the student recorders under teacher’s control. At the bottom of the window you can see the indicator of the **Teacher Status**.

Note: Remember that clicking the **Select All** button in the Toolbar is an easy way to add all the students temporarily into group **A**. This is convenient when you want to apply a Group window function to all the students, for example start a new operation in Duo.

GROUP CALL

By clicking the **Group Call** button, the teacher can talk to the active group alone. Student recorders in free work are stopped, and control reverts to the teacher. The students will hear the teacher but they won't be able to talk back.

The **Group Call** button is a ON/OFF button, so you have to click it again to stop the function.

Note 1: The same function is also available for calling all the students (See *All Call* in the Toolbar Functions).

Note 2: You can select how the All Call and Group Call affect the program transfer to students by selecting the corresponding Group Call Mode in the Advanced Preferences. The default option is that the teacher's speech is heard alongside the program.

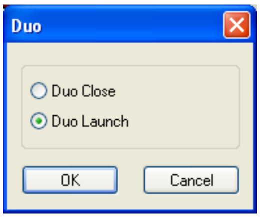
GROUP CAMERA

ON/OFF button for the Group Camera. The Camera function opens the video window. This function sends the teacher's camera signal to all those students in the active group that are able to see the video.

Note: The same function is also available for all the students (See *Camera* in the Toolbar Functions).

DUO LAUNCH

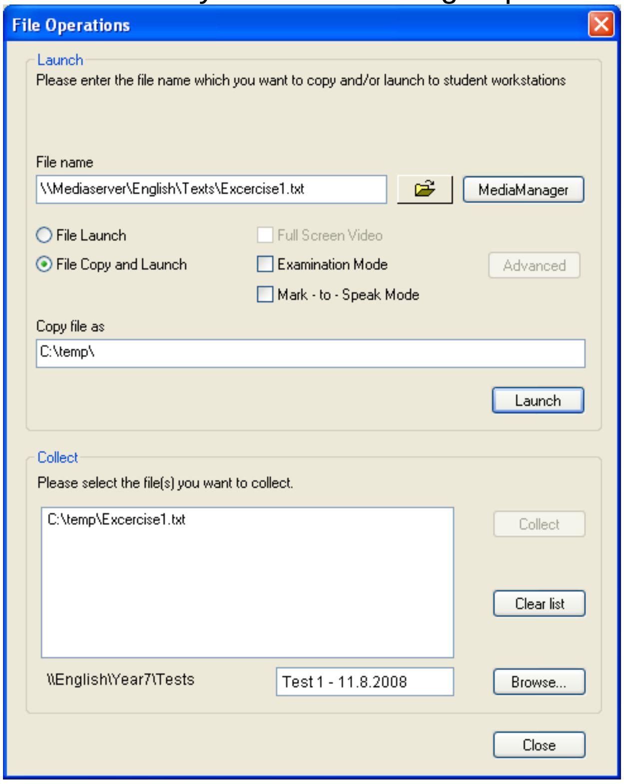
Clicking this button opens a dialog where teachers can either launch or close Media Assistant Duo recorders for the active group (A, B, C or D). To learn more about Media Assistant Duo, see the SANAKO Media Assistant User's Guide.



Note: The same function is also available for all the students (See *Duo Launch* in the Toolbar Functions) and for a single student (See *Duo Launch* in the Student Window Functions).

FILE OPERATIONS

Clicking this button opens a dialog where you can launch and/or copy a file simultaneously to the selected group.

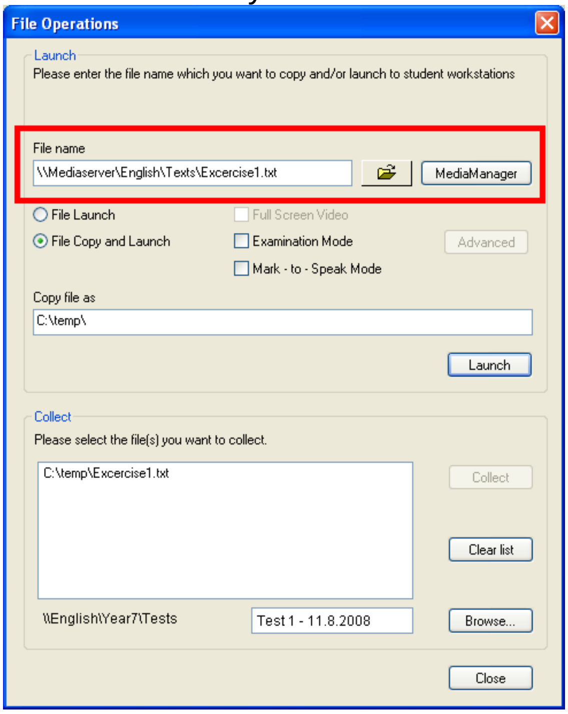


Note: The files that are launched or copied to students need to be in a folder where the students have access.

LAUNCHING FILES TO A GROUP

To launch a file to the selected group:

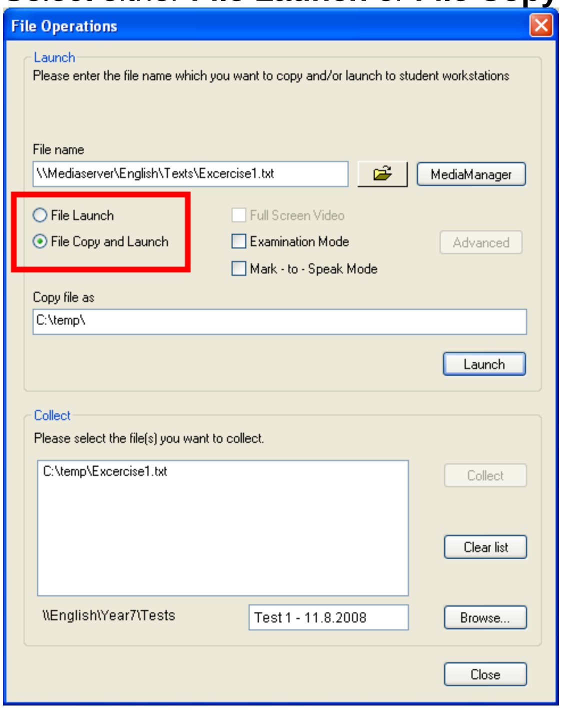
1. Select the file you want to launch



There are three ways of selecting a file to launch

- type the file name in the **File Name** field
- click the **Open File** button and browse for a suitable file
- click the **MediaManager** button and select a file from the MediaManager.

2. Select either **File Launch** or **File Copy and Launch**



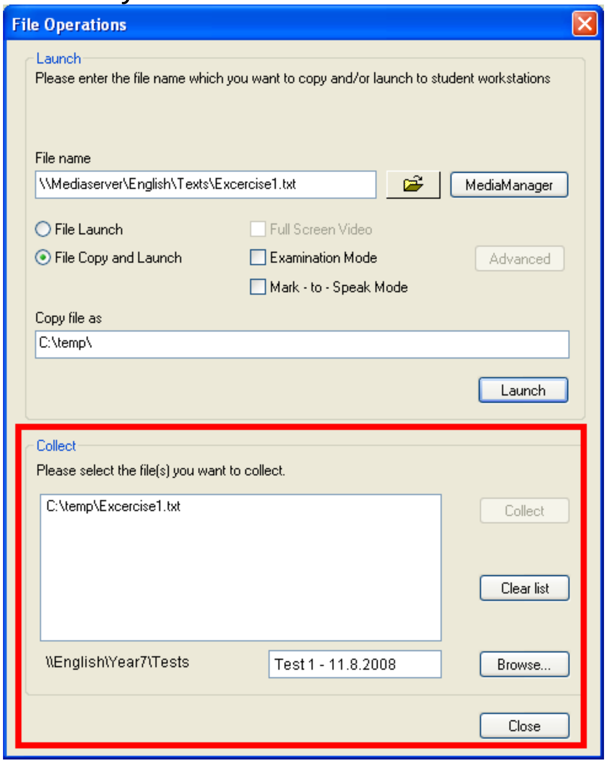
File Launch – sends the file to the students Duo (in addition, if Duo hasn't been launched, launching a file will automatically make it appear on the student's desktop)

File Copy and Launch – as well as sending the file to the students, it will produce a copy of it in the chosen pathway/folder (usually c:\temp\)

3. Click on **Launch** to send the selected file out.

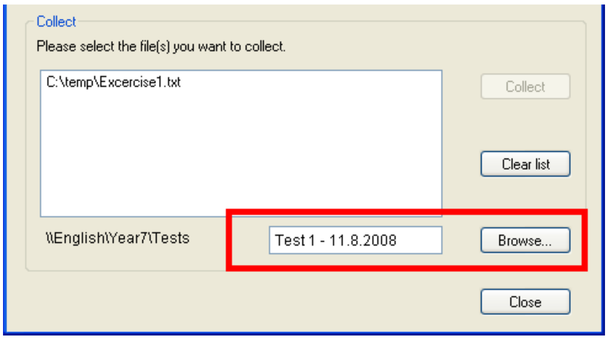
COLLECTING FILES FROM STUDENTS

If you have launched a file to a group with the **File Copy and Launch** function, you can automatically collect the file from the student computers after they have edited it.



To collect files:

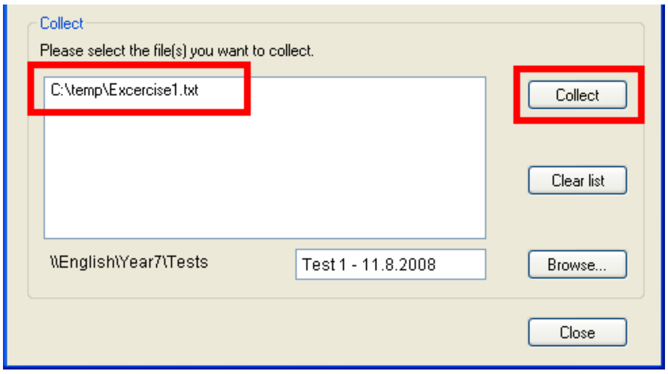
1. Enter a folder name in the field after the default path.



You need to enter a folder name before you can collect files. Lab 300 will save the collected files into this new folder that will be created under the default path.

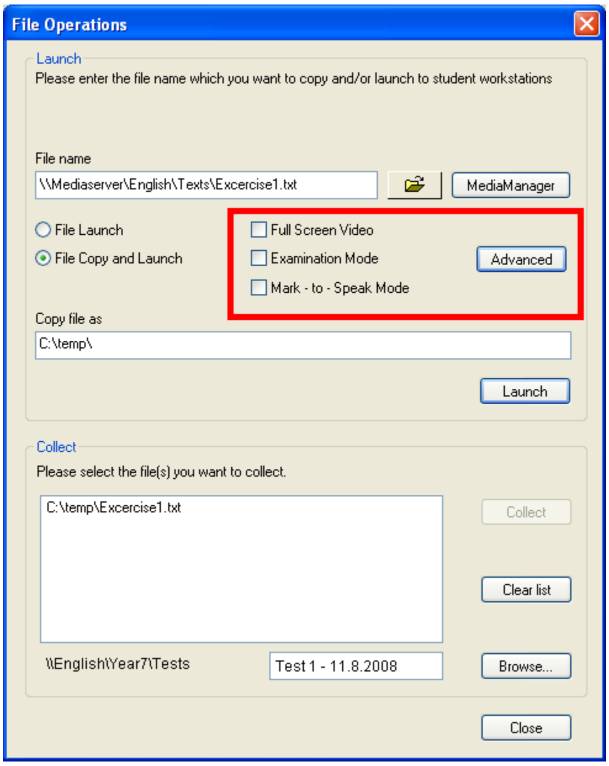
2. Select the file you want to collect on the **Collect** list and click **Collect**. You can only collect files that students have saved without changing the file name in the same location that was used for **File Copy and**

Launch.



3. The collected files will include the students' seating plan names in front of the file name to make later handling of the files easier

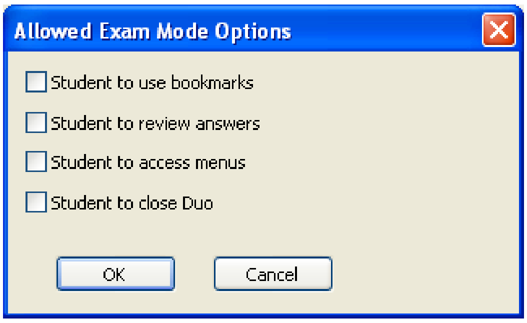
FILE LAUNCH OPTIONS



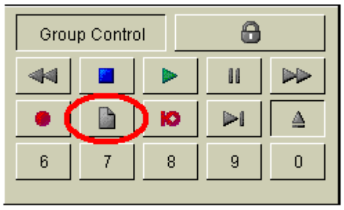
Full Screen Video – If you launch a video file, the students' Media Assistant Duos will open a full screen window to show it.

Examination mode – Allows you to select which functions are available to students on their Media Assistant Duos when the file is launched. This prevents the students from taking advantage of advanced features during examinations.

To select which functions will be allowed during the examination mode, click on the **Advanced** button in the File Operations window.



To disable the Examination mode, click on the **New** button in the Group Control buttons.



Mark-to-Speak Mode – When this is selected, the launched file is opened on the students' Media Assistant Duos in Mark-to-Speak mode. The Mark-to-Speak mode allows students to automatically insert gaps into the audio file for model imitation and question and answer excercises. For more information on the Mark-to-Speak mode, see the SANAKO Media Assistant User Guide.

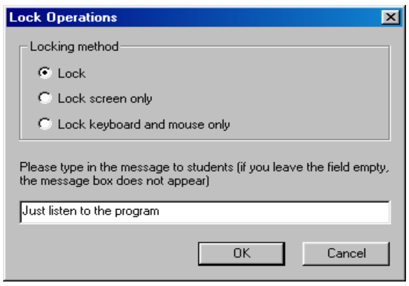
Note: The same File Operations are also available for all students (See *File Operations* in the Toolbar Functions) or for a single workstation (See *File Operations* in the Student Window Functions).

LOCK OPERATIONS

With this ON/OFF button the teacher can lock the workstations of the active group (A, B, C or D) completely or partially. It is also possible to send a locking message that appears on the student screens when the locking command is issued.

To lock the workstations, do the following:

1. Click the **Lock** button in the Group window. The Lock Operations window appears on your screen.



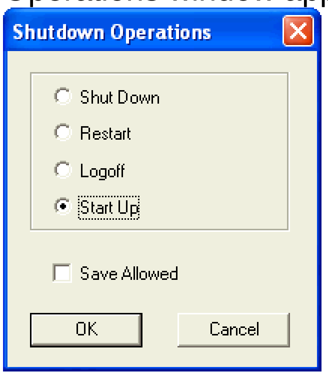
2. Select the locking method. If you choose **Lock** or **Lock screen only**, you can type a message in the field. If you choose not to send a message, you can leave the field empty and the message box doesn't appear on the student screen.
3. Click **OK**.
4. The **Lock** button is an ON/OFF button, so to unlock the workstations, click it again.

Note: The same Locking Operations are also available for all the students (See *Lock Operations* in the Toolbar Functions) or for a single workstation (See *Lock Operations* in the Student Window Functions).

SHUT DOWN OPERATIONS

To shut down, restart, log off or start up all the workstations in the active group (A, B, C, D) simultaneously, do the following:

1. Click the **Shut Down** button in the Group window. The Shutdown Operations window appears on your screen.



2. Select the appropriate function.
3. If you want the students to be able to save the changes they have made to the program, leave the **Save Allowed** check box selected (default). In that case the program will ask the students if they want to save the changes.
4. Click **OK**.

Note: The same Shut Down Operations are also available for all the students (See *Shutdown Operations* in the Toolbar Functions) or for a single workstation (See *Shutdown Operations* in the Student Window Functions).

MODEL STUDENT

The **Model Student** button is an ON/OFF button for sending one student's screen image to the students in the active group (A, B, C or D). For this function either CSS Net or a remote control software must be installed. For a detailed description on how to use this function, see *Screen Transfer Functions*.

Note: You can use the **Model Student** button for audio transfer even if you don't have the CSS Net or a remote control software installed. It is an easy way to let one student talk to the members of the active group by using the microphone. Just click the **Model Student** button in the Group window and then the student icon. A small **M** appears on the student icon, the program source is changed into **Student** and the **Manual** button is pressed down. Now all the students in the group will hear the model student but they are not able to talk back. It is possible to change the model student by clicking the **New Student** button and then another student icon. You can also record the student's voice for the others by opening the Group Control Panel (click the **Group Control** button) and then clicking the **Record** button. The other way of making the student the program source is explained under Program Source: *Student*.

TEACHER SCREEN

By clicking this ON/OFF button you will broadcast the teacher's screen to the students in the active group (A, B, C or D). For this function either CSS Net or a remote control software must be installed. For a detailed description on how to use this function, see *Screen Transfer Functions*.

Note: If you don't have the CSS Net or a remote control software installed, you can use the **Teacher** button for audio transfer. Just click the **Teacher** button in the Group window. The program source is automatically changed into **Teacher**. Also the **Manual** button is automatically pressed down. Now all the students will hear you but they are not able to talk back. You can also record your voice for the students by clicking the **Record** button in the Group Control Panel (click the **Group Control** button to open it). The other way making the teacher the program source is explained under Program Source: *Teacher*.

WEB BROWSER

To open the Lab 300 Web browser for the active group (A, B, C, or D), proceed as follows:

1. Click the **Web Browser** button in the Group window. The Web browser opens on your screen.

Teacher's Web browser view

2. Go to the web page you want the group's browsers to open.
3. Click the **Send** button.

   Remember that students' browsers will be launched with the Web page you have currently open, not according to the address in the address field.
4. Internet Explorer Web browsers open on students' screens.

For more information about the various Web browser controls and functions, see *Web Browser* in the *Toolbar Functions* section of this guide.

Note: The Web browser can also be launched for all students (See *Web Browser* in the chapter *Toolbar Functions*) or for a single workstation (See *Web Browser* in the chapter *Student Window Functions*), in which cases the Web browser functions apply accordingly either to all students or to a single student.

MESSAGE

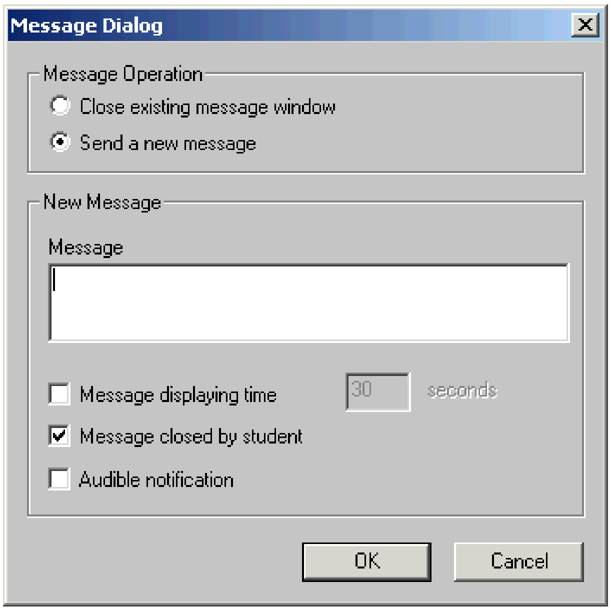
Messaging operations are handy when you want to display messages on student workstations. You can send messages that stay on student screens until you close them, messages that the students need to confirm, or messages that are displayed for a limited period of time. You can also add an audible notification to the message.

You can send messages to active groups (A, B, C, D).

DISPLAYING A PERMANENT MESSAGE

Permanent messages remain on student workstation screens until you close them. Once you have sent a command to the workstations to display a permanent message, it remains on top even if you start applications in the workstations. To display a permanent message on workstations, do as follows:

1. Click the **Message** button. The following dialog window opens.



2. In the dialog under Message Operation, select **Send a new message**.
3. Under New Message, in the **Message** text field, type in the message text.
4. If you want the students to hear an audio notification when the message appears, tick the **Audible notification** box.
5. Click **OK**.

TO CLOSE A PERMANENT MESSAGE

1. In the message window, select **Close existing message window**.
2. Click **OK**.

DISPLAYING A CONFIRMABLE MESSAGE

A confirmable message is a message that the receiving student needs to confirm in his or her workstation by clicking an **OK** button in their message window. To display a confirmable message:

1. In the dialog under Message Operation, select **Send a new message**.
2. In the **Message** text field, type in the message text.
3. Select **Message closed by student**.
4. Click **OK**.

To make sure that the message window will be closed on every student's computer, you can define a display time for the message. To do this, tick also the Message displaying time box and define the time that you want the message to be displayed on students' screens.

DISPLAYING AN AUTOCLOSE MESSAGE

An autoclose message refers to a message displayed for a certain period of time that you define when sending the command. To display an autoclose message:

1. In the dialog under Message Operation, select **Send a new message**.
2. In the **Message** text field, type in the message text.
3. Tick the **Message displaying time** box.
4. Define the time that you want the message to be displayed.
5. Click **OK**.

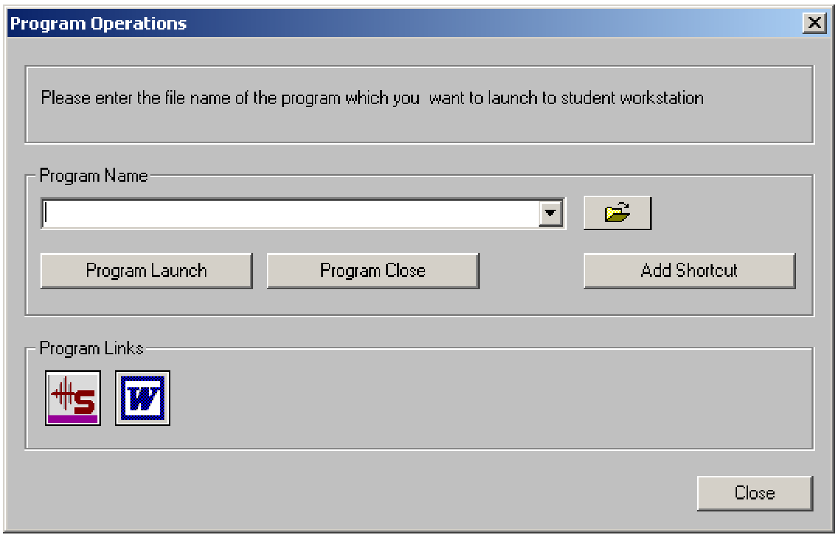
Note: This function is available also available also for all the students (See *Message* in the Toolbar Functions) or for a single student workstation (See *Message* in the Student Window Functions).

PROGRAM LAUNCH

You can start and close applications in the active groups (A, B, C, D). The program to be started also needs to be installed in the student workstations. To launch programs, do as follows:

To launch programs on student workstations, do as follows:

1. Click the **Program Launch** button in the Group window to open the Program Operations window.



2. Enter or browse for the program that you want to launch on student workstations.

3. If you want to add a shortcut to the selected program, click the **Add Shortcut** button and browse for the desired program path. A shortcut is created in the window. Altogether you can have up to 11 shortcut icons in the window. For instructions on how to use the shortcuts, see Program shortcuts.

4. To launch the selected program on student workstations, click the **Program Launch** button.

To close the program, proceed as when launching programs, only instead of clicking the **Program Launch** button, click the **Program Close** button.

5. Finally, to close the Program Operations window, click **Close**.

PROGRAM SHORTCUTS

By using the shortcuts you can easily send the launch command to selected student workstations, and you can also edit the program path of the shortcut, remove a shortcut, or close the program on student workstations.

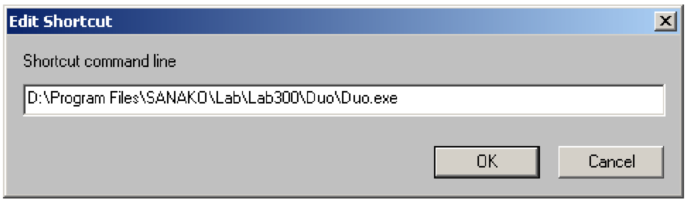
Clicking on the desired program icon (once with the left mouse button) sends the launch command to selected student workstations.

Right-clicking the icon opens a menu where you can select to edit the program path, close the program or remove the shortcut.

TO EDIT THE SHORTCUT

1. Right-click on the icon. A menu opens.

2. In the menu, select **Edit Shortcut…** The following dialog window opens.



3. In the dialog window, edit the program path as appropriate.

4. Click **OK**.

TO CLOSE A PROGRAM ON STUDENT WORKSTATIONS

1. Right-click on the icon. A menu opens.

2. In the menu, select **Close Program**. The closing command is sent to the selected student workstations.

TO REMOVE A SHORTCUT

1. Right-click on the icon. A menu opens.

2. In the menu, select **Remove Shortcut**. The shortcut is removed from the window.

Note: The same Program Launch function is available also for all students (See *Program Launch* in the Toolbar Functions) or for a single workstation (See *Program Launch* in the Student Window Functions).

PROGRAM SOURCE

Various audio and video files, tape recorders, video recorders, CD players, DVDs, sound cards, open-reel recorders etc., can be used as program sources in the Lab 300. You can also choose digitized video and audio material (AVI, WAV), one of the students or yourself to be the program source. Notice that you can *play back* all kinds of media files in the Master Workstation, but when you use Program Transfer, only the audio of the file is transferred to the students.

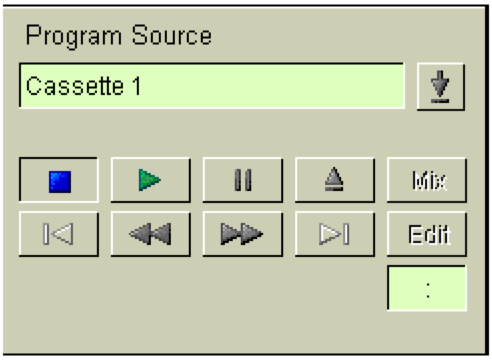
Most of the analog program sources can be located in the Teacher desk and controlled directly through the teacher's screen. Such sources can be for example a tape recorder and most infrared controlled program sources, such as VCR's or CD players (infrared devices require the Infrared Device Controller accessory).

To select a program source, click the arrow next to the Program Source field to open the Source list. Then click the name of the appropriate source.

The selected Program Source control panel appears in the group window. When you change the source, the available controls for the source change accordingly. For example, the CD-ROM controls are quite different from those of the cassette recorder. You can see the selected Program Source for each group in the Status bar at the bottom of the user interface.

Note: The sources and their connections are specified in the Setup program. See the Lab 300 Setup User's Guide for more information.

CASSETTE



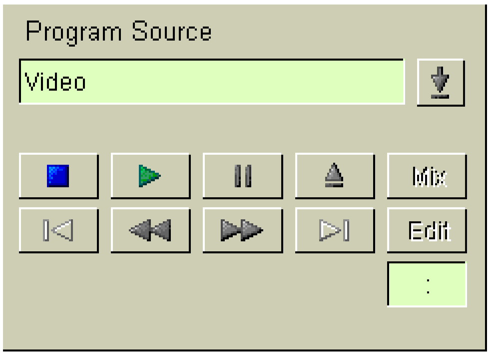
The buttons **Play**, **Stop**, **Pause**, **Rewind**, **Fast forward** and **Eject** function as in a normal cassette recorder.

Clicking the **Mix** button mixes the teacher's voice with the program source. It will be recorded onto the program track along with the program source. Stop the mixing by clicking **Mix** again.

By clicking the **Edit** button the teacher interrupts the program source and becomes the new source. Clicking **Edit** again will resume with the original program source.

The **Mix** and **Edit** buttons are enabled only during the program transfer.

VIDEO



The buttons **Play**, **Stop**, **Pause**, **Rewind**, **Fast forward** and **Eject** function as in a normal video recorder.

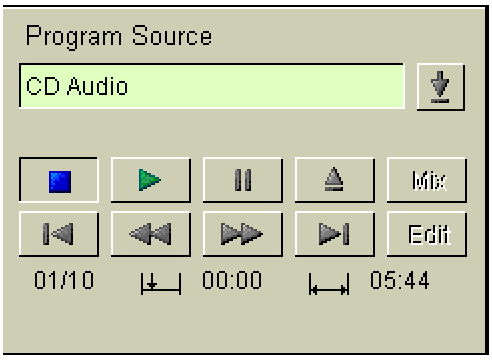
Clicking the **Mix** button mixes the teacher's voice with the program source. It will be recorded onto the program track along with the program source. Stop the mixing by clicking **Mix** again.

By clicking the **Edit** button the teacher interrupts the program source and becomes the new source. Clicking **Edit** again will resume with the original program source.

The **Mix** and **Edit** buttons are enabled only during the program transfer.

When the teacher selects video as the program source, the teacher's video window application, defined in Lab 300 Setup, is automatically launched on the teacher's workstation. The teacher can then click on either **Transfer** or **Manual** to start transferring the program to students. This will automatically launch the students' video window applications, defined in Lab 300 Setup. The application windows are closed when you end the video transfer.

CD AUDIO FROM THE CD-ROM DRIVE



Play starts playback from track 1 on the CD.

Click the **Stop** button to stop the CD. If you click **Play** again, playback starts from the current position.

Pause stops the CD. If you click **Pause** or **Play** again, playback restarts from the current position.

Eject opens the CD drive.

Clicking **Previous Track** once moves the CD to the start of the current track and clicking it quickly twice moves it to the beginning of the previous track.

Next Track moves the CD to the start of the track immediately following the current track.

Skip Backwards moves the CD quickly backwards from the current position.

Skip Forwards moves the CD quickly forwards from the current position.

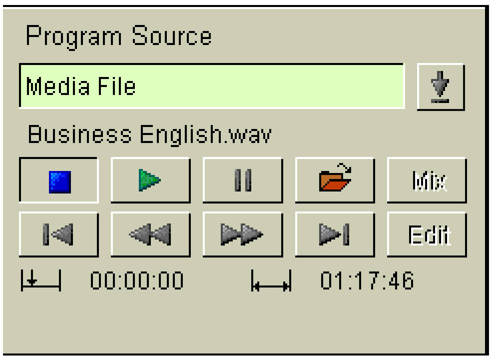
For the function of the **Mix** and **Edit** buttons see *Cassette* .

The track number is shown in the lower left corner. The first two digits show the active track and the next two digits the total number of tracks on the CD, for example 01/04, track 1 of 4.

Position in the middle) and duration (in the right corner) information is shown under the buttons. Position and duration are shown as MM:SS, for example 02:10 (2 minutes 10 seconds).

Note: Because of the limitations of PC audio cards only one group at a time can have a computer audio device (CD Audio from CD-ROM drive, Media file, MediaManager) as its program source.

MEDIA FILE / MEDIAMANAGER



Select a media file using the **File Open** button. If you choose MediaManager as the program source, the **File Open** button will open MediaManager. The name of the selected file appears above the control buttons.

As the program source you can choose an audio file (WAV), or a video file (MPEG, AVI). Notice that in the teacher workstation you can play back all kinds of files, but when you use Program Transfer, only the audio of the file is transferred to the students. For digital transfer of any file you can use the **File** button at the top of the Group window.

The buttons are the same as in *CD Audio from the CD-ROM Drive*, but **Previous Track** and **Next Track** function differentely, they are **To Beginning** and **To End**.

Note: Because of the limitations of PC audio cards only one group at a time can have a computer audio device (CD Audio from CD-ROM drive, Media file, MediaManager) as its program source.

LINE IN

An external program source can be connected to the Line In connectors in the Master Audio Panel. See the Lab 300 User's Guide.

TEACHER

The teacher can choose to be the program source for all the students in the current group.

1. Select **Teacher** from the Program Source list.
2. Select the Program Transfer way (**Transfer** or **Manual**). The difference between the ways is explained in *Program Transfer*). Now the students of the group hear you, but are not able to talk back to you.

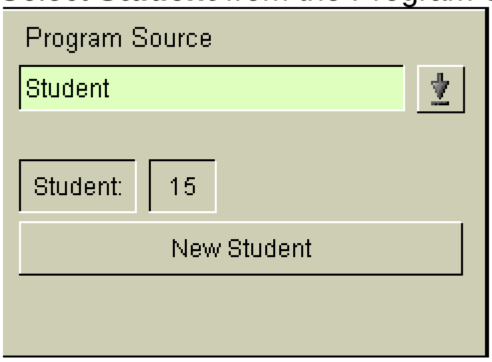
If you also want the students to see your screen, click the **Remote PC** button in the Toolbar. For this function you should have either CSS Net or a remote control software installed. See *Screen Transfer Functions*.

Note: Another way of making the teacher the program source is explained in the note of *Teacher Screen*.

STUDENT

The teacher can select one of the students as the program source. It means that everybody in the current group will hear him or her. To choose a student as the source, do the following:

1. Select **Student** from the Program Source list.



2. Click the **New Student** button and then a student icon. The student's number appears on top of the button and a small **M** on the icon.

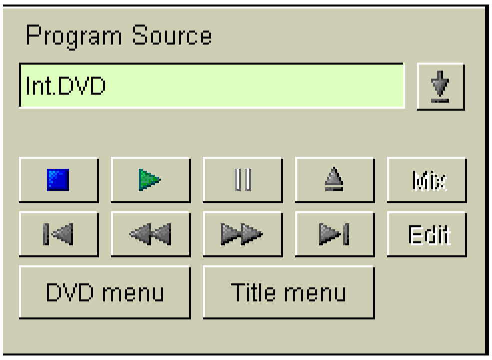
3. Select the Program Transfer way (**Transfer** or **Manual**). The difference between the ways is explained in *Program Transfer*. Now the students in the selected group hear the model student, but are not able to talk back to him or her.
4. If you want to change the student, click the **New Student** button and then another student icon.

If you also want the group members to see the Model Student's screen, click the **Remote PC** button in the Group window or in the Toolbar. For this function you should have either CSS Net or a remote control software installed. See *Screen Transfer Functions*.

The letter **M** disappears (the student is no longer the source) when you choose another source from the Program Source list.

Note: Another way of making a student the program source is explained under Group Window Functions: *Model Student*.

INTERNAL DVD



An internal DVD player on the teacher computer can be used as the audio source with the controls here.

Note:If you also want to transfer the DVD image to a classroom TV, you can do this by using an additional Lab 300 Video Distributor and a TV card. Using internal DVD requires a DVD codec, which is usually included in DVD player software, e.g. PowerDVD or WinDVD.

The **Play**, **Stop**, **Pause**, **Rewind**, **Fast forward**, **Rewind** and **Eject** buttons function as in a normal DVD player. When you play a DVD, the picture is displayed in a separate window on the teacher screen while the audio is transferred to the students.

The **DVD menu** and **Title menu** buttons allow you to access and control the DVD's menus in the DVD window.

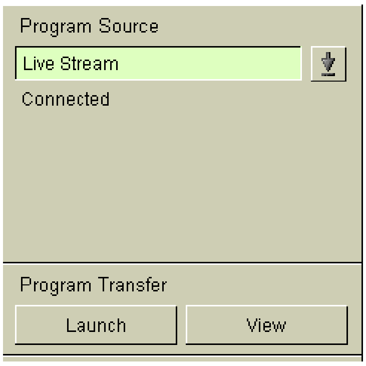
VIDEO LIVE

SANAKO Video Live is an additional module that allows video material to be streamed to student workstations. With the Video Live module you can set up a number of video streams, which are then available in the program source list.

Two different types of video streams can be set up for Lab 300: **File Streams**, which play back a video file, and **Live Streams**, which send out live video material from a an analog source, such as a DVD or a video recorder or a television broadcast.

To start a Live Stream:

1. Select a live stream in the **Program Source** list (Note: the name of the Live Stream has been defined in the Lab 300 Config application). The text 'Connected' will appear under the **Program Source** field after a couple of seconds to indicate that you have a connection with the video streamer.

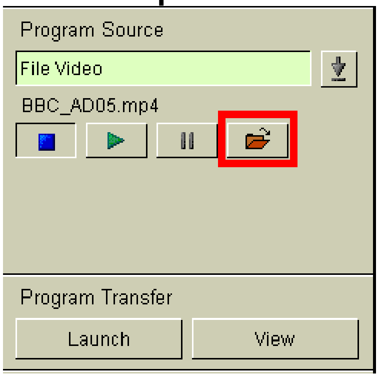


2. Click **Launch** to start the stream for students. The video stream automatically starts playback and after a few seconds the video will start playing in the video windows of the students' Media Assistant Duos.
   Please note: Media Assistant Duo v. 7.1 or later and Quick Time v. 7.1 or later is required to view video streams.
3. Click **View** to view the stream on the teacher computer's Lab 300 video window.
4. To close the video windows, click on the **View** and **Launch** buttons again.
5. If the Automatic Digitizing option has been selected in the Lab 300 Properties, you can now save the transferred material as a video file in the Video Streaming server. This file can then be later played back with the File Stream program source and can be managed with the Video Streamer interface.

To start a File Stream:

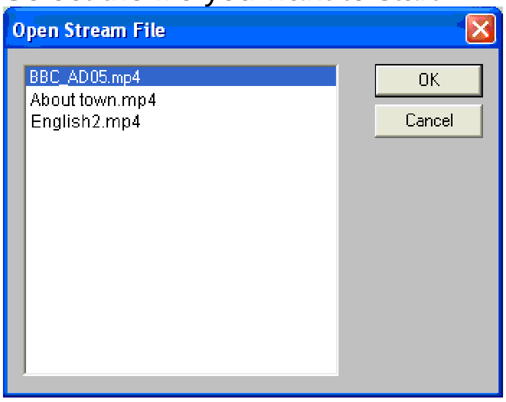
1. Select a **file stream** in the **Program Source** list.

2. Click the **Open File** button.



This opens a dialog displaying the video files that are available for streaming.

3. Select the file you want to start.

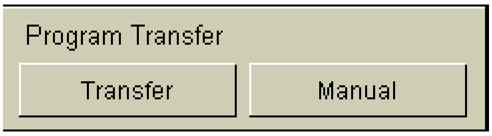


4. Click **Launch** to start the stream for students. The video stream automatically starts playback and after a few seconds the video will start playing in the video windows of the students' Media Assistant Duos.
   Please note: Media Assistant Duo v. 7.1 or later and Quick Time v. 7.1 or later is required to view video streams.
5. Click **View** to view the stream on the teacher computer's Lab 300 video window.
6. To close the video windows, click on the **View** and **Launch** buttons again.

PROGRAM TRANSFER

When you have selected the program source, you can start the program transfer. For doing it there are two possibilities: **Transfer** and **Manual**. The recorders are under teacher control during the program transfer, but both the teacher and the students can set bookmarks on the student recorders. To stop the program transfer, click again the same button (**Transfer** or **Manual**). Now the student recorders are no longer under teacher control and the students can for example listen to the program at their own pace, record their voice etc.

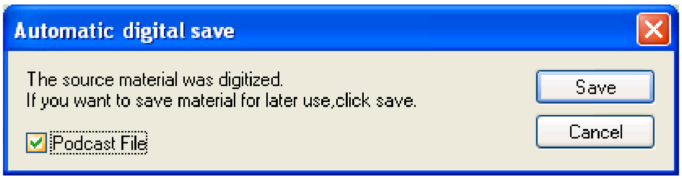
Note: The program will be recorded on the program track, and if the student records his or her own voice, it will be recorded on the student track.



TRANSFER

If you click the **Transfer** button the playback is automatically started on the program source, the students can hear the program, and their recorders start recording it. You don't have to click any other buttons. To stop the function, click the **Transfer** button again.

If you transfer an analog source with the **Transfer** function and **Automatic Digitizing** is **On**, Lab 300 will automatically digitize the program source.



After the transfer is finished, you need to select whether you want to save the digitized files. The files will be saved to the Automatic Digitizing default saving path. To change the saving path, go to **File – Preferences – Advanced** in either Lab 300 Setup or Lab 300.

Checking the **Podcast File** option will create a podcast file of the transferred audio material. For more information on podcasting, see the *Podcasting* section later in this guide.

MANUAL

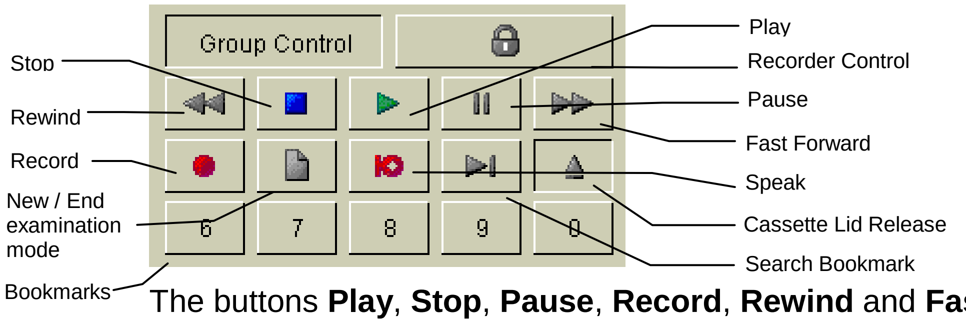
If you want the students just to listen to the program, use the manual function. Clicking the **Manual** button initiates the manual mode, which means that the transfer doesn't start automatically. To start the playback, you must click the **Play** button on the Program Source control panel. Now the students can listen to the program. If you want to start recording on the student recorders, first click the **Group Control** button to open the Group Control Panel and then click the **Record** button. The student recorders will start recording. To stop recording, click the **Stop** button and to stop the audio connection, click **Manual** again.

GROUP CONTROL

The teacher can control all the recorders in the group by using the buttons **Group Control** and **Recorder Control**.

GROUP CONTROL PANEL

Clicking the **Group Control** button you'll have the buttons for controlling all the student recorders in the current group.



The buttons **Play**, **Stop**, **Pause**, **Record**, **Rewind** and **Fast Forward** function as in a normal cassette recorder. Notice that clicking twice the **Rewind** or the **Fast Forward** button will take Media Assistant immediately to the beginning or to the end.

The **New** button starts a new operation in Media Assistant. Before starting a new operation the program will ask the teacher whether he/she wants the students to be able to save the changes before the new operation. Naturally, this button has no relevance for the student cassette recorders. If a file has been launched to students in the examination mode, the **New** button will end the examination mode and return the students' Media Assistant Duos to the normal state.

The **Speak** button plays back the program track and records the student's speech on the student track.

Click the **Cassette Lid Release** button to allow all the students in a group to open their cassette lids. Click the button again to lock the cassette lids. Naturally this concerns only the users of cassette recorders.

The Bookmark buttons **6**, **7**, **8**, **9** and **0** and the **Search Bookmark** button are used to set and search bookmarks for the current group. See *Setting and Searching Bookmarks for a Group*.

RECORDER CONTROL

The **Recorder Control** button is used to put the student recorders under teacher control. It is an ON/OFF button, which means that a click on the button will set the recorders under control and another click will release them.

Notice that during program transfer (clicking the **Transfer** or the **Manual** button) the student recorders are automatically put under teacher control and this button is disabled.

SETTING AND SEARCHING BOOKMARKS FOR A GROUP

The teacher can set bookmarks for the current group for example during the program transfer (**Transfer** or **Manual**) or whenever the recorders are under teacher control. Otherwise setting bookmarks for the group won't have relevance, because the recorders aren't necessarily at the same point.

To set a bookmark, just click one of the Bookmark buttons (**6**, **7**, **8**, **9**, **0**) in the group control panel.

To search for the bookmarks first click the **Search Bookmark** button and then the Bookmark button (**6**, **7**, **8**, **9** or **0**). The student recorders are set to play as they find the indicated bookmark. To search for the bookmarks the student recorders don't have to be under teacher control, so you can use them whenever you want the whole group to go to a particular point in the program.

TEACHER STATUS

The bottom of the Function window indicates the teacher's status. The title of the current mode is shown as normal text, while all the other options remain dimmed.

Normal – the default mode of the program

All/Group Call – the teacher is talking to the students.

Monitor – the teacher is monitoring the student.

Source – the teacher is the program source.

Intercom – the teacher is communicating with the student.

CHAT

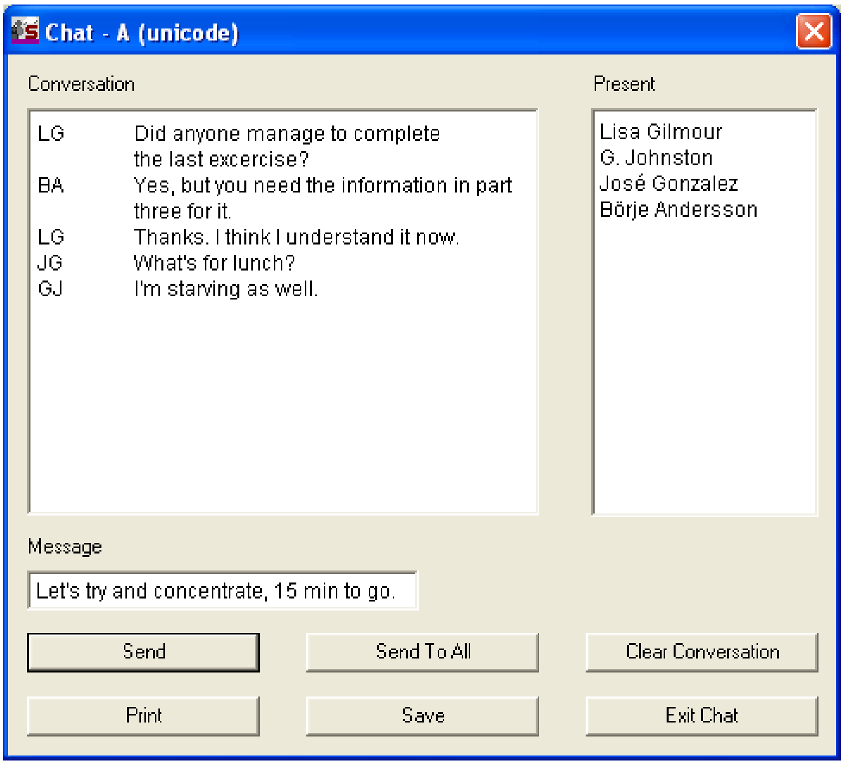
TO LAUNCH THE CHAT WINDOW FOR A GROUP

1. Click **Communication** on the Menu bar.
2. In the menu that opens, select **Chat**.

Note: A chat window opens both on your and the students' screens. The students are not able to open (or close) the chat window themselves.

On the left-hand side, in the **Conversation** window, you can see the chat history.

In the chat window, on the right-hand side is the **Present** window, where the names of all the students participating in the chat session are displayed.



3. Type in the message in the **Message** edit box.

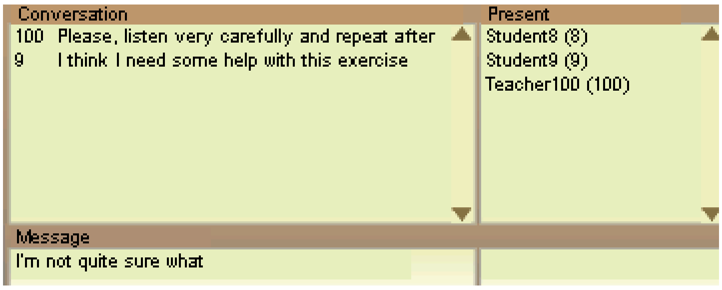
For one message, you can use approximately 45 characters.

4. Select a student or several whom you want to send the message to.

You can select students by clicking names in the Present window, or, if you want to send your message to all students, click the **Send to All** button.

5. To send the message, press enter, click **Send** or **Send to All** according to who you want to receive the message.

The message appears on selected students' screens.



Student's chat window

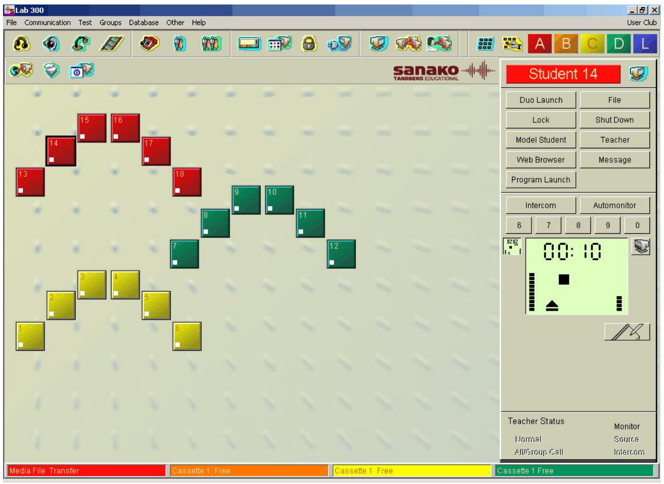
If you want to clear the **Conversation** window, click **Clear Conversation**. Note that clearing the window means clearing the window also on student chat windows.

6. To print out the chat history, click on the **Print** button.
7. To save the chat history as a text file, click on the **Save** button.
8. To exit Chat, click **Close**.

STUDENT WINDOW FUNCTIONS

Clicking a student icon in the Class window opens the Student window. The normal status of this window is the student monitoring status. It means that you can see the student's recorder status and listen to the student's work without disturbing the student.

By using the buttons in the Student window you can for example speak with the student or launch a file to the student workstation. Furthermore, if you have the CSS Net or a remote control software installed, you can also monitor the student screen or take control of the student computer.



As the name or heading of the window you can see the number (or name) of the student. Right next to it you'll find the button for **Remote PC**. For this function you should have the CSS Net or a remote control software installed. (See *Screen Transfer Functions*.) Under the heading there are the buttons for applying the same kind of functions as you could do in the Group window, but this time they concern only the selected student: **Duo Launch**, **File**, **Lock**, **Shut Down**, **Model Student**, **Teacher**, **Web Browser**, **Message** and **Program Launch**. In addition, there is the **Intercom** button for communicating with the student and the **Automonitor** button to start the automatic monitoring of the students in the selected groups. Under the function buttons, there are the number buttons **6**, **7**, **8**, **9** and **0** for making bookmarks on the student recorder and in the middle of the window you can see the student recorder status display.

If you establish an **Intercom** connection with the student, under the recorder status display appears a panel for controlling the student's recorder.

There is also the **Notes** button for making notes on the student. For using this feature the student and the teacher have to be logged in to the database.

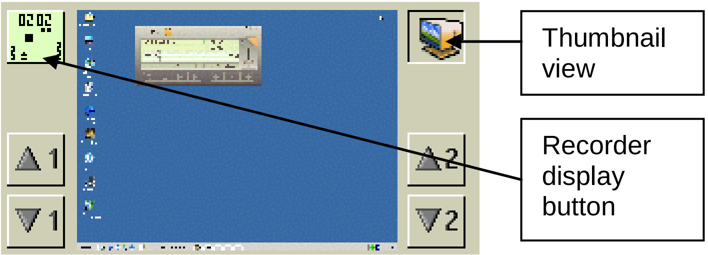
At the bottom of the window you can see the indicator of the **Teacher Status**.

THUMBNAIL VIEW

If a workstation has a valid connection to Lab 300 and the Lab 300 software screen transfer is active, on the right-hand side of the student's recorder display a Thumbnail button is active (see the image below). For information about the Lab 300 software screen transfer, see *Activating and Inactivating the Software* in Screen Transfer Functions with Lab 300 Screen Transfer and Remote Control Software. If the workstation doesn't have a valid connection to Lab 300, or if the Lab 300 software screen transfer is not active, the Thumbnail view button is grayed.

When active, clicking the Thumbnail view button presents the student workstations as thumbnail images in the Function panel.

To switch back to the basic view (student's recorder display), click the Recorder display button on the left-hand side of the thumbnail window.



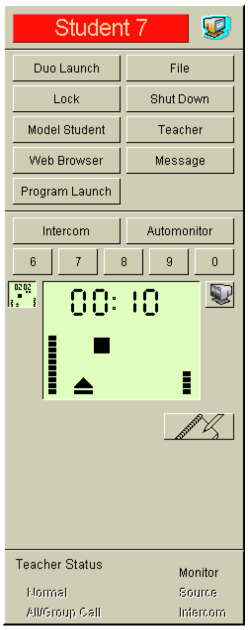
Function panel display

CHANGING THE DEFAULT SETTING

By default, the view on the Function panel is that of the student's recorder display. If you want the program to display the thumbnail window by default, you can edit the **Labmain.ini** file that you will find in the program folder. In the file, under [REMOTECONTROL], the following command line is displayed: SHOW_LCD_DEFAULT = YES. By replacing "YES" with "NO", you can change the thumbnail view to be the default setting for the Function panel view.

MONITORING THE STUDENT

In this basic mode of the Student window you can simply listen to the student's work and see the status of the student recorder. If you want, you can set bookmarks for the student recorder by clicking the bookmark buttons **6**, **7**, **8**, **9** and **0** on the top of the display panel.



If you want to return to the basic state, click a group button in the Toolbar or an empty spot in the Class window.

Note: If you want to know how to monitor also the student's screen, see Screen Transfer Functions: *Remote PC During Monitoring*.

INTERCOM

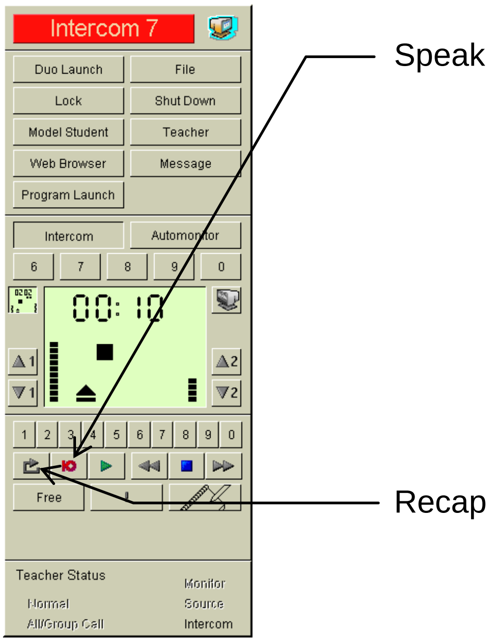
If you want to speak with a student and use his or her recorder, you can use the Intercom function.

If you are already in the Student window, just click the **Intercom** button. Now you can talk to the student and he or she can talk back to you. Instead of clicking the **Intercom** button you can also click the selected student's icon. In the same way, if you are in the basic state, clicking twice the student icon will establish the Intercom connection.

Note 1: Clicking the icon of a student that is calling the teacher (a help balloon appears on the student's icon) will establish the Intercom connection, too.

Note 2: In the **Advanced Preferences** you can select whether or not the student can use his or her recorder during the Intercom (**Stop** + **Teacher Control** means that only the teacher can use the recorder and **No Effects** means that both the teacher and the student can use it). In the Advanced Preferences you can also select to mute the classroom loudspeakers during Intercom connections in order to avoid acoustic feedback.

Note 3: If you want to know how to monitor the student screen during the Intercom connection, see Screen Transfer Functions: *Remote PC During Intercom*.



When you have established the Intercom connection, a control panel appears under the recorder display containing the buttons to control the student recorder. If in the **Advanced Preferences** you have selected **No Effects** for the **Intercom Mode**, also the student can use his or her recorder.

In the two upper rows of the panel you have the buttons for controlling the student recorder volume.

Play, **Stop**, **Pause**, **Rewind** and **Fast Forward** function as in a normal cassette player.

Speak is for recording the student's voice on the student track.

Recap takes the recorder to the previous pause in the program track.

Free will free the student recorder if it is under teacher control.

The **number buttons** are bookmarks that can be used to mark places to return to on the program. To set a bookmark, click on a number button and to start playback from the bookmarked place, click on the appropriate bookmark button again.

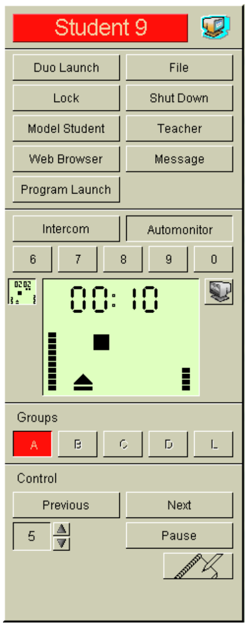
Stop the Intercom connection by clicking the **Intercom** button. The program will take you back to the monitoring window. If you want to return to the basic state, click a group button in the Toolbar or an empty spot in the Class window.

AUTOMONITOR

Automonitor means that you will be automatically switched from monitoring one student to monitor another after a predefined period of time.

Start the Automonitor function by clicking the **Automonitor** button in the Student window. Select the groups you want to monitor by clicking on the group buttons that appear in the window. The Automonitor symbol (three arrows in a circle) appears on the icon of the students in the selected groups, and the monitoring begins. After the predefined period, for example 5 seconds, you can see the next student's monitoring window appear and hear what he or she is doing.

During Automonitor you can use the Intercom feature for a direct conversation with the monitored student. The Automonitor switching stops during the Intercom connection and resumes after the connection is closed.



The group buttons are for selecting the groups you want to monitor. In the **Preferences** dialog window, you can choose between two automonitor scanning modes, **By Groups** or **By Students**.

Clicking **Previous** returns the teacher to the previously monitored student and **Next** to the next student.

Clicking the arrows to the left of the **time display** changes the monitoring time.

If you want to pause the automonitoring, click the **Pause** button. Click it again to continue.

Click the **Automonitor** button again to stop the automatic monitoring.

Note: If you want to know how to monitor also the student screen and possibly take control of the student PC, see Screen Transfer Functions: *Remote PC During Automonitor*.

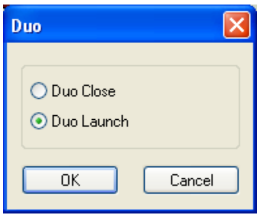
REMOTE PC

Clicking the **Remote PC** button next to the Student name or number transfers the student screen image on your screen. For this function either

CSS Net or a remote control software must be installed. See *Screen Transfer Functions*.

DUO LAUNCH

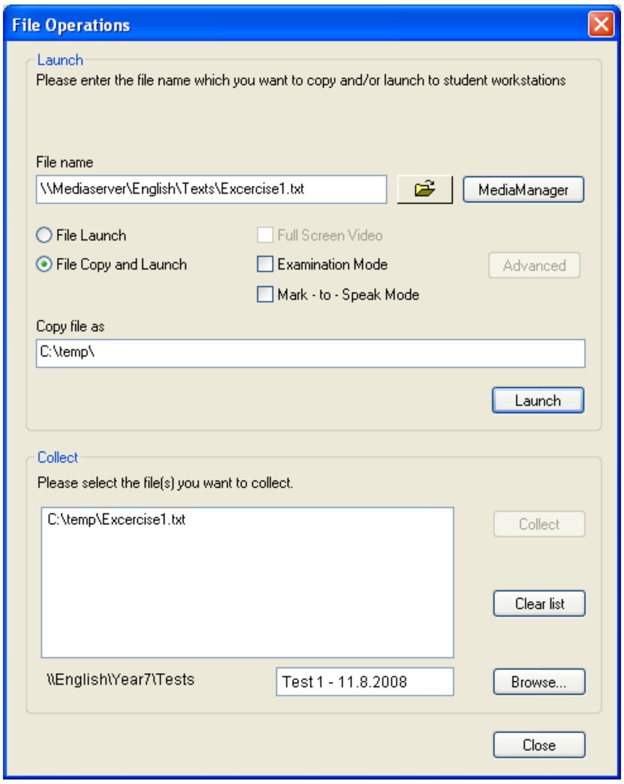
Clicking this button opens a dialog where teachers can either launch or close the Media Assistant Duo recorder on the selected student's workstation.



Note: The same function is also available for all the students (See *Duo Launch* in the Toolbar Functions) or for a group (See *Duo Launch* in the Group Window Functions).

FILE OPERATIONS

Clicking this button opens a dialog where you can launch and/or copy a file to the selected student workstation.

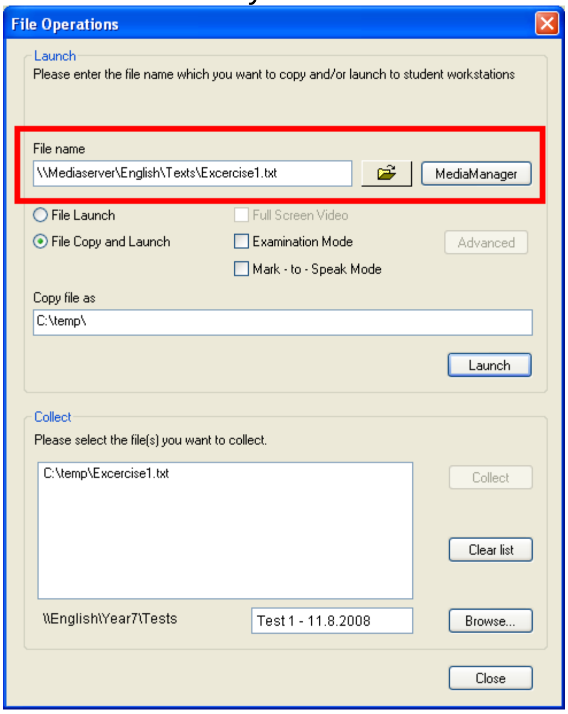


Note: The files that are launched or copied to students need to be in a folder where the students have access.

LAUNCHING FILES TO STUDENTS

To launch a file to the selected student:

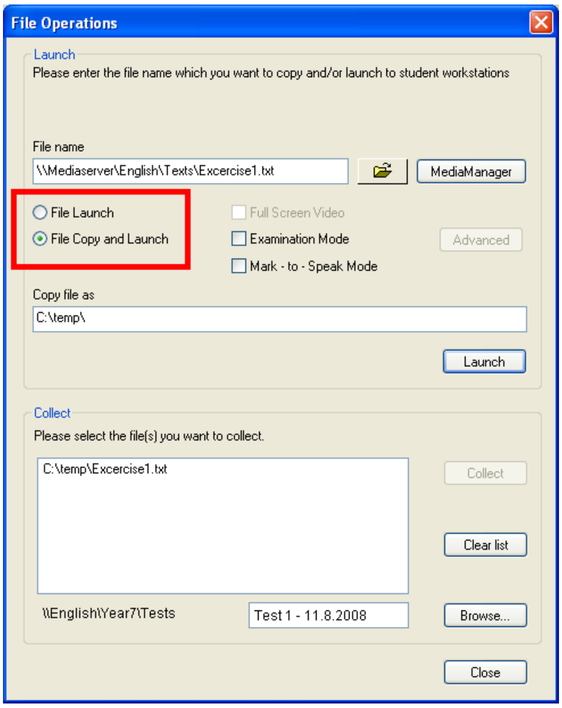
1. Select the file you want to launch



There are three ways of selecting a file to launch

- type the file name in the **File Name** field
- click the **Open File** button and browse for a suitable file
- click the **MediaManager** button and select a file from the MediaManager.

2. Select either **File Launch** or **File Copy and Launch**

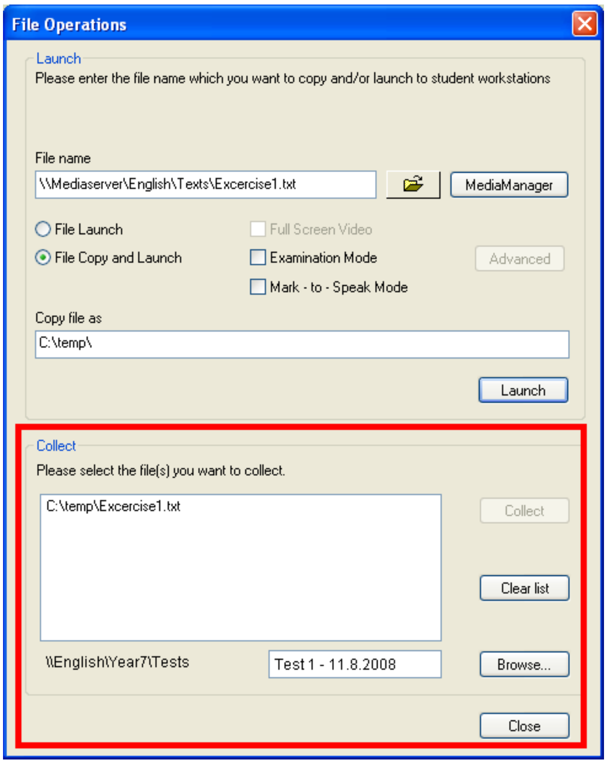


File Launch – sends the file to the student's Duo (in addition, if Duo hasn't been launched, launching a file will automatically make it appear on the student's desktop)
File Copy and Launch – as well as sending the file to the student, it will produce a copy of it in the chosen pathway/folder (usually c:\temp\)

3. Click on **Launch** to send the selected file out.

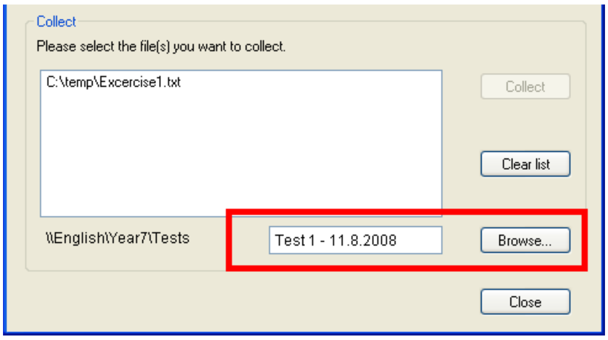
COLLECTING FILES FROM STUDENTS

If you have launched a file to a student with the **File Copy and Launch** function, you can automatically collect the file from the student computer after the student has edited it.



To collect files:

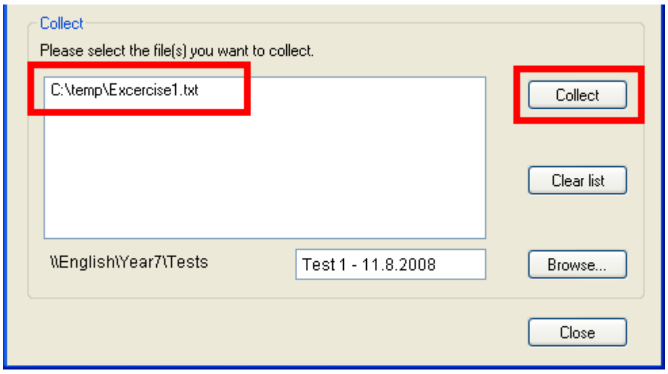
1. Enter a folder name in the field after the default path.



   You need to enter a folder name before you can collect files. Lab 300 will save the collected files into this new folder that will be created under the default path.

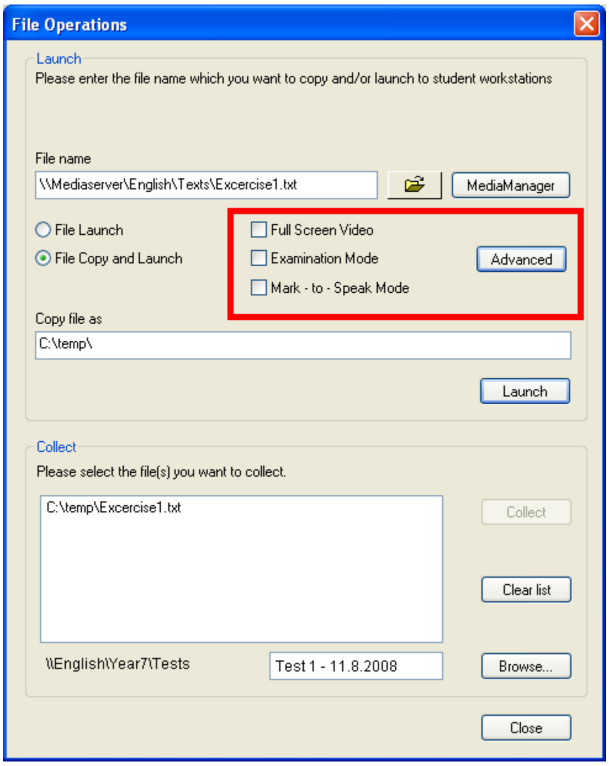
2. Select the file you want to collect on the **Collect** list and click **Collect**. You can only collect files that students have saved without changing the file name in the same location that was used for **File Copy and**

Launch.



3. The collected files will include the students' seating plan names in front of the file name to make later handling of the files easier

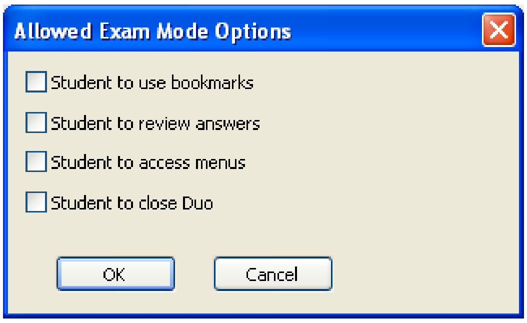
FILE LAUNCH OPTIONS



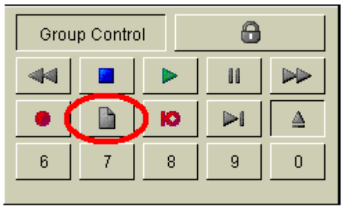
Full Screen Video – If you launch a video file, the students' Media Assistant Duos will open a full screen window to show it.

Examination mode – Allows you to select which functions are available to students on their Media Assistant Duos when the file is launched. This prevents the students from taking advantage of advanced features during examinations.

To select which functions will be allowed during the examination mode, click on the **Advanced** button in the File Operations window.



To disable the Examination mode, click on the **New** button in the Group Control buttons.



Mark-to-Speak Mode – When this is selected, the launched file is opened on the students' Media Assistant Duos in Mark-to-Speak mode. The Mark-to-Speak mode allows students to automatically insert gaps into the audio file for model imitation and question and answer excercises. For more information on the Mark-to-Speak mode, see the SANAKO Media Assistant User Guide.

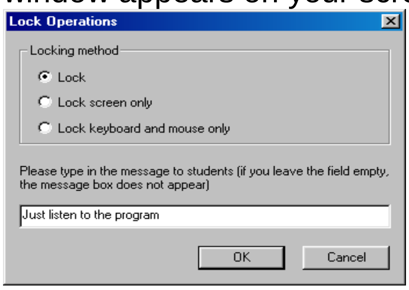
Note: The same function is also available for all the students (See *File Operations* in the Toolbar Functions) or for a group (See *File Operations* in the Group Window Functions).

LOCK OPERATIONS

The teacher can lock the workstation of the selected student completely or partially. It is also possible to send a locking message that appears on the student screen when the locking command is issued.

To lock the workstation, do the following:

1. Click the **Lock** button in the Student window. The **Lock Operations** window appears on your screen.



2. Select the locking method. If you choose **Lock** or **Lock screen only**, you can type a message in the field. If you choose not to send

a message, you can leave the field empty and the message box doesn't appear on the student screen.

3. Click **OK**.

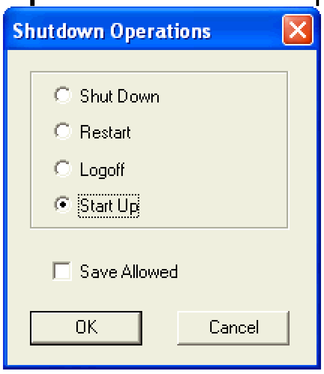
4. To unlock the workstation, click the **Lock** button in the Student window again.

Note: The same locking functions are available also for a all the students (See *Lock Operations* in the Toolbar Functions) or for a selected group (See *Lock Operations* in the Group Window Functions).

SHUTDOWN OPERATIONS

To shut down, restart, log off or start up the selected student workstation, do the following:

1. Click the **Shut Down** button in the Student window. The **Shutdown Operations** window appears on your screen.



2. Select the appropriate function.

3. If you want the student to be able to save the changes made to the program, leave the **Save Allowed** check box selected (default). In that case the program will ask the student if he or she wants to save the changes.

4. Click **OK**.

Note: The same Shut Down Operations are also available for all the students (See *Shutdown Operations* in the Toolbar Functions) or for a group (See *Shut Down Operations* in the Group Window Functions).

MODEL STUDENT

The **Model Student** button is an ON/OFF button for sending another student's screen image to the selected student. For this function you should have the CSS Net or a remote control software installed. See *Screen Transfer Functions*.

Note: You can use the **Model Student** button for audio transfer even if you don't have the CSS Net or a remote control software installed. It is an easy way to let another student talk to the selected one. Just click the **Model**

Student button in the Student window and then the icon of the student you want to guide the selected one. A small **M** appears on the model student's icon. Now the selected student can hear the model student talking but is not able to talk back. If you want to hear what the model student is saying, you can establish the Intercom connection to either one of the two students.

TEACHER SCREEN

The **Teacher** button is an ON/OFF button for broadcasting the teacher's screen to the selected student. For this function you should have the CSS Net or a remote control software installed. See *Screen Transfer Functions*.

WEB BROWSER

To open the Lab 300 Web browser for a single student, proceed as follows:

1. Click the **Web Browser** button in the student window. The Web browser opens on your screen.

Teacher's Web browser view

2. Go to the web page you want the selected student's browser to open.
3. Click the **Send** button.

Remember that the student's browser will be launched with the Web page you have currently open, not according to the address in the address field.

4. Internet Explorer Web browser opens on the selected student's screen.

For more information about the various Web browser controls and functions, see *Web Browser* in the *Toolbar Functions* section of this guide.

Note: The Web browser can also be launched for all students (See *Web Browser* in the chapter *Toolbar Functions*) or for a group (See *Web Browser* in the chapter *Group Window Functions*), in which cases the Web browser functions apply accordingly either to all the students or to a group.

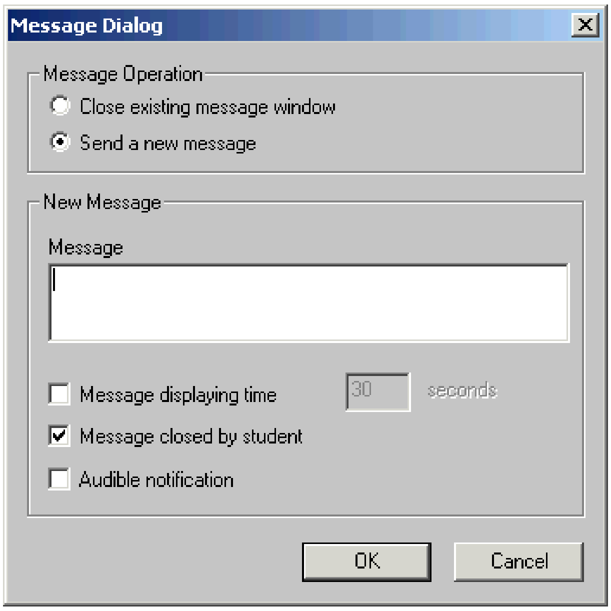
MESSAGE

Messaging operations are handy when you want to display messages on a student workstation. You can send messages that stay on student's screen until you close them, messages that the student needs to confirm, or messages that are displayed for a limited period of time. You can also add an audible notification to the message.

DISPLAYING A PERMANENT MESSAGE

Permanent messages remain on student's workstation screen until you close them. Once you have sent a command to the workstation to display a permanent message, it remains on top even if you start applications in the workstations. To display a permanent message on workstations, do as follows:

1. Click the **Message** button. The following dialog window opens.



2. In the dialog under Message Operation, select **Send a new message**.
3. Under New Message, in the **Message** text field, type in the message text.
4. If you want the students to hear an audio notification when the message appears, tick the **Audible notification** box.
5. Click **OK**.

TO CLOSE A PERMANENT MESSAGE

1. In the message window, select **Close existing message window**.
2. Click **OK**.

DISPLAYING A CONFIRMABLE MESSAGE

A confirmable message is a message that the receiving student needs to confirm in his or her workstation by clicking an OK button in their message window. To display a confirmable message:

1. In the dialog under Message Operation, select **Send a new message**.
2. Under New Message, in the **Message** text field, type in the message text.
3. Select **Message closed by student**.
4. Click **OK**.

To make sure that the message window will be closed on every student's computer, you can define a display time for the message. To do this, tick also the Message displaying time box and define the time that you want the message to be displayed on students' screens.

DISPLAYING AN AUTOCLOSE MESSAGE

An autoclose message refers to a message displayed for a certain period of time that you define when sending the command. To display an autoclose message:

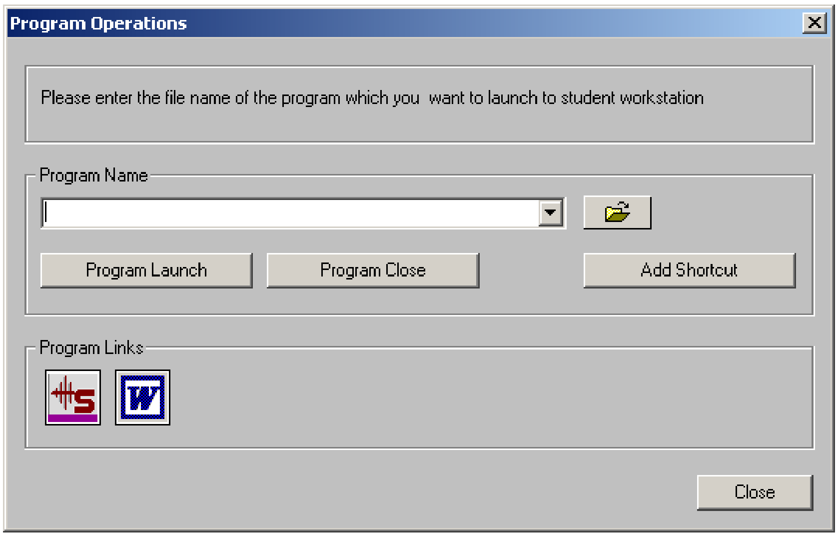
1. In the dialog under Message Operation, select **Send a new message**.
2. Under New Message, in the **Message** text field, type in the message text.
3. Tick the **Message displaying time** box.
4. Define the time that you want the message to be displayed.
5. Click **OK**.

Note: This function is also available for a Group (See *Message* in the Group Window Functions) and for all the students (See *Message* in the Toolbar Functions).

PROGRAM LAUNCH

To launch programs on student workstation, do as follows:

1. Click the **Program Launch** button in the Student Window to open the Program Operations window.



2. Enter or browse for the program that you want to launch on student workstation.
3. If you want to add a shortcut to the selected program, click the **Add Shortcut** button and browse for the desired program path. A shortcut is created in the window. Altogether you can have up to 11 shortcut icons in the window. For instructions on how to use the shortcuts, see *Program shortcuts*.
4. To launch the selected program on student workstation, click the **Program Launch** button.

To close the program, proceed as when launching programs, only instead of clicking the Program Launch button, click the **Program Close** button.

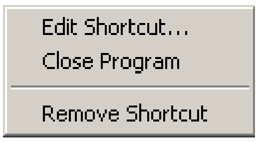
5. Finally, to close the Program Operations window, click **Close**.

PROGRAM SHORTCUTS

By using the shortcuts you can easily send the launch command to selected student workstation, and you can also edit the program path of the shortcut, remove a shortcut, or close the program on student workstation.

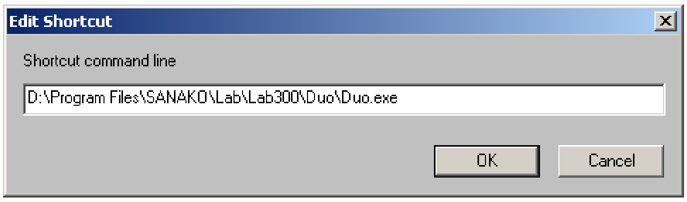
Clicking on the desired program icon (once with the left mouse button) sends the launch command to selected student workstation.

Right-clicking the icon opens a menu where you can select to edit the program path, close the program or remove the shortcut.



TO EDIT THE SHORTCUT

1. Right-click on the icon. A menu opens.
2. In the menu, select **Edit Shortcut…** The following dialog window opens.



3. In the dialog window, edit the program path as appropriate.
4. Click **OK**.

TO CLOSE A PROGRAM ON STUDENT WORKSTATION

1. Right-click on the icon. A menu opens.
2. In the menu, select **Close Program**. The closing command is sent to the selected student workstation.

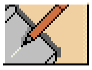
TO REMOVE A SHORTCUT

1. Right-click on the icon. A menu opens.
2. In the menu, select **Remove Shortcut**. The shortcut is removed from the window.

Note: The same Program Launch function is available also for all the students (See *Program Launch* in the Toolbar Functions) or for a group (See *Program Launch* in the Group Window Functions).

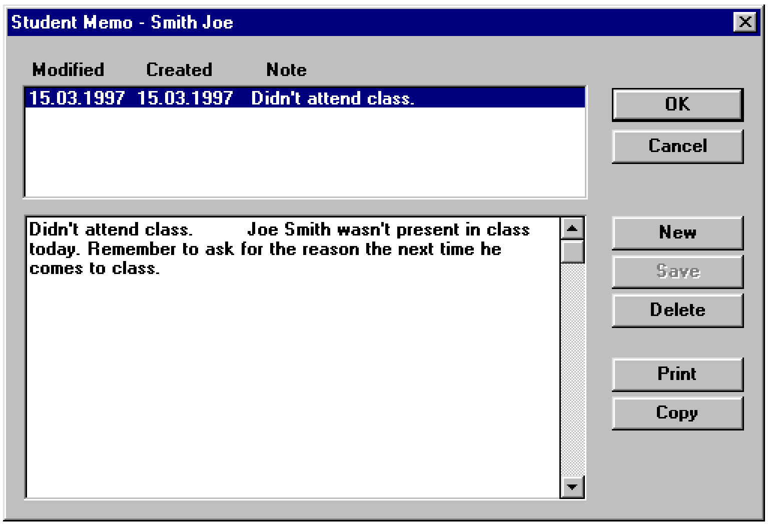
NOTES

This feature is available only when the student and the teacher are logged in to the database.



If you want to make notes about the selected student, do the following:

1. Click the **Notes** button. A window for making notes appears on your screen.



2. If you want to write a new note, click the **New** button and write the new note in the lower field. If you want to modify an old note, select it from the list box. All the notes that concern this particular student are listed there in chronological order. The selected note appears in the lower field.
3. Click the **Save** button to save the new note or the changes you made to an existing one.

You can print all the notes by clicking the **Print** button. The current note can be copied to the Windows clipboard by selecting the text and clicking the **Copy** button. The function is the same as Windows' copy function (Ctrl+C). The selection can be pasted to another application by using the normal paste function (Ctrl+V).You can delete a note using the **Delete** button.

TEACHER STATUS

Indicates the mode of the program. See *Teacher Status* in the Group Window Functions for the explanation of the symbols.

SCREEN TRANSFER FUNCTIONS

In the Screen Transfer Functions the image of the screen of one PC is transferred to one or more other PCs. In order to use these functions, either **CSS Net** or a remote control software must be installed onto the computers. CSS Net is a **hardware** solution which requires an external switcher unit for each workstation. The **software** remote control requires only software to be installed. No additional hardware is needed.

The screen transfer functions can be very useful for example when the teacher or one of the students is giving instructions on how to perform some task, because the other students can also see the instructor's screen while he or she is doing the activity.

There are several functions in which you can use the screen transfer. One of these is to show the image of a student screen on the teacher's screen (**Remote PC**). With this function the teacher can simply monitor the activities on the student PC or he or she can take control over the student PC and use it with the Teacher keyboard and mouse. When the PC is under teacher's control, the student isn't able to use his or her keyboard or mouse. Other screen transfer functions are selecting one of the students as a model student and make the others see the model student's screen (**Model Student**), or sending the image of the teacher's screen to the Student PCs (**Teacher Screen**).

Note: If the **Remote PC** button is pressed down the student screens are blanked during All Call and Group Call.

CSS NET

CSS Net is a **hardware** solution that links the PCs together in order to control other PCs from one computer (in this case, the teacher's workstation) and to send the screen image to other computers.

If CSS Net is installed, the teacher's workstation is equipped with an additional controller unit, the **CSS Keypad**, with two buttons. The buttons are used for switching between monitoring and controlling the student PC (green **Student** button) and closing the connection (red **Exit** button). The external controller is required, because when the teacher is monitoring or controlling a student workstation, the image of the student screen covers everything on the teacher's screen and it isn't possible to use any button of the Lab 300 user interface.

REMOTE PC WITH CSS (STUDENT TO TEACHER)

REMOTE PC IN THE BASIC STATE

If you want to monitor the activities of a student screen on your screen and possibly take control of the student computer, do the following:

1. Click the **Remote PC** button in the Toolbar and then the student icon of the student you want to monitor (or the other way around). The image of the student screen appears on your screen and you can hear the student, but the student isn't aware of that and continues working independently.
2. If you wish to take control of the Student PC and speak with the student as in Intercom, press the green **Student** button on the **CSS Keypad**. If you press the **Student** button again, you stop controlling the student PC and return to monitoring. The student is switched to independent work and won't hear you any longer because the Intercom connection is closed.
3. Return from the screen transfer mode to your normal screen by pressing the red **Exit** button on the **CSS Keypad**. The program will take you back to the basic state.
4. Remember that the **Remote PC** button is an ON/OFF button, so you have to click it again to turn off the function.

REMOTE PC DURING MONITORING

You have already opened the Student window (by clicking a student icon) to see the student recorder display and to hear what the student is doing. If you now wish to see the student screen and maybe take control over the student PC, do the following:

1. Click the **Remote PC** button in the Student window (or in the Toolbar). The student screen is shown on your screen and you can hear the student but the student isn't aware of that and continues working independently.

2. If you want to take control of the student’s PC and to speak with the student as in Intercom, press the green **Student** button on the **CSS Keypad**. If you press the **Student** button again, you stop controlling the student PC and return to monitoring. The student is switched to independent work and won’t hear you any longer because the Intercom connection is closed.
3. Return from the screen transfer mode to your normal screen by pressing the **Exit** button on the **CSS Keypad**. The program will take you back to the basic state.
4. Remember that the **Remote PC** button is an ON/OFF button, so you have to click it again to turn off the function.

REMOTE PC DURING AUTOMONITOR

You have already opened the Student window (by clicking a student icon) and clicked the **Automonitor** button to hear what the students in the selected groups are doing. If you also want to see their screens, do the following:

1. Click the **Remote PC** button in the Student window (or in the Toolbar). You can see the student screens appear on your screen one after another and hear the students but they aren’t aware of that and continue working independently.
2. If you want, you can press the green **Student** button on the **CSS Keypad** to take control of the currently monitored student PC and to establish an Intercom connection with the student. The Automonitor mode pauses during this, so you will have time to guide the student. Pressing again the **Student** button on the **CSS Keypad** will close the Intercom connection and take you back to the Automonitor mode.
3. Return from the screen transfer mode to your normal screen by pressing the **Exit** button on the **CSS Keypad**. The program will take you back to the basic state.
4. Remember that the **Remote PC** button is an ON/OFF button, so you have to click it again to turn off the function.

REMOTE PC DURING INTERCOM

If you have already established an Intercom connection with the student and you wish to see the student screen, do the following:

1. Click the **Remote PC** button in the Student window (or in the Toolbar). The student screen is shown on your screen and the student PC is immediately under your control. You can speak with the student as in a normal Intercom connection.
2. If you want, you can press the green **Student** button on the **CSS Keypad** to change from controlling into monitoring. In that case the Intercom connection will be closed.

3. Return from the screen transfer to your normal screen by pressing the **Exit** button on the **CSS Keypad**. The program will take you back to the basic state.
4. Remember that the **Remote PC** button is an ON/OFF button, so you have to click it again to turn off the function.

MODEL STUDENT WITH CSS (STUDENT TO STUDENT)

MODEL STUDENT TO ALL STUDENTS

1. Click the **Model Student** button in the Toolbar and then the icon of the student you want to be the model. A small **M** appears on the student icon, the **Remote PC** button in the Toolbar and the **Manual** button in the group window are pressed down, **Student** has now become the program source and everyone is now in the group **A** (except for those in the group **L**). Now the students hear the model student and see what is happening on his or her screen.
2. If you want to record the model student's voice for the others, click the **Group Control** button to open the Group Control Panel and then click the **Record** button.
3. You can change the model student by clicking **New Student** and then another student icon.
4. Clicking again the **Model Student** button in the Toolbar will turn off the function and take you back to the basic state.

Note: If you wish to see the model student's screen on the teacher's screen and to hear his or her voice, click the model student's icon in the class window. (Notice that it isn't possible to take control of the model student's PC or to talk to the student.) Pressing the **Exit** button on the **CSS Keypad** will stop the screen transfer to the teacher's screen.

MODEL STUDENT TO A GROUP

1. Click the **Model Student** button in the Group window and then the icon of the student you want to be the model student. (Notice that the model student doesn't have to be in the active group). A small **M** appears on the student icon, the **Remote PC** button in the Toolbar and the **Manual** button in the Group window are pressed down and **Student** has now become the program source. The students in the active group will now hear the model student and see his or her screen.
2. If you want to record the model student's voice for the others, click the **Group Control** button to open the Group Control Panel and then click the **Record** button.

3. If you want, you can change the model student by clicking the **New Student** button and then another student icon.
4. To turn off the function, click again the **Model Student** button. The program will take you back to the basic state.

Note 1: If you wish to see the model student's screen on the teacher's screen and to hear his or her voice, click the model student icon in the class window. Notice that it isn't possible to take control of the model student's PC or to talk to the student. Pressing the **Exit** button on the **CSS Keypad** will stop the screen transfer to the teacher's screen.

Note 2: Here is another way of making a student the model student:

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1. Select **Student** as the program source.
2. Click **New Student** and then the student icon. The letter **M** appears on the icon.
3. Click the **Remote PC** button in the Toolbar.
4. If you click the **Transfer** button in the Group window, the screen transfer begins and the student recorders start recording the model student's voice immediately. If you want to start the screen transfer without immediate recording, click the **Manual** button. In that case the students will hear the model student, but their recorders will not start recording unless you click the **Record** button under Group Control.
5. You can change the model student by clicking the **New Student** and then another student icon.
6. Clicking again the program transfer button (**Transfer** or **Manual**) will stop the function. Remember also to click again the **Remote PC** button in the Toolbar. The letter **M** disappears from the student icon when you change the program source.

MODEL STUDENT TO ANOTHER STUDENT

1. Click the student icon of the student you want to be guided. His or her student window opens.
2. Click the **Model Student** button in the Student window and then the icon of the student you want to be the model student. A small **M** appears on the model student's icon. Now the student you selected first will see the model student's screen and hear the model student talking. Notice that the first selected student's icon changes color (it is moved to the group **D**), so it's easier to remember which student was selected.
3. To turn off the function, get back to the first selected student's window and click the **Model Student** button again.

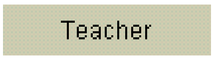
Note: If you wish to see the model student's screen on the teacher's screen and to hear his or her voice, click the model student icon in the class window. Notice that it isn't possible to take control of the student PC or to talk to the student. Pressing the **Exit** button on the **CSS Keypad** will stop the screen transfer to the teacher's screen.

TEACHER SCREEN WITH CSS (TEACHER TO STUDENT)

TEACHER SCREEN TO ALL STUDENTS

1. Click the **Teacher Screen** in the Toolbar. The **Remote PC** button in the Toolbar and the **Manual** button in the Group window look like they were pressed down, **Teacher** has become the program source and everybody is in the group **A** (except for those in the group **L**). The students will now hear you and see your screen.
2. If you want to record your voice for the students, click the **Group Control** button to open the Group Control Panel and then click the **Record** button.
3. Click again the **Teacher Screen** button in the Toolbar to stop the function.

TEACHER SCREEN TO A GROUP



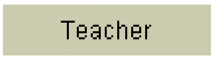
1. Click the **Teacher** button in the Group window. The **Remote PC** button in the Toolbar and the **Manual** button in the Group window look like they were pressed down and **Teacher** has become the program source. Now the students will hear you and see your screen.
2. If you want to record your voice for the students, click the **Group Control** button to open the Group Control Panel and then click the **Record** button.
3. Click again the **Teacher** button in the group window to stop the function.

Note: Here is another way of transferring the teacher's screen to the group:

1. Select **Teacher** as the program source.
2. Select the Program Transfer way (**Transfer** or **Manual**). The difference between the ways is explained in *Program Transfer*).
3. Click the **Remote PC** button in the Toolbar.

4. Click the same Program Transfer button (**Transfer** or **Manual**) again to stop the function. Remember also to click again the **Remote PC** button in the Toolbar.

TEACHER SCREEN TO ONE STUDENT



1. Click the icon of the student to whom you wish to transfer your screen. His or her Student window opens.
2. Click the **Teacher** button in the Student window. The student icon changes color because the student is moved to group **D**. Now the student will hear you and see your screen.
3. To stop the function, click again the **Teacher** button in the Student window.

SCREEN TRANSFER FUNCTIONS WITH LAB 300 SCREEN TRANSFER AND REMOTE CONTROL SOFTWARE

ACTIVATING AND INACTIVATING THE SOFTWARE

In order to use the screen transfer and remote control functions of the installed software, you will need to activate the software first. You can do this by entering a license number and selecting the activation option (by ticking a box).

Depending on the service pack you have, you will be prompted for a license number during installation, or you will give the license in the user interface of the Lab 300 application. For instructions on how to give the license number in the application, see *To Activate the Software*.

You can also choose not to use the Lab 300 Screen Transfer and Remote Control software, even if it was already installed on your Lab 300 system. This may be the case if you have both the hardware and software solutions installed on your Lab 300 system but want to use only the hardware. For instructions on how to activate the hardware component, see *To Inactivate the Software*.

TO ACTIVATE THE SOFTWARE

1. On the Menu bar of the Lab 300 application, click **Help**.
2. Select **About Program**. A window appears.
3. If you haven't given a license yet, click **Add License**.
4. In the window that appears, enter the license number, user name and user ID.
5. If you have already given the license during installation, you can now activate the software by ticking the **Activated** box.

6. Finally, click **OK**.

TO INACTIVATE THE SOFTWARE

1. On the Menu bar of the Lab 300 application, click **Help**.
2. Select **About Program**. A window appears.
3. Make sure the **Activated** check box is empty.
4. Click **OK**.

FUNCTIONALITY

This functionality provides you with powerful tools for monitoring the activity of multiple remote computers at the time, viewing the screen of remote computers and even for remotely accessing the computers from your own workstation.

You have also the capability of transmitting your screen to any workstation or group of workstations you select.

STUDENT SCREEN MONITORING

You may view real-time screen of any computer connected to the system and even take over the computer through the viewer screen.

There are two ways of viewing remote screens. You can view the remote screen directly from Lab 300 by issuing appropriate viewing command or from Lab 300 Mosaic monitoring window. The latter option has been discussed in *Group Thumbnails*.

TO MONITOR STUDENT SCREENS

1. Click the **Remote PC** button.
2. Select a student.

A Screen viewer window will appear on your screen, displaying real-time screen image of the workstation.

Monitoring Window

TO COLLABORATE

You can also collaborate with the current workstation. To enable the collaborate mode, click the **Collaborate** button in the upper left corner of the monitoring window.

TO CONTROL

In the control mode, the student mouse is disabled and only your mouse pointer is displayed on the screen. This way you can guide the student by using your mouse, without having the student mouse-pointer moving on the screen. To enable the control mode, click the **Control** button in the upper left corner of the monitoring window.

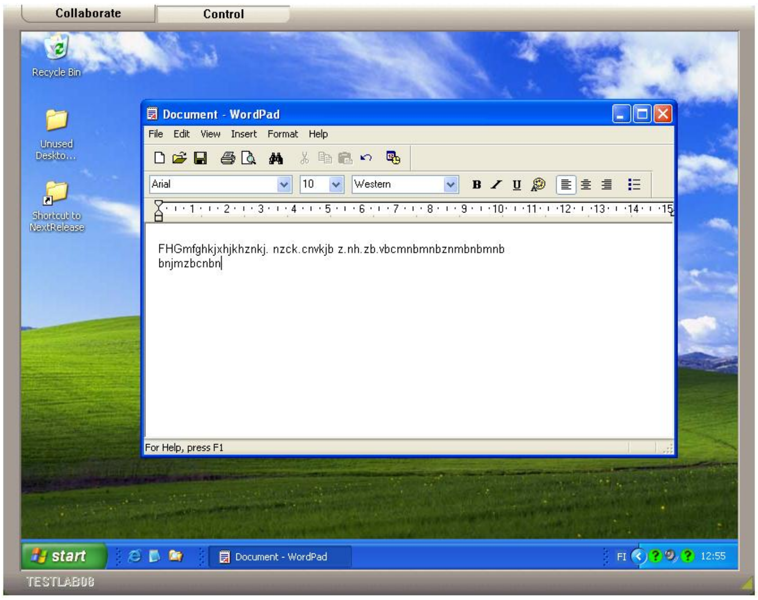
STUDENT SCREEN SCANNER

This feature enables you to scan the selected student workstations automatically, that is, to see and hear your students while they are working.

By clicking the Remote PC button and selected student icons you will start the automatic student screen transfer to your computer. The screens of the selected student workstations are displayed one by one on your screen. The Automonitor mode is discussed in *Automonitor*.

1. Click the **Remote PC** button.
2. Select a student.
3. Click the **Automonitor** button.

The Lab 300 scanner window will appear on your screen, displaying the image of the selected workstation screen, and you are able to listen to the student that is currently being monitored.



Scanner Window

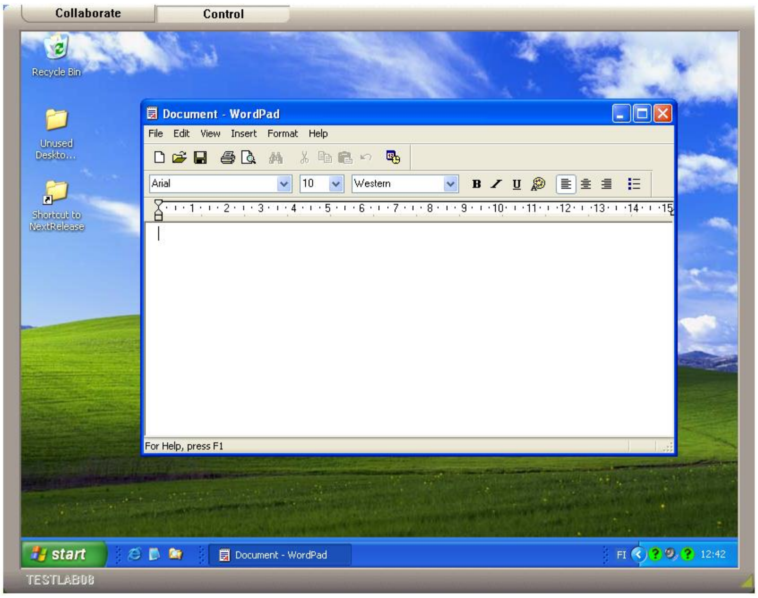
STUDENT SCREEN REMOTE CONTROL

By clicking the Remote PC button and a student icon you start the student screen transfer to your computer. The selected student's screen will be displayed on your screen. The Intercom mode enables the communication between you and the student. The Intercom mode has been discussed in *Intercom*.

REMOTE CONTROL BY TEACHER

1. Click the **Remote PC** button.
2. Select a student.
3. Click the **Intercom** button.

The Lab 300 remote control window will appear on your screen, displaying the image of the selected workstation screen.



Remote Control Window

REMOTE CONTROL BY STUDENT

This feature allows you to establish a remote access session between a pair of remote student computers. This is most useful when you want students to collaborate in pairs.

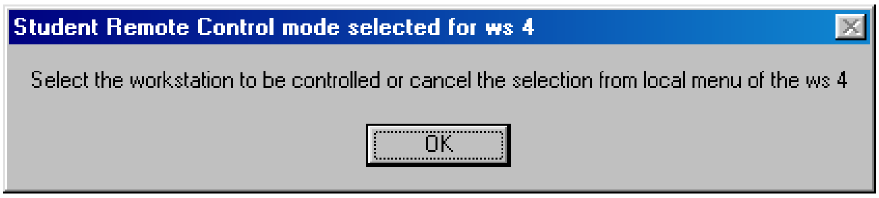
ENABLING STUDENT’S REMOTE ACCESS

To enable student’s remote control you should have knowledge on how to mark workstations for special role.

You should first mark the computer that will have the access. Then you select the workstation that will be accessed. And finally you issue the “Enable remote access” command.

TO ENABLE STUDENT’S REMOTE ACCESS

1. Select the workstation that will have the access by right-clicking on a student icon.
2. Select **Enable Remote Access**. The following dialog box appears.



3. Click **OK**.
4. Select the workstation that will be accessed.

The workstation that was marked for a special role opens a remote access connection to the selected computer. The remote access window will appear in the accessing computer, providing the user with a view and access to the other computer. On both student icons the workstation number of the other pair member is displayed.

TO DISABLE STUDENT'S REMOTE ACCESS

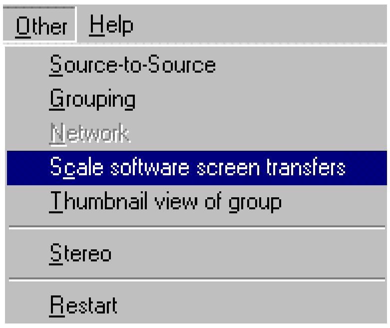
You can also disable the remote access. To do this, follow these steps:

1. Right-click on the icon of the student that has the remote access.
2. Select **Disable Remote Access**. The remote access is disabled.

SCREEN TRANSFER

The Lab 300 screen transfer functions are described in more detail in *Screen Transfer Functions.* The following procedures guide you in using the screen transfer and remote control functions with the Lab 300 software.

SCALING SOFTWARE SCREEN TRANSFERS



If the resolution on the receiving computer is less than on the transferring computer, the transferred screen will not be able to be viewed on the receiving computer's display immediately.

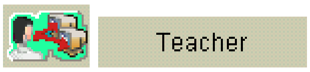
By selecting the Scale software screen Transfers option, the transferred screens will be automatically scaled to fit within the receiving computer's display, alleviating the need for scrolling when viewing the screen.

TO SCALE THE SOFTWARE SCREEN TRANSFERS

1. On the menu bar, click **Other**.
2. Select **Scale software screen transfer**.

Note: Scaling the screen transfers is resource consuming and for this reason, displaying a scaled screen may take some time.

TEACHER SCREEN TO STUDENT(S)

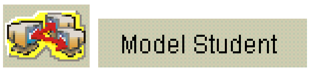


You are able to share the live contents of your screen with other workstations. This feature is very useful in the situations where you want to provide class demonstrations. Screen sharing feature replaces the need for expensive video projectors and other similar equipment. Moreover, you can target your screen only to a selected audience, you do not have to share your screen with everybody.

TO TRANSFER YOUR SCREEN TO A STUDENT OR SEVERAL

1. Select a student or group, if appropriate.
2. Click the **Teacher Screen** (all students) / **Teacher** (one student or a group) button. Your screen is transferred to the selected student(s).

MODEL STUDENT

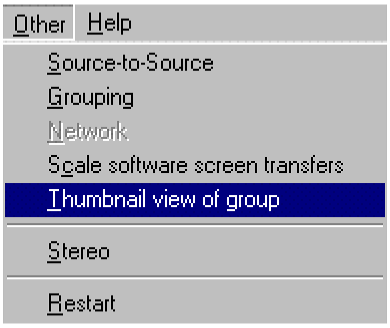


This feature allows you to make any student computer broadcast its screen to any other student computers. This is most useful when you want for example to present a student's work on computer to other students.

1. Select a student whose screen you want to transfer to another student, to a group, or to all students.
2. Click the **Model student** button.

For more information about the Lab 300 model student feature, see *Model Student*.

GROUP THUMBNAILS



Screen monitoring allows you to monitor screen activity of multiple student workstations in real time. The screens are displayed as small thumbnail images in a separate monitoring window called "Mosaic". You can display the thumbnails in different sizes. You can also pick any thumbnail for closer view and even remotely control the workstation being viewed.

PICKING WORKSTATIONS INTO MOSAIC WINDOW

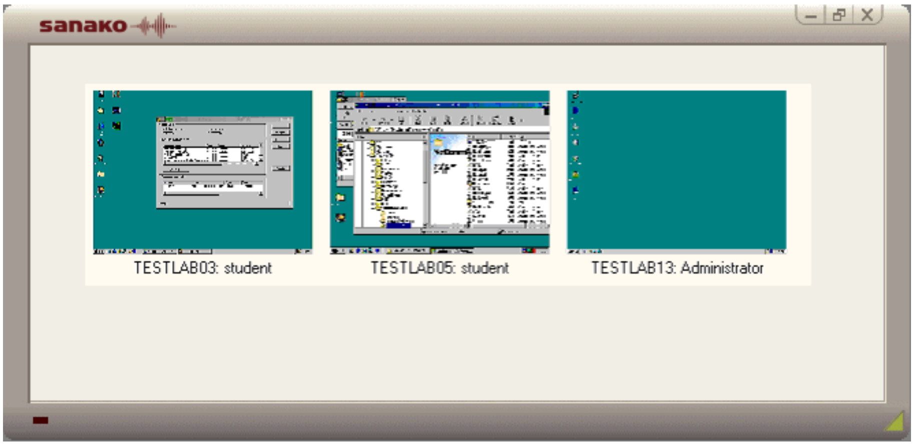
Lab 300 Mosaic displays the screen images of monitored workstations as small thumbnails.

TO ADD WORKSTATIONS INTO MOSAIC WINDOW:

1. On the menu bar, click **Other**.
2. Select **Thumbnail view of group**.

The Lab 300 Mosaic window will appear on your screen, displaying thumbnail images of the selected workstation screens. If Mosaic window was already opened, the selected workstations are added to the window.

Note: If the Mosaic window is too small to display all the thumbnails at once, you can change the window size by holding down the left mouse button on the lower-right corner of the monitoring window and then dragging the corner to make the window bigger.



VIEWING THUMBNAIL SCREENS IN FULL SIZE

Lab 300 monitoring window allows you to view selected thumbnail screens in full size and remotely access the workstations through the viewer window.

TO VIEW THUMBNAIL SCREEN IN FULL SIZE

1. Select the thumbnail(s) you want to view enlarged. You may select the thumbnails by clicking on each image or dragging a rubber band selector around the desired thumbnails.
2. Click Sanako logo to open the main menu of Lab 300 Mosaic.
3. Select **View selected screens**.

A remote screen viewer window for each selected thumbnail will appear on your screen, displaying the enlarged screen image of the remote workstation.

Note: You can quickly enlarge a single thumbnail image just by double clicking on the thumbnail.

REMOVING THUMBNAILS

Lab 300 Mosaic allows you to remove selected thumbnail screens from the Mosaic monitor.

TO REMOVE THUMBNAILS

1. Select thumbnail(s) you want to remove. You may select the thumbnails by clicking on each image or dragging a rubberband selector around the desired thumbnails.
2. Click Sanako logo to open the main menu of Lab 300 Mosaic.
3. Select **Remove selected thumbnails**. You will be prompted whether you want to remove the thumbnails or not.
4. Select **Yes** only if you want to remove the thumbnails, otherwise select **No**.

The selected thumbnails will disappear from the Mosaic window.

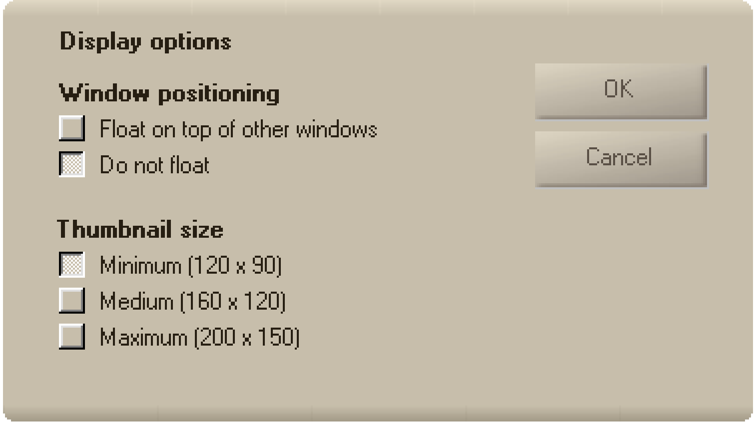
CHANGING THUMBNAIL SIZE AND OTHER DISPLAY OPTIONS

Mosaic allows you to view the thumbnail images in three different sizes: minimum, medium and maximum size. The smallest size becomes handy when you are displaying quite many thumbnails at a time. The largest size is most useful when you wan to monitor fewer screens at a time with greater image accuracy.

You may also make the Lab 300 Mosaic window to float on top of other windows.

TO CHANGE SIZE OF THUMBNAILS

1. Click Sanako logo to open the main menu of Lab 300 Mosaic.
2. Select **Display optins…** Display options dialog window will appear on your screen.

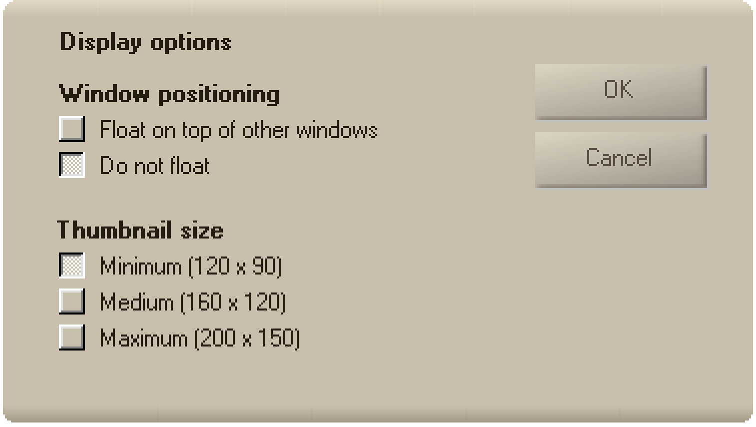


3. Select the thumbnail size by clicking on appropriate selector button (minimum, medium or maximum) on the dialog window.
4. Click **OK** button to confirm the selected display options.

The new settings for thumbnail displaying options will be applied immediately.

TO MAKE MOSAIC STAY ON TOP

1. Click Sanako logo to open the main menu of Lab 300 Mosaic.
2. Select **Display options…** Display options dialog window will appear on your screen.



3. Click on selector button Float on top of other windows to make Lab 300 Mosaic window to stay on top.
4. Click **OK** button to confirm the selected display options.

The new settings for displaying options will be applied immediately.

Note: Similarly, you can make Lab 300 Mosaic not float on top of other windows by clicking on Do not float selector on the Display options dialog window.

MARKER TOOL

When you transfer your screen to students, you can draw annotations to point out a detail or to direct students' attention to a certain part of an image or a document.

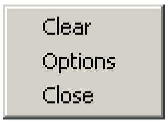
To draw an annotation, do as follows:

1. Click the Teacher button to transfer your screen to students. In the system tray, in the lower right corner of the display, a pencil icon appears.

2. Click on the icon, and in the menu that opens select **Start**.

You are now in annotation mode, which means that by pressing down the left mouse button and dragging the mouse pointer on the screen, you are able to draw remarks on the screen.

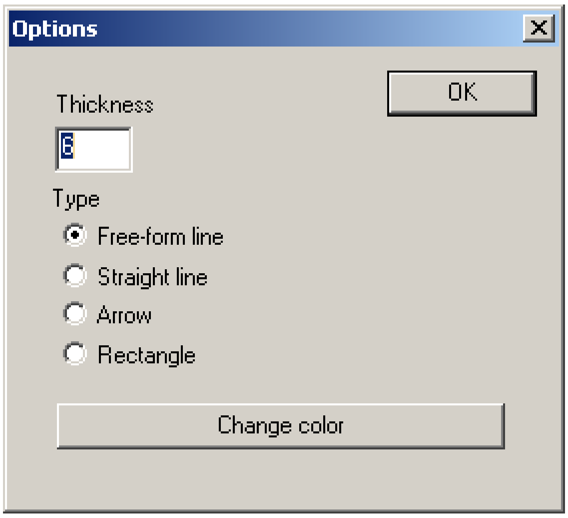
Right-clicking anywhere in the class view opens the following menu.



In the menu, you can clear all the annotations, exit the marker tool mode or edit options. To clear the view, exit the mode or open a dialog window for options, select a menu item accordingly.

MARKER TOOL OPTIONS

Selecting the **Options** menu item opens the following dialog window.



In the window, you can edit the **thickness** of the line you draw with.

Under **Type**, you can select between free-form line, straight line, arrow or rectangle. Free-form line is set by default and it refers to a normal, continuous line, as the name implies. The **Straight line** option means that a direct line is drawn between the starting point and the point where you end the drawing, i.e. release the mouse button. The line appears only when you release the mouse button. The **Arrow** draws a straight-line arrow from one point to another.

The **Rectangle** option refers to drawing rectangles on your screen, for example to place a box around important information when presenting a file.

CHANGING THE MARKER TOOL COLOR

Additionally, you can change the color of the line. To do this, click **Change color**, and in the window that opens, select a color.

Note: If the mouse movement is jerky while drawing, it might be helpful to set the Hardware acceleration to minimum. This setting you will find in the display settings of your Windows operating system.

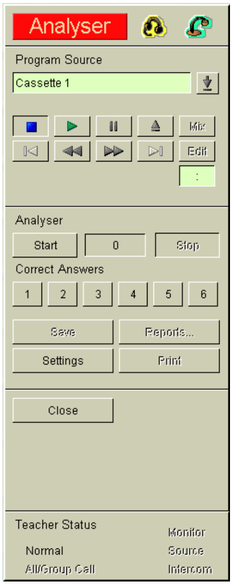
TESTING STUDENTS

RESPONSE ANALYSER

Response Analyser is used for for collecting the answers of a multiple-choice test. The actual test can be done before, for example this way: display the questions for the students by using the camera function and make the students write the answers on a piece of paper. After this the students give their answers by using the number buttons of their recorders.

Watching the student icons the teacher can see how the students respond to the questions. The number displayed between the **Start** and **Stop** buttons shows the number of the current question.

You can also save the results to the database and print them.



To collect the answers, do the following:

1. Click the Group button (A, B, C or D) to select a group for Response Analyser testing. The Response Analyzer can be used for only one group at a time.
2. Select the **Response Analyser** command in the **Test** Menu.
3. Select **Teacher** as the program source.
4. Click the **Start** button. Now the students hear you.
5. Tell the students to give the answer to question number one. (By clicking or pushing one of the number buttons on their recorders.)
6. Click the number button that corresponds to the correct answer.
7. Click the **Stop** button to stop collecting the answers to question number one.
8. You will see the given answers as a block diagram in the separate Response Analyser Graph window if you have selected the feature in the **Response Analyser Setup** dialog.
9. Start collecting the answers to the next question by clicking the **Start** button again, give the number of the correct answer and finish the collection by clicking the **Stop** button. Go on repeating this until you have got the answers to all the questions.

You can also make the test by using a program source, for example a cassette. In that case, you can pause the program source for asking one question, collect the answers to the question and then continue with the program source until it is time to make another question.The Source can be controlled with the **Mix**, **Edit**, **Rewind**, **Stop**, **Play**, **Pause** and **Fast Forward** buttons.

The results of the test can be saved to the database with the **Save** command. If you have chosen to use the database facilities, the **Save Test Result** dialog opens on your screen. See *Save Test Result Dialog*. If you are not using the database, on your screen appears the normal Save As dialog.

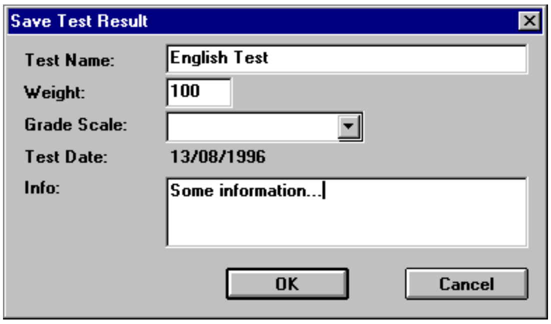
The same way, if you are using the database facilities, the **Reports** button launches a report tool program, in which you can choose from different ways to make reports of the test and to print them. If you are not using the database, on your screen appears a window that shows the test results in a spreadsheet, and you can print the results to the default printer by clicking the **Print** button directly.

Click **Settings** to open the Response Analyser Setup window. See *Response Analyser Setup*.

The **Close** button closes the Analyser window.

SAVE TEST RESULT DIALOG

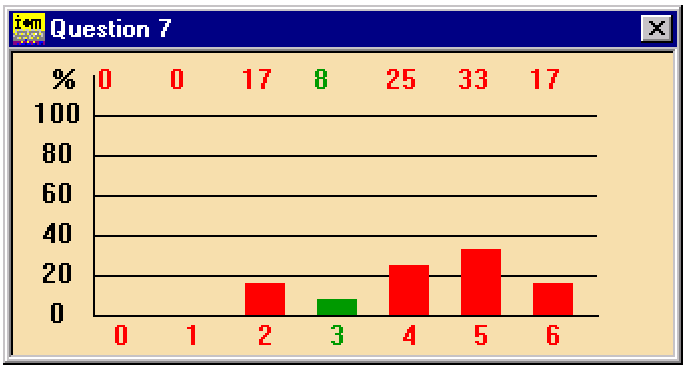
If you have chosen to use the database facilities, clicking on the **Save** button will open the Save Test Result dialog.



Test Name identifies the test. The **Weight** is a weight value for this test (default value for Weight is 100). The **Grade Scale** list box is used to select a scale for the current test. You can create the grade scale list in ResourceManager.The **Test Date** field is inactive but check that the date is correct before you save the results to the database. If the date is not correct, then the date setting of the Teacher Workstation PC is not correct and must be changed. This is important for ensuring the integrity of the database. In the **Information** field you can enter extra information concerning this particular test.

RESPONSE ANALYSER GRAPHS

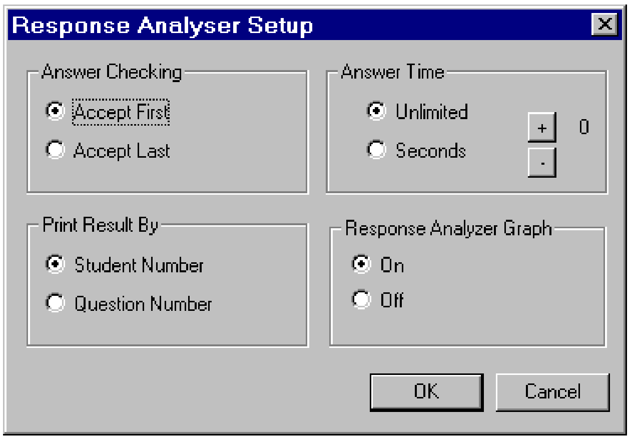
After each question in Response Analyser, a teacher will get all the given answers as a block diagram in the separate window called Response Analyser Graphs. Notice that the function is optional; it can be turned off in the Response Analyser Setup dialog.



In the caption bar, you can see the question number. The numbers on the left-hand side of the window show the percentage of the students. The six possible answers are marked at the bottom of the window. The higher the block, the more students have answered that particular number.The correct answers are shown in green color and the wrong ones with red color. The block number zero shows the percentage of missing answers.

RESPONSE ANALYSER SETUP

Clicking on the **Settings** button in the Analyser window will open the Response Analyser Setup dialog.



Answer Checking selects whether the student's first or last answer should be chosen. **Accept First** means that the students are not able to change their answers – only the first selection will be regarded. By selecting **Accept Last** the teacher makes it possible for the students to change their answers.

Answer Time sets the time available for a student response. By using the **Unlimited** selection, the teacher can control the response time with the **Stop** button. If you select **Seconds**, you can set the time by using the + and – buttons.

Print Results By selects the way in which the results are printed: either by student or by question.

Response Analyser Graphs can be turned **On** or **Off**.

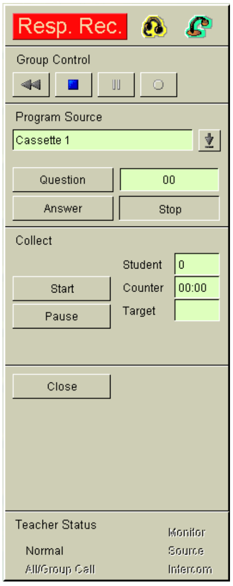
RESPONSE RECORDING

Response Recording is used to test the oral skills of a particular group. Notice that there are several ways of doing a test. The teacher can for example let the students read a text or listen to a text by using the normal group window functions and then make questions about the text by using the Response Recording function.

The teacher may have a particular tape with the questions recorded onto it and then use it as the program source during the test. Another way is to choose **Teacher** as the program source and ask the questions orally during the test. The questions can naturally also be shown for example using the camera function.

The program used for the test must not have pauses embedded within it – the teacher pauses the program during the test by using the buttons **Question** and **Answer**.

The test consists of two stages: *Recording the responses* and *Collecting the response recordings*. First, the students listen to the teacher's questions and respond to them orally. The students' answers are recorded on the student track. After all the questions have been answered, the teacher collects the students' responses from the student recorders on a master cassette (analog collection) or in a server directory (digital collection).



RECORDING THE RESPONSES

1. Click the Group icon (A, B, C or D) in the Toolbar to select the group for Response Recording.
2. Select the **Response Recording** command from the **Test** Menu.
3. Rewind the student recorders to the beginning by using the Group control buttons in the Resp. Rec. window.
4. Select the program source.

5. Click the **Question** button to start playing the program source (or to speak if you have chosen **Teacher** as program source). In order to better identify the answers later, the first question could be for example: “What’s your name?”
6. Click the **Answer** button to stop the program source and start recording onto the student recorders. The answer time is shown in a small box next to the **Question** button.
7. Continue clicking the **Question** and **Answer** buttons until all the questions have been asked and answered and then click the **Stop** button.

COLLECTING THE RESPONSE RECORDINGS

The teacher can select whether he or she uses the Analog Collection or Digital Collection. The difference between these two collections is as follows:

Analog Collection collects all the student response recordings to the master cassette. When there are only cassette recorders in the group, the collection speed is four times the normal speed. If there are also Duo in the student positions, the speed is reduced to normal.

Digital Collection is made for Media Assistant users so that all the response recordings are actually saved to the server directory. This is a very fast way to save the students’ work compared to the Analog Collection.

ANALOG COLLECTION

The collection of the students’response recordings is an automatic function. The recordings are collected onto the master tape at four times the normal speed. If the tape is full, the application instructs the teacher to change the tape.

To make the analog collection, do the following:

1. Before collecting the recordings, set **Cassette** as the program source (exactly stating the destination of the collection), put a cassette into the recorder and rewind it.
2. Click the **Start** button to begin collecting the recordings.The teacher can monitor the collection of the recordings looking at the indicators of **Student number**, **Counter** and **Target** in the Response Recording window.
3. The function stops automatically once all the answers are collected. If you want to stop it before, click the **Start** button again.
4. Click the **Close** button to close the Response Recording window.

DIGITAL COLLECTION

The collection of the responses is an automatic function. When you use Digital Response Collection, all the students’ answers are collected onto the server directory. This function is usable only with Media Assistants. Therefore, if you have any standard recorders in the used group, digital response collection is not possible. The Digital Collection can be switched On and Off from the **Advanced Preferences** dialog.

The response recordings of the test are saved to their own directory. The test directory is created under the base directory, which is defined in the Setup Program. Remember that it must be accessible by all the student workstations. The student response recordings are saved to the selected directory and they are named as follows: Student1.mp3, Student2.mp3…

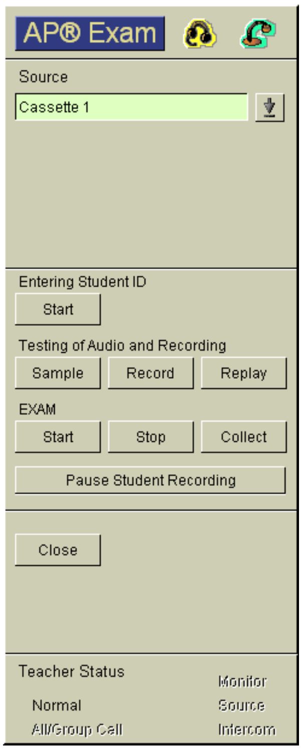
To make the digital collection, do the following:

1. Click the **Start** button.
2. The teacher will be asked for the test name and then a directory is automatically created to the server.
3. Click the **Close** button to close the Response Recording window.

AP® EXAM

Lab 300 provides a simple and efficient system for setting up externally-certified AP® oral exams. The different functions create automatic procedures for testing students and collecting their AP® oral responses, while the Media Assistant Duos serve as easy to use and efficient exam vehicles at the student end.

The oral part of the AP® Exam lasts 15 minutes, and consists of three sections. The program source stays in play mode the entire 15 minutes and has proper gaps for every answer. Each question is repeated twice. The response time for the questions ranges from 15 to 40 seconds.



DEFAULT RECORDING SETTINGS

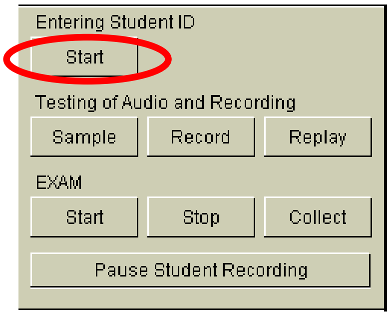
Students responses are collected to the default digital response recording collection folder. To change the collection folder, go to **Lab 300 Setup – Settings – Digital Default Path**.

BEFORE THE TEST

1. Start the AP exam material, and test that it can be heard in the student positions.
2. Click the **Group Call** button to give instructions to the students.

   Note that you can use **Group Call** at any point before the actual exam to give instructions. However, during the exam, no calls are possible.
3. Reclicking **Group Call** ends the call. If the call mode is still on when you click **Start** for the exam (see Exam), all calls are ended automatically.

ENTERING STUDENT IDS

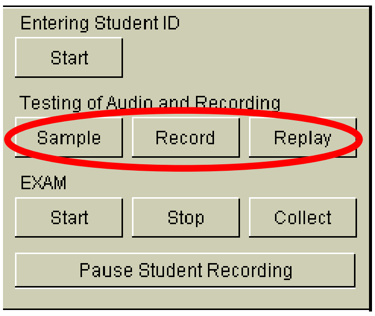


1. To allow students to enter their PIN codes, click **Start**.
2. The students give their exam PIN code by clicking the bookmark buttons in Media Assistant Duo. The PIN codes appear on the student icons.

3. To end the entering of PIN codes, click **Stop**. This will lock the bookmark buttons.

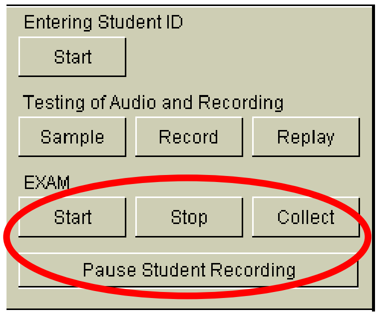
TESTING AUDIO AND RECORDING



1. To play the students a sample so that they can adjust their volume levels, click **Sample**. To stop the sample, click **Stop**.

2. Next, the students perform a test recording on their student tracks. To start the test recording, click **Record**. To stop the test recording, click **Stop**.
3. You can now replay the test recordings to the students. To replay the recordings, click **Replay**. To stop the replay, click **Stop**.
4. If a new volume adjustment or test recording is needed, repeat steps 1 to 3.

EXAM

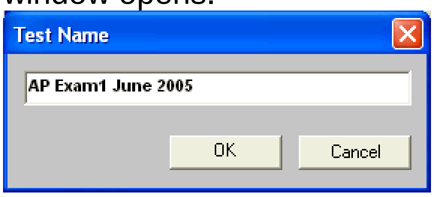


INITIATING THE EXAM

1. To initiate the exam, click **Start**. The students hear the program source, and recording is started. If any calls were on, they are disconnected. During the exam, any audio connections (calls, monitoring, and intercom) between you and the students are disabled.
2. Students hear all further instructions and the exam questions from the program source and proceed with the exam as instructed.
3. The master recorder stays in play mode and the student recorders in record mode throughout the whole exam.
4. You can pause the student recordings when needed by clicking on the **Pause student recording** button.

ENDING THE EXAM AND COLLECTING THE STUDENT TRACKS

1. To stop the exam, click **Stop**. The source and the recordings stop and you can call the students if needed.
2. If you want to continue the exam, click **Continue**.
3. At the end of the exam, you can collect the student tracks for later evaluation. To collect the student tracks, click **Collect**. The following window opens.



4. Enter a name for the folder in which the student recordings will be saved in. The program will then automatically create this subfolder under the default path for digital response recording.

5. The saving process may take a few minutes depending on the number of students.
6. After the files have been collected, click **Close** to close the AP Exam window.

DATABASE FUNCTIONS

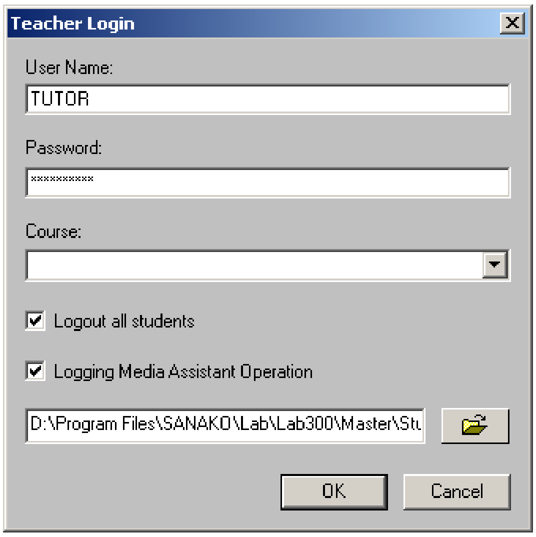
Opening the Database pull-down menu the teacher can have access to the Database functions: **Teacher Login**, **Teacher Logout**, **Student Login**, **ResourceManager**, **MediaManager**, **Student Attendance** and **Teacher Attendance**. The database is optional and may be switched ON or OFF from the **Preferences** window. If the Database is not used, only **MediaManager** is available.

Using the database functions the teacher can for example see the students' initials on the student icons and the name of the selected student in the student window. When all the necessary data has been saved to the database, the teacher can get many different reports from it: student lists, test results, grade scale report etc.

There are three different privilege levels in the database: administrator, teacher and student. Administrators are allowed to update all information, add new teachers and delete old ones. Teachers can add new students and delete old ones. Students are not permitted to update the database. The three-level hierarchy can be redefined by assigning all teachers as administrators (two-level hierarchy). There are also secretaries and technicians in the database. These two have the same kind of privileges as teachers.

TEACHER LOGIN/LOGOUT

When the lesson is about to begin, select the **Teacher Login** command from the **Database** menu. The Teacher Login dialog opens.



Enter your user name and password into the appropriate fields. You can select your course from the **Course** list if it has been added there by using *ResourceManager*.

If the **Logout all students** box is checked, all students that are currently logged in to the system are automatically logged out. If the box is not selected, all the students that are currently logged in to the system remain logged in.

When you have logged in, your role and user name are shown in the application's caption bar.

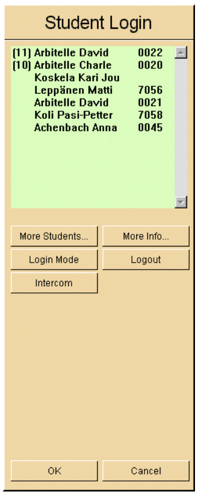
By selecting the **Logging Media Assistant operation**, you can log the operations made in Media Assistant (Open, Save, Save As, New) into the selected file.You can enter the path and name of the log file into the field by typing it or by selecting it from the Open Folder dialog that opens by clicking the button next to the field. The default folder is **C:\Program Files\Sanako\Lab\Lab300** and the default name **Students.log**. The logging information is in CSV format and can therefore be opened for example in Excel.

After every lesson, you should log out from the database by selecting **Teacher Logout** from the **Database** pull-down menu. If you forget to do it, however, you will be logged out automatically when the next teacher logs in.

STUDENT LOGIN

Selecting **Student Login** from the **Database** menu will open the Student Login window, in which the teacher can make the login for the students or allow the login process for the students themselves.

The default group in the student list box is the group of students who are connected to the course selected in the Teacher Login dialog.



Log the students in by clicking a student name in the list and then a student icon in the Class window. The initials of the student appear on the icon.

You can see the workstation number along with the name of the students that are logged into the database. After every student name you can also see the four digit PIN code of the student.

If you want to log other students in, click the **More Students** button and select the students by using the buttons of the window that opens. The names of the students appear in the list.

If you want to make the login process available for students, click the **Login Mode** button. Then all the student positions are activated for login, so that the students can enter their PIN codes. From the student icons in the Class window and the student list you can see which students are currently logged in.

By clicking the **Intercom** button and then a student icon, you can speak with the student. Also, if a student is calling you (a help balloon appears on the icon) and you click the student icon, the **Intercom** button is automatically pressed down. Stop the conversation by clicking again the **Intercom** button.

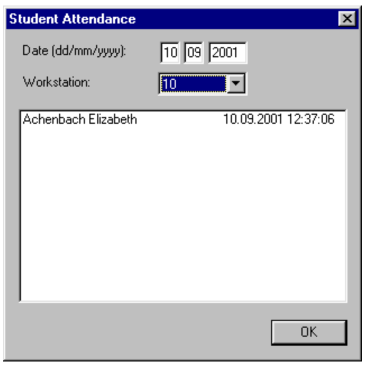
If you want to get more information about a particular student, select the student's name from the list and click the **More Info** button.

If you want to log out a single student, select the student's name from the list, and then click the **Logout** button.

Click the **OK** button to accept the logins. If you still want to cancel the student logins, click the **Cancel** button.

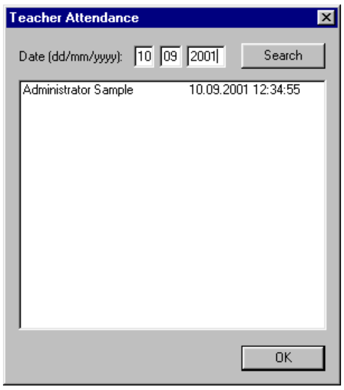
STUDENT ATTENDANCE

Selecting **Student Attendance** from the **Database** menu will open the Student Attendance window, in which you can get information on the use of a particular workstation. The most recent login date is displayed first. By changing the workstation selection, you can obtain information on students who have used other workstations.



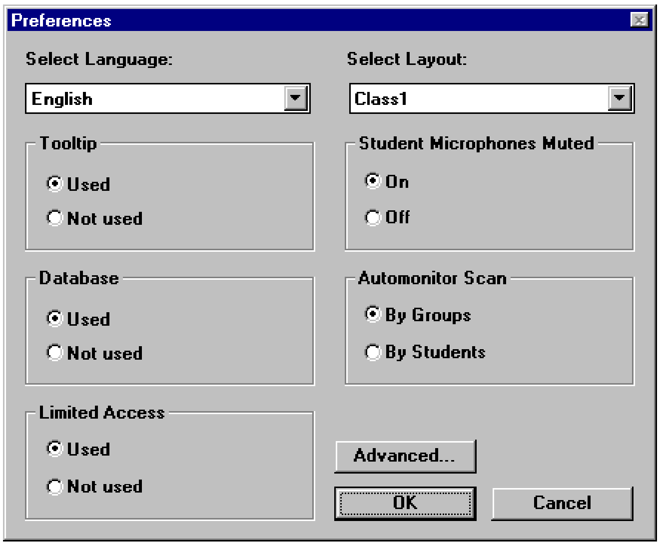
TEACHER ATTENDANCE

Selecting **Teacher Attendance** from the **Database** menu will open the Teacher Attendance window, in which the administrator can check which teachers have used the system. The most recent login date is displayed first.



PREFERENCES

It is possible to tailor the start-up configuration to suit your own needs and tastes. Select **Preferences** in the **File** Menu to open the Preferences window on your screen. Please note that the settings in **Lab 300 – Preferences** are only used for the current session. If you want to edit the default start up settings, you need to go to **Lab 300 Setup – Preferences**.



Select Language offers you the opportunity to select the user interface language of the software.

Select Layout offers the opportunity to use different seating plans in the classroom.

You can select whether or not to use **Tooltips.**

Also the use of **Database** functions is optional. If the database is not used, MediaManager is the only item available in the Database menu.

Limited Access means that students using cassette recorders cannot use the whole cassette, but only the part that has been recorded for them.

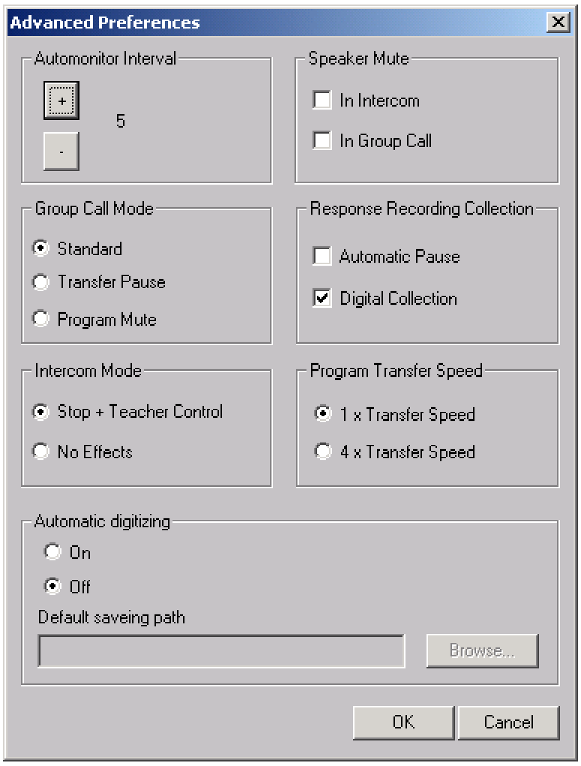
When the **Student Microphones Muted** is **On**, it is not possible to record on the student track during the program transfer.

Automonitor Scan allows you to select whether the Automonitor scans students by student number or by group division.

Clicking the **Advanced** button opens the Advanced Preferences window.

ADVANCED PREFERENCES

Advanced Preferences offer advanced user options.



In **Automonitor Interval** you can set the time (in seconds) spent on one student during the automatic monitoring of students.

In **Group Call Mode** you can decide what happens to the program transfer if Group Call or All Call is used during it:

1. **Standard**: The teacher's speech is heard alongside the program.
2. **Transfer Pause**: Program transfer is stopped and the students hear only the teacher's voice. The program transfer resumes automatically after the call.
3. **Program Mute**: Program transfer continues ordinarily, but the students hear only the teacher's voice during the call. (This concerns only the cassette recorder users.)

Intercom Mode allows teachers to change the functionality of student recorders during Intercom. The default is **Stop + Teacher Control**. It means that the student is not able to use his or her recorder during the Intercom connection. **No Effects** allows the student to use the recorder together with the teacher.

In **Speaker Mute** it is possible to mute the classroom loudspeakers in certain situations (Intercom and Group Call) to avoid acoustic feedback.

For the **Response Recording Collection** you can set on or off the **Automatic Pause** which means that the collection routine is automatically paused after each student. Also the **Digital Collection** feature can be set on or off. When you use the Digital Collection function (instead of the Analog Collection), you must set up the server directory for the responses in different tests. See *Digital Collection*.

Program transfer speed allows you to select whether programs should be transferred to students in normal speed or in four times the normal speed.

In **Automatic Digitizing** all analog material that is transferred to students with the **Transfer** function is automatically digitized. After you end the transfer, you can choose whether you want to save the digitized material. Automatic Digitizing cannot be used when transferring material with the **Manual** function. When **Automatic Digitizing** is switched **On**, you need to set a default saving path for the digitized material by clicking the **Browse** button and browsing for a suitable location.

LOAD / SAVE PREFERENCES

If you want to save your own preferences, select **Save As** in the **File** Menu, name your file, and click **Save**.

Once you have saved your Preferences you can use them again by selecting the **Open** command in the **File** Menu. Click the file containing your own preferences and click **Open**, and Lab 300 will now start up with your preferences.

SEATING PLANS

The automatic login name detection feature in Lab 300 will automatically. add the first three letters of students' login names to the student icons. If the login name consists of two names, the initials are used. For example, if a student logs in as John Smith, the student icon would display "JS".

In addition to the automatic login names, Lab 300 also allows you to create custom seating plans. The seating plan functions in the **File** menu allow you to create, save and load seating plans (student names).

Open Seating Plan – Load a saved seating plan

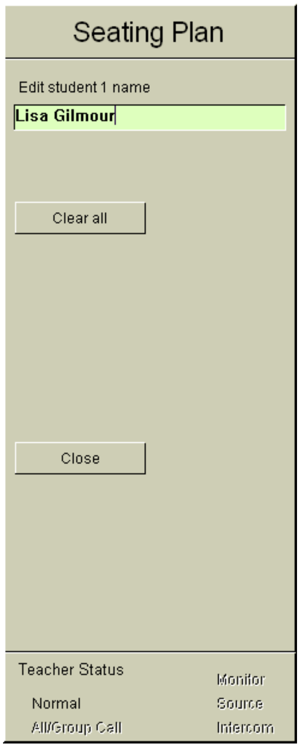
Save Seating Plan – Save the current seating plan

Edit Seating Plan – Edit the student names in the current seating plan

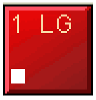
EDITING STUDENT NAMES

To edit the student names in the current seating plan:

1. Select **Edit Seating Plan…** in the **File** menu. This opens a **Seating Plan** window on the right side of the teacher interface.



2. Click on the student that you want to name and enter the student's name in the field at the top of the **Seating Plan window**.
3. When you have named a student, the student's initials appear on the student icon



4. If you need to redo the student naming, click **Clear All** to clear all the student names.
5. To exit the **Seating Plan** window, click **Close**. You can now save the current student names by selecting **Save Seating Plan…** in the **File** menu.

SPECIAL FUNCTIONS

STEREO

You can switch the stereo audio connection on or off by selecting the **Stereo** item in the **Other** pull-down menu.

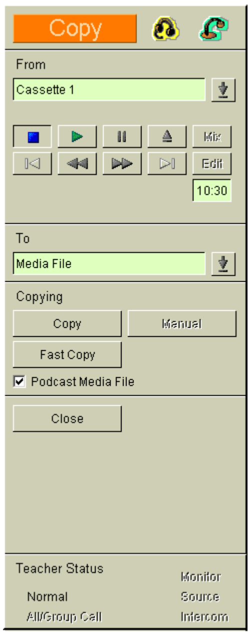
Note: The stereo function is only available for the groups **A** and **B**. While the stereo mode is on, there can be no program transfers to the groups **C** and **D**, because their source audio channels are used as additional channels required by stereo sound.

COPYING AND DIGITIZING

You can copy programs from one program source to another and digitize analog material in the Copy window.

COPYING FROM SOURCE TO SOURCE

Start copying by selecting **Source-to-Source** in the **Other** Menu. The Copy window for controlling the copying process is opened.



There are three possibilities to do the copying:

1. Use the **Copy** button to start copying at normal speed.
2. Use the **Fast Copy** button to start copying at four times the normal speed. This function is available only if you are copying from a cassette to another cassette or a media file.
3. Use the **Manual** button to open an audio route between the devices. The devices are then controlled by the teacher the following way: Click the **Play** button of the source you are copying from and push manually the **Record** key of the divice you are copying to. To stop recording, click the **Stop** button of the source and push the **Stop** key of the device you are copying to.

To stop the function, click the same button (**Copy**, **Fast Copy** or **Manual**) again. To close the Copy window, click the **Close** button.

The **Mix** button connects the teacher's microphone alongside the program source being played.

The **Edit** button stops the program source and selects the teacher's microphone as the new program source. Clicking this button again restarts the original program source for the group.

Click the **Stop** button to stop the program source.

Click the **Pause** button to pause the program source. Another click on the button will continue the program source.

Click the **Play** button to begin playback of the program source.

The **Copy**, **Manual** and **Fast Copy** buttons are disabled if the destination device can't record or if the source and destination devices are the same physical device.

The **Podcast File** option will create a podcast file of the copied audio material. This requires that you select Media File as the copy destination in the **To** field. For more information on podcasting, see the *Podcasting* section later in this guide.

The **Close** button closes the Source-to-Source window.

DIGITIZING

1. Start the copy/digitize function by selecting **Source-to-Source** in the **Other** Menu. The **Copy** window for controlling the copying and digitizing processes is opened.
2. Start the digitizing process by selecting the analog source in the **From** field, and Media file as the destination in the **To** field. Please note that you can simultaneously copy the material into a podcast file by checking the Podcast File option.
3. Then click the **Copy** button. The Save As window appears in your screen. Select the appropriate path, give a name to the file and click the **Save** button. The digitizing begins.
4. Click the **Copy** button again to stop the process.
5. Click the **Close** button to close the Copy window.

COPYING FILES TO MEDIAMANAGER

There are two possibilities to copy files to MediaManager:

1. You can select a media file as the source (From) and MediaManager as the destination (To). When the **Copy** button is clicked, MediaManager gives a dialog where all the attribute information can be added. Click the **Save** button in the MediaManager dialog to save the information.
2. You can select an analog source from the source list box and MediaManager as the destination. When the **Copy** button is clicked, the material is digitized in the background and MediaManager gives a dialog where all the necessary attribute information can be added. After clicking the **Save** button in MediaManager, digitization in Lab 300 ends. You can also stop the digitization directly from Lab 300 by clicking the **Copy** button again.
3. Click the **Close** button to close the Lab 300 Copy window.

Note: For a detailed description of MediaManager, see the MediaManager section of this guide.

RESTART

Select the **Restart** option from the **Other** Menu to reboot the system from scratch.

USING TWO TEACHERS

You can install the Lab 300 application to be used simultaneously at two teacher workstations. This makes it possible to share the resources of the system between two teachers. A lab with two teacher workstations can also be used as a normal one teacher lab.

There are some minor differences when using two teachers as opposed to one:

1. Only the teacher at the workstation number one has the All Call facility.
2. Before the beginning of the lesson the teachers must agree on using the following functions: grouping, program transfer and program sources (except **Teacher** and **Student** that can be used simultaneously by both of the teachers).
3. The use of Response Analyzer, Response Recording, program copy and video network is reserved for the teacher who starts using them first in a group.
4. The teacher at the workstation number two can only see video program sources on his or her screen. It is not possible to monitor the video program the students see.

Both teachers can, simultaneously and independently of each other, use the Group Call and Intercom functions, monitor the students, listen to program sources and select Teacher or Student as program source for program transfer.

PODCASTING

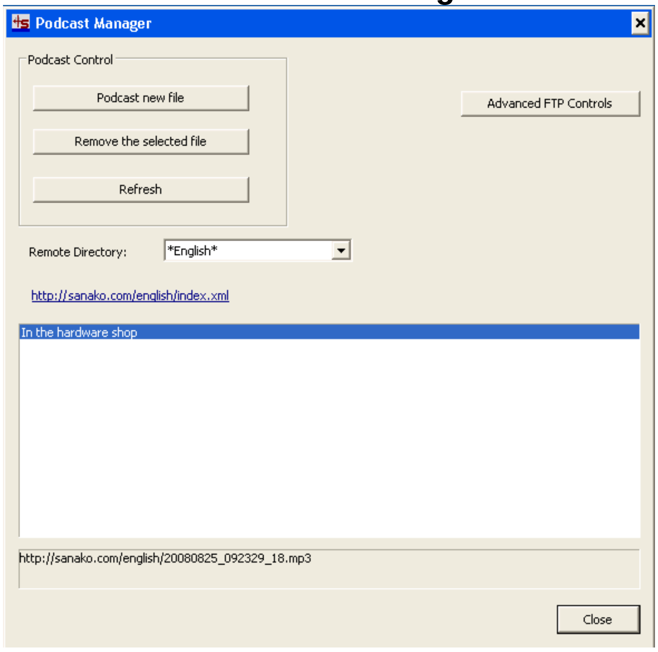
The podcasting feature helps teachers make more digital learning material available for students on the Internet, thus integrating classroom learning with independent study.

You can create podcast files of audio material in Lab 300 with the Source-to-Source copying and Automatic Digitizing features. You can also use the Podcast Manager in Lab 300 to add and remove podcasts from the podcast Web page.

The students can subscribe to the podcast feed and they will be automatically notified when new material is available. The students can then download the podcasts from the podcast Web page and listen to the learning material on mobile devices. The feed can be accessed with different kinds of reader applications, including the latest versions of Internet Explorer and Mozilla Firefox or with most modern mobile devices

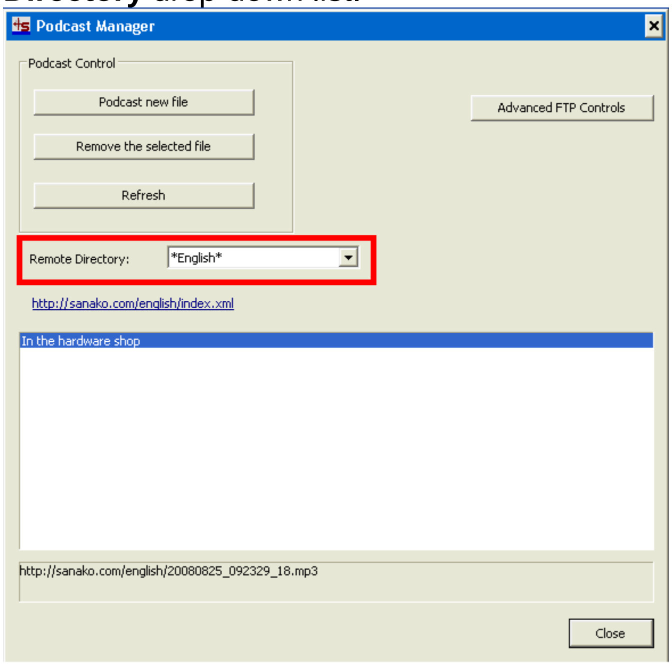
MANAGING PODCASTS

You can manually add and delete podcast files with the Podcast Manager application. To open the Podcast Manager, open the **Other** menu in Lab 300 and select **Podcast Manager**.



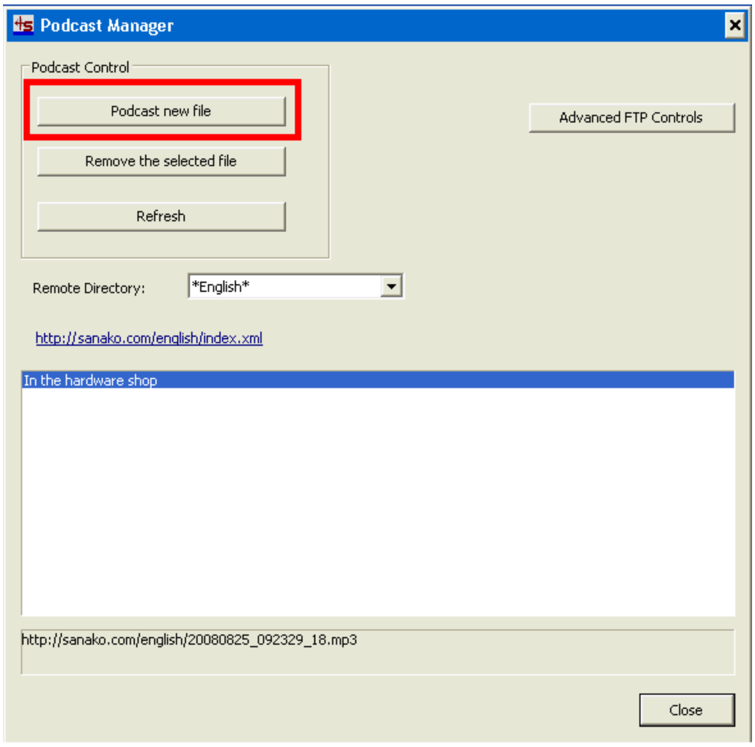
ADDING A NEW PODCAST FILE

The Podcast Manager displays the podcast files of the selected folder on the podcast server. If there are multiple folders on the remote server for storing podcasts, you can select the displayed folder with the **Remote Directory** drop-down list.

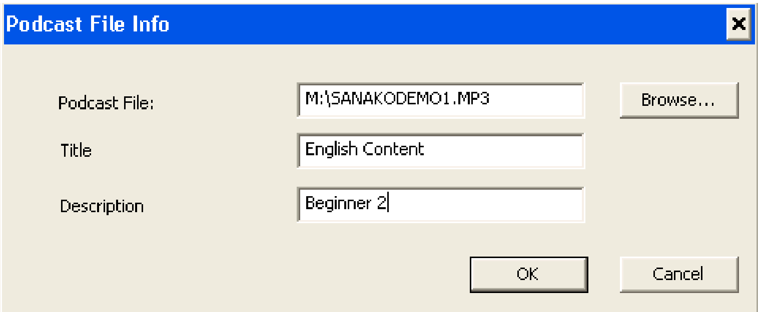


To add a new podcast file:

1. Click on **Podcast new file**

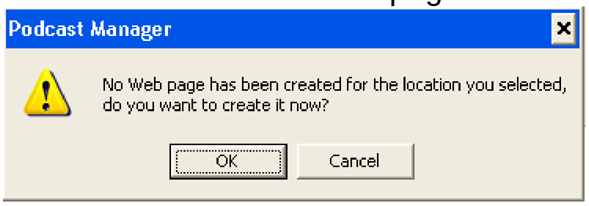


2. Click on the **Browse** button to select the file that will be turned into a podcast. Give the podcast file a **Title** and a **Description** that describes the contents and then click **OK**.

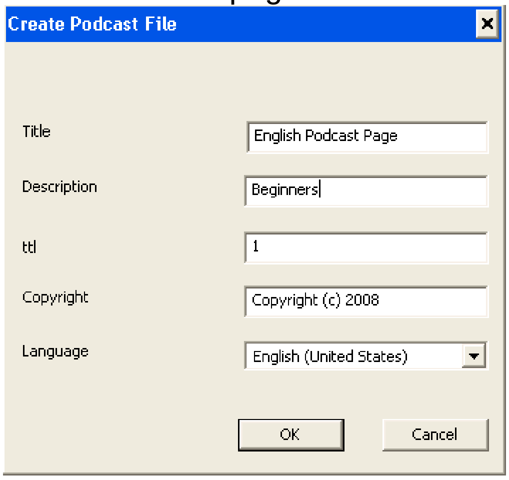


3. The file is now uploaded onto the podcast server and is available on the podcast Web page.

Note: If this is the first time that a podcast file is uploaded to the selected folder, Lab 300 will automatically create a new Web page for the files. Click **OK** to create the new Web page.

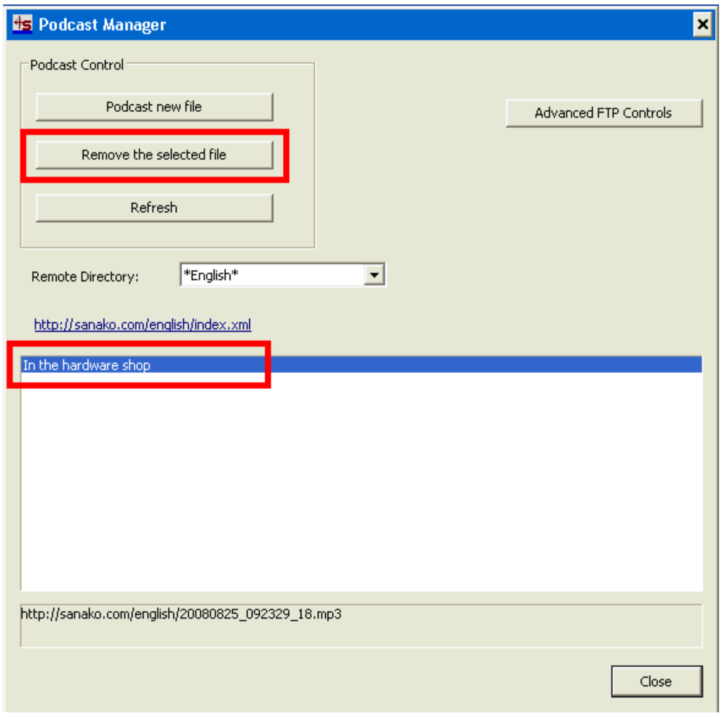


Give the Web page a **Title**, **Description** and a **Copyright**. Select the **Language** of the web page from the drop-down list. The **ttl** setting defines (in minutes) how often the podcast clients, with subscriptions to the podcast feed, will check if there is new content on the web page. The default is 1 minute. When you have filled in all the information, click **OK** to create the Web page.



REMOVING PODCAST FILES

Select the content file you want to remove and click **Remove the selected file**.



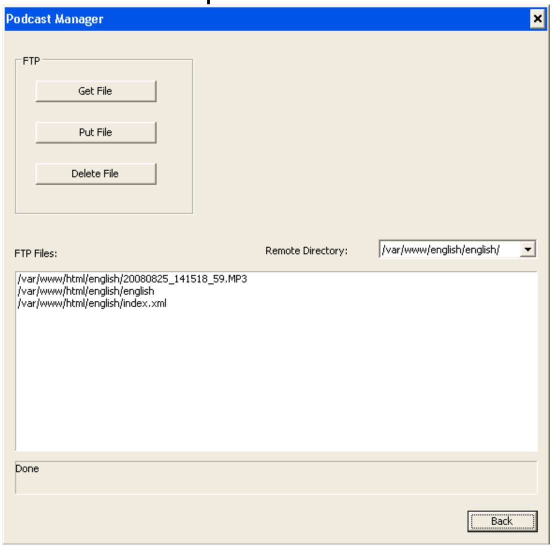
Note: Do not use the Advanced FTP Controls to delete podcast files as the files will be removed from the podcast server but will remain on the Web page.

ADVANCED FTP CONTROLS

The **Advanced FTP Controls** allow IT-administrators to use standard FTP functions to manage files on the podcast server.

Note: Since the Advanced FTP controls allow users to directly edit the configuration of the podcasting server, we recommend that only the person responsible of the school's servers use the Advanced FTP Controls.

To access the FTP control functions, click **Advanced FTP Controls** in the Podcast Manager window. This opens a window with FTP controls for the folders on the podcast server.



Get File – Downloads the desired file from the folder

Put File – Uploads a selected file in the folder

Delete File – Removes the selected file in the folder

CREATING PODCAST FILES

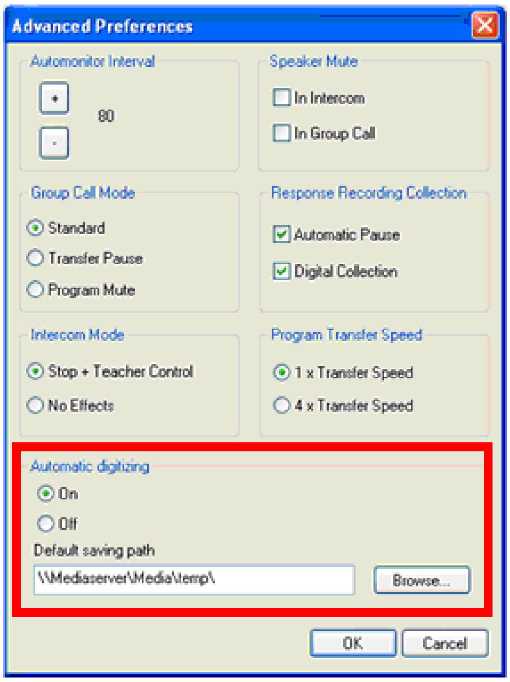
You can create a podcast file out of any audio learning material that is played in the Lab 300 system, including media files, cassettes and teacher or student recordings. There are two ways of turning audio material into podcast files: the **Automatic Digitizing** function or the **Source-to-Source** copying function.

CREATING PODCAST FILES WITH AUTOMATIC DIGITIZING

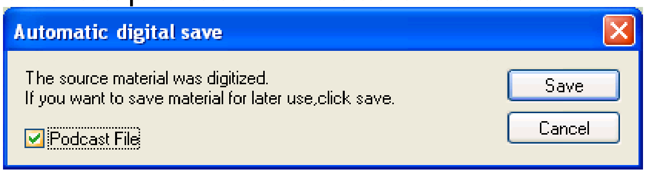
You can create podcasts of the audio content which is automatically digitized during a teaching situation.

Before you can create podcast files, you need to check that **Automatic Digitizing** is enabled. To do this, open the Lab 300 **File** menu and select **Preferences** and then click **Advanced**.

Set **Automatic Digitizing On** and select a folder for saving the audio content

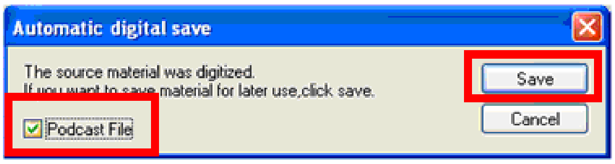


Once **Automatic Digitizing** is **On** whenever you transfer audio material to a group and then stop the transfer a dialog will appear where you can create a podcast of the audio material.

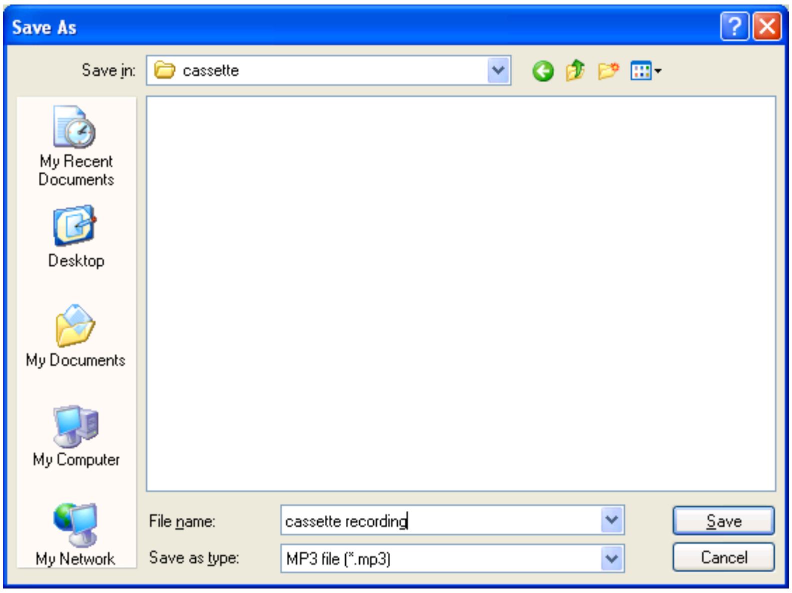


To create a podcast

1. After a program transfer, check the **Podcast File** option and click **Save**.

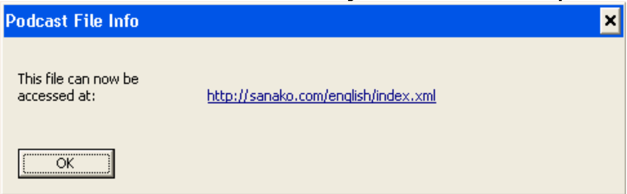


2. Enter a file name for the content file

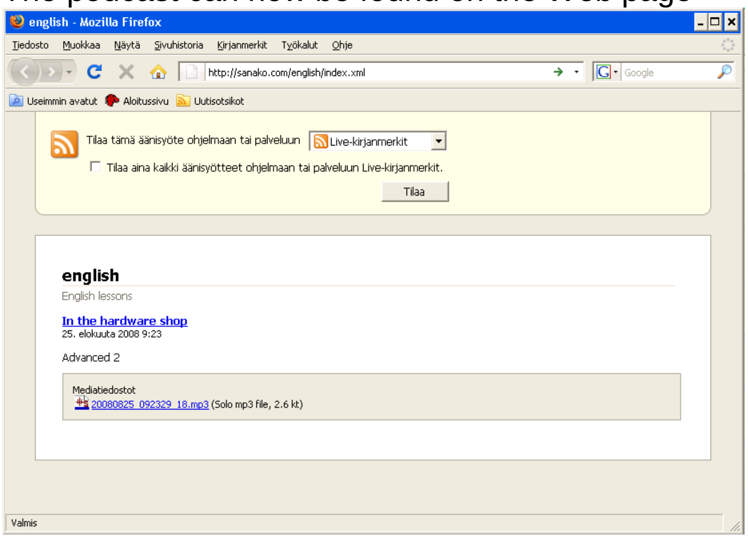


3. Add a **Title** and a **Description** for the podcast, select the **Podcast Location** and click **OK**

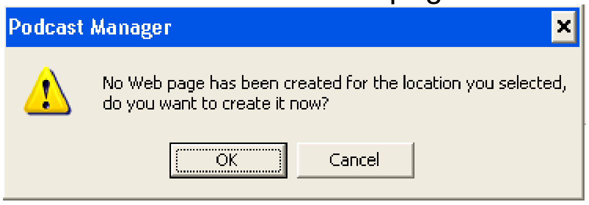
4. Lab 300 will then inform you where the podcast file was uploaded



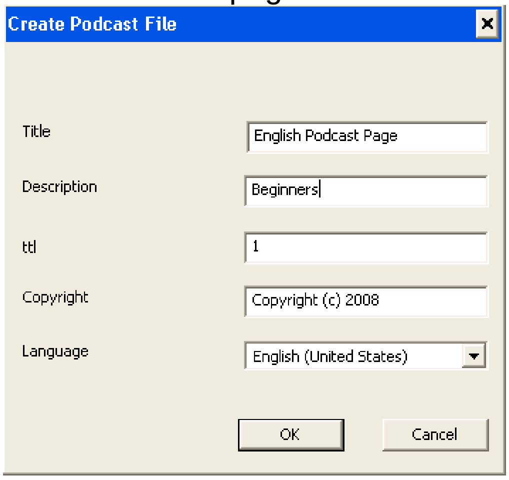
5. The podcast can now be found on the Web page



Note: If this is the first time that a podcast file is uploaded to the selected folder, Lab 300 will automatically create a new Web page for the files. Click **OK** to create the new Web page.



Give the Web page a **Title**, **Description** and a **Copyright**. Select the **Language** of the web page from the drop-down list. The **ttl** setting defines (in minutes) how often the podcast clients, with subscriptions to the podcast feed, will check if there is new content on the web page. The default is 1 minute. When you have filled in all the information, click **OK** to create the Web page.



CREATING PODCASTS WITH SOURCE-TO-SOURCE COPYING

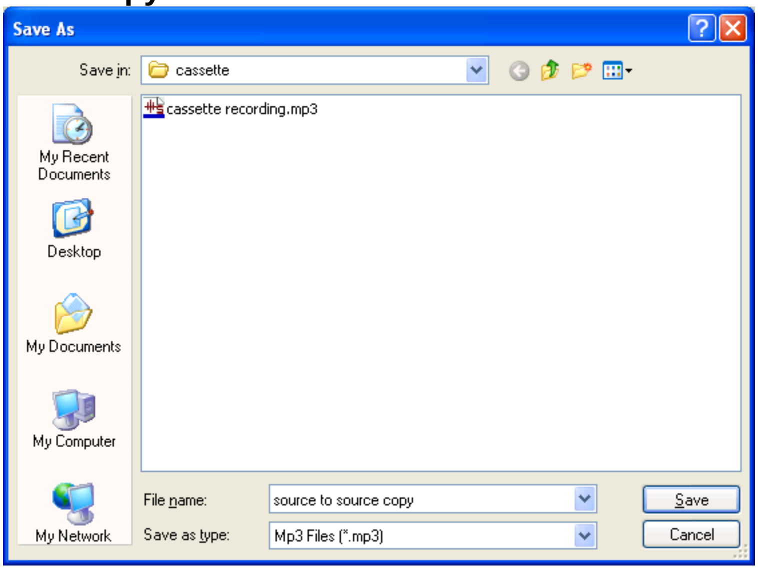
You can directly copy material from Lab 300 sources to a podcast file with the **Source To Source** feature

To create a podcast file with Source-toSource copying:

1. Click the **Source To Source** icon  or open the **Other** menu and select **Source To Source** to open the Source-to-Source Copying window
2. In the **From** field, select the audio source that you want to turn into a podcast file
3. In the **To** field, select **Media File** as the target and check the **Podcast Media File** option

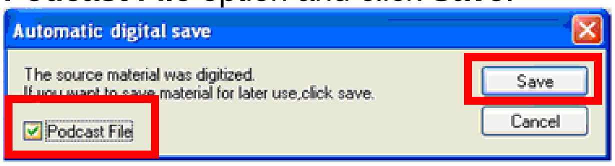
Note: Neither audio source in the Copy panel can be in use by any of the groups during the copying or an error message will be displayed.

4. Click **Copy** and select where the audio file will be saved

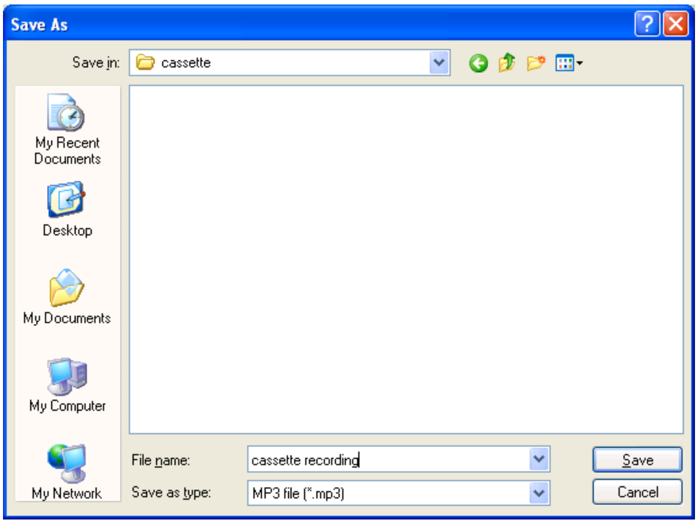


5. When the audio material is finished, end the copying by clicking **Copy** again

6. Lab 300 will now ask you if you want to create a podcast file of the material that was just copied. To create a podcast, check the **Podcast File** option and click **Save**.

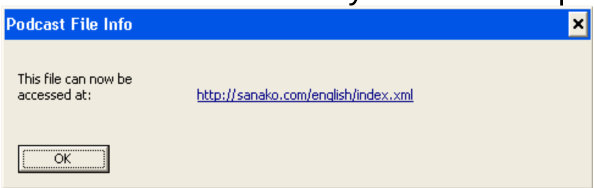


7. Enter a file name for the content file

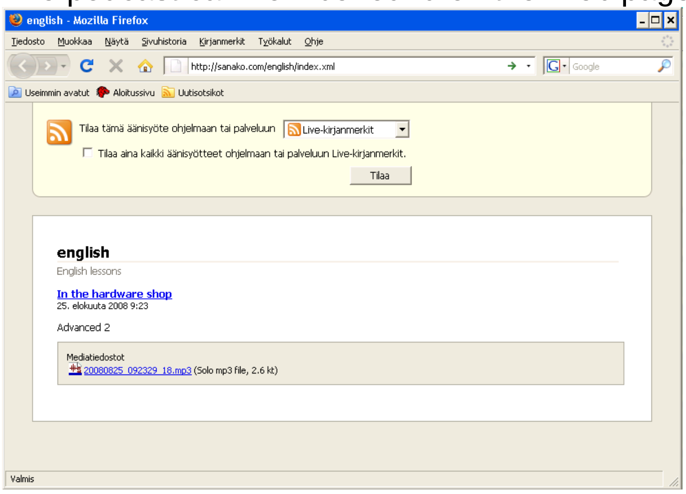


8. Add a **Title** and a **Description** for the podcast, select the **Podcast location** and click **OK**

Lab 300 will then inform you where the podcast was uploaded

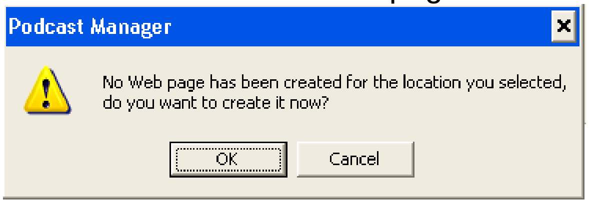


9. The podcast can now be found on the Web page

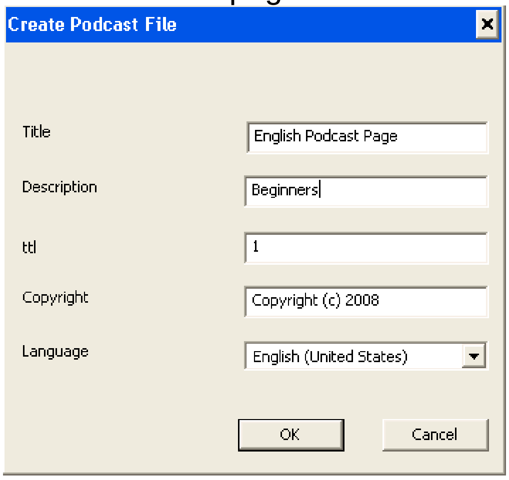


Note: If this is the first time that a podcast file is uploaded to the selected folder, Lab 300 will automatically create a new Web page for the files. Click

OK to create the new Web page.



Give the Web page a **Title**, **Description** and a **Copyright**. Select the **Language** of the web page from the drop-down list. The **ttl** setting defines (in minutes) how often the podcast clients, with subscriptions to the podcast feed, will check if there is new content on the web page. The default is 1 minute. When you have filled in all the information, click **OK** to create the Web page.



TECHNICAL FEATURES

HARDWARE FEATURES

TEACHER WORKSTATION (TYPE WS)

Minimum requirements for the Teacher Workstation PC:

Microsoft® Windows® XP, Windows® Vista, or 32-bit Windows® 7 operating system

1,5 GHz processor

512 MB RAM

100 MB free space

Sound card (For a list of suitable sound cards, please contact your local distributor.)

SVGA video adapter (1024*768 High Color)

CD-ROM

Mouse

Local area network connection

Video overlay card (optional)

Serial Port

An additional serial port if the EBS CSS Net is used

SYSTEM ELECTRONICS

Line input 1 and 2	0.1-3 V/ 22 kohm (RCA)
Line output 1 and 2	0.3 V / 1 kohm (RCA)
Loudspeaker output	2x15 W / 4 ohm, frequency response
	20...20000 Hz + /-3 dB
Teacher Mic input (electret)	30 mV / 0 VU
Headset output	impedance 200 ohm
	nominal level -10 dBV (0.3 V)
	maximum level + 5 dBV
Student positions	up to 48 students
	up to 96 students with additional SCU
Teacher workstations	2
Groups	4 teaching groups

	1 library group
Audio program sources	8 external equipment
	teacher mic 1, 2
	model student 1, 2
Group Conference	for 4 teaching groups
Pair Discussion	for 48 + 48 students
Phone Discussion	for 48 + 48 students
Operating Voltage	115 / 230 V +/- 10 % 50 / 60 Hz
Power consumption (approx)	16 students 0.3 kW
	32 students 0.5 kW
	48 students 0.8 kW
Operating temperature	10..40 °C

CASSETTE RECORDER (SAT-S)

Track systems	4 tracks, 2 channels
	2 tracks, 2 channels
Tape	C-cassette, IEC Type I
Tape speed	4.75 and 19 cm/s
Tape speed variation	+/- 1 %
Tape speed adjustment range	4.75 cm/s +/- 10 % (playback)
Frequency response	63...12500 Hz +/- 3 dB
	250...40000 Hz +/- 3 dB (19 cm/s)
Wow and flutter	< 0.2 % (DIN)
Distortion (THD)	< 3 % / 0Vu
Rewind time (C-60)	< 60 s
Signal-to-noise ratio	> 56 dB (A)
Erase efficiency	> 70 dB (A)
Microphone input (electret)	30 mV / 0 VU
Headset sockets	4 modular sockets
Headset output	impedance 200 ohm
	nominal level -10 dBV (0.3 V)
	maximum level +5 dBV

Volume adjustment	Separate for both channels
	15 steps
Power consumption	max. 10 W

HEADSET (VST 200)

Plug	Modular (RJ-11)
Headphone impedance	200 ohm
Frequency range	headphone 20-18000 Hz
	microphone 25-12000 Hz
Microphone impedance	200 ohm
Microphone sensitivity	1.2 mV / Pa (1 kHz / 1m)
Level of acoustic pressure	96 dB (DIN 45580)
Weight	290 g
Cable length	1.7 m

VIDEO NETWORK (TYPE VD)

Video source inputs	4
Teacher monitor outputs	2, 1 in VD 1 and 1 in VD 2
Student monitor outputs in VD 2	4
Local video source inputs in VD 2	4
Video signal	75 ohm / 1 Vpp
Video socket type	F-Socket

INFRARED DEVICE CONTROLLER (TYPE URC)

The Infrared Device Controller (URC) is used to interface external devices such as VCR, CD-player etc. for either the master or the student unit.

The controller is programmable, it can be “taught” the commands of infrared controlled video or audio devices by using the remote controller of the device.

This enables the remote control of infrared controlled devices as well as the system's own recorders.

SOFTWARE FEATURES

MCI INTERFACE

You can control the CD-ROM drive, WAV and AVI files or the Virtual Tape Recorder as audio sources.

DATABASE

This application is connected to a Solid database via an ODBC driver. If the user wants to use another database, he or she can change the ODBC driver and begin to use the new database.

REMOTE PC

This software functions with Remote control network software. All students must be configured with that software. The software recognizes the remote control program if it is defined in the LABMAIN.INI file.

MEDIAMANAGER

ABOUT MEDIAMANAGER

A learning resource center may already contain a lot of learning materials and teachers will gradually add more. The materials may be in digital or analog format, books, files on servers, reel-to-reel or audiocassettes, videotapes, CDs, CD-ROMs, CD-Is, magazines or newspapers, bought or created by the teachers themselves.

MediaManager allows you to keep records about the materials you have. With this application, digital material (media files) can also be stored on servers and distributed quickly and easily to the different workstations in the network as required.

MediaManager is an application for administrative usage allowing the user to organize, browse and make searches through a common learning center media library as well as add, alter and remove media data in the database. The application also provides a reporting tool for creating different media reports.

MediaManager is designed to dynamically fit to your media library needs. You may freely define the set of attributes that you want to store for media files. You can import media files or references into the database. MediaManager can also read media data from ASCII files (CSV format). This helps importing data from existing library systems.

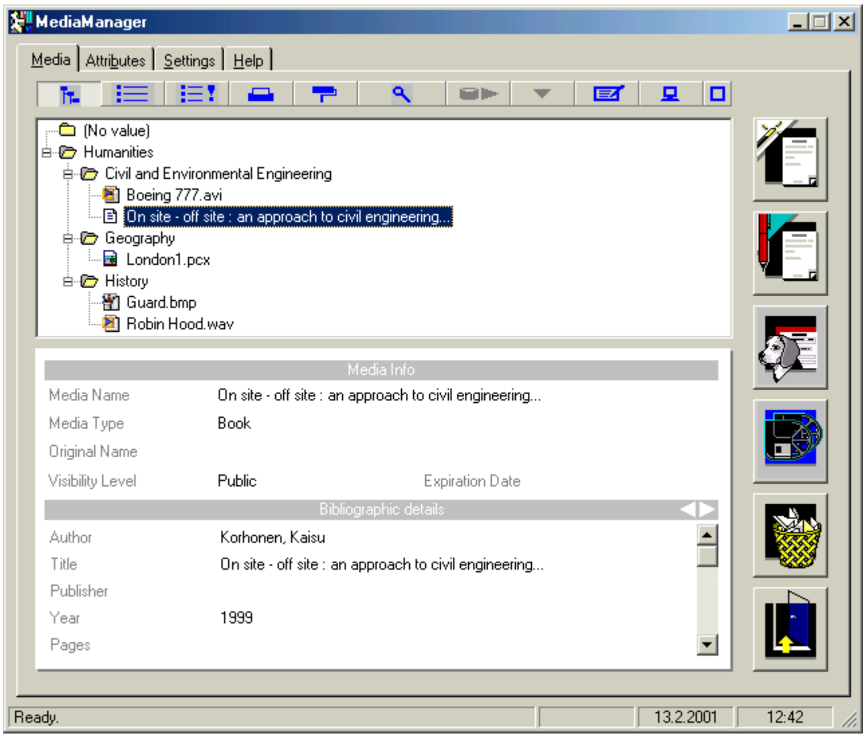
MEDIAMANAGER COMPONENTS

COMPONENTS ON THE MEDIA TAB

The **Media** tab of the MediaManager application shows all the media items stored in the system. On this tab, you can view information on desired items as well as search for, add, edit or import items in digital formats.

The command buttons on the horizontal row are related to the properties of the window. On this row, you'll also find the command buttons for printing and downloading media items.

On the right side of the tab, you have the command buttons for adding new items, editing and searching items and for importing digital media format. Note that on this tab you can add items to the media list.



MEDIA LIST

The **Media List** shows all the stored media items. There are three different views for finding the items you want. To change the view, click one of the first three command buttons from the left on the horizontal button row.

First, there is the **Media Directory** view which contains all the stored media items grouped by attributes you have defined. Second, there is the **Search Result** view which shows only the items which match the search criteria you specified. Third, there is the **Usage List** view for viewing the most or least frequently used items. You can also view the Media List in a dynamic window. For the dynamic window view, see the description of the Full Window command button.

MEDIA NAME FIELD

The Media Name field shows the name of the selected item. In adding and updating the item name, this field is enabled.

MEDIA TYPE FIELD

The Media Type field shows the type of the selected media item. In adding or updating an item of analog type, this field is enabled.

ORIGINAL NAME

The original file name of the item is shown. It is possible to edit an Internet reference, e.g. a web address.

CHARTOOL

Pressing the **F2** key launches the CharTool pop-up window which is used for inserting international characters to the text fields. To insert a character, double-click it or click the desired character and press **Enter**. Both actions also close CharTool. Press **Esc** to cancel insertion.

VISIBILITY LEVEL

There are three visibility levels that can be defined for media items: Public, Tutors and Staff. The visibility level of a specific item in the Media tree depends on the user's role. The Public level is accessible for all, the Tutors level for the teachers and the Staff for the administrator only.

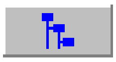
EXPIRATION DATE

For media items can be defined an expiration date which informs the teacher to delete expired items from the database. When the date expires, it turns to red.

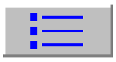
ATTRIBUTES LIST

The caption bar shows the name of the current attribute family. User-defined attributes are shown on the left side of the attributes list. On the right side there are the attribute values for the selected media item. You can use arrows on the caption bar to change the current attribute family.

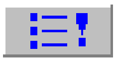
COMMAND BUTTONS



Media Directory for viewing all the stored media items grouped by attributes you have defined.

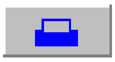


Search Result for viewing only the items which match the search criteria you specified.

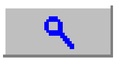


Usage List for viewing the most or least frequently used items.

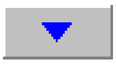
Refresh for refreshing the Media Directory or the Search Result view. Refreshing on the Search Result view will restart the latest search.



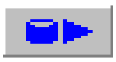
Print/Report for printing the media item information and viewing or printing the report.



Change View for changing the Media Directory or Search Result view between small and large areas.



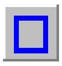
Download for downloading the selected digital media item.



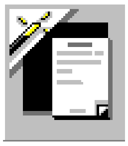
Preview for previewing the selected digital media item.

Materials for managing the course materials.

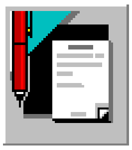
Collection for viewing the downloaded digital media item.



Full Window for changing MediaFinder or the Search Result to view the full window and make the window and application resizable.

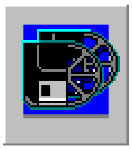


Add for adding a new analog item, media file, media reference or Internet reference.



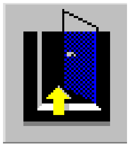
Edit for editing the selected media item.

Search to search through media items.



Import for importing items described in a CSV file.

Delete for deleting the selected item. You can also delete the item by dragging it onto the Delete button.



Exit Application for exiting the application.

ABOUT ATTRIBUTES

Attributes are elements that define the materials managed in SANAKO Study 300. The materials of Study 300 is categorized according to different search criteria. These criteria, in other words attributes, are the fundamental elements of Study 300, since they enable organizing and searching of materials in the multimedia environment. The attributes are user-definable; possible attributes are, for example, the author of the media item, publishing year, ISBN code etc.

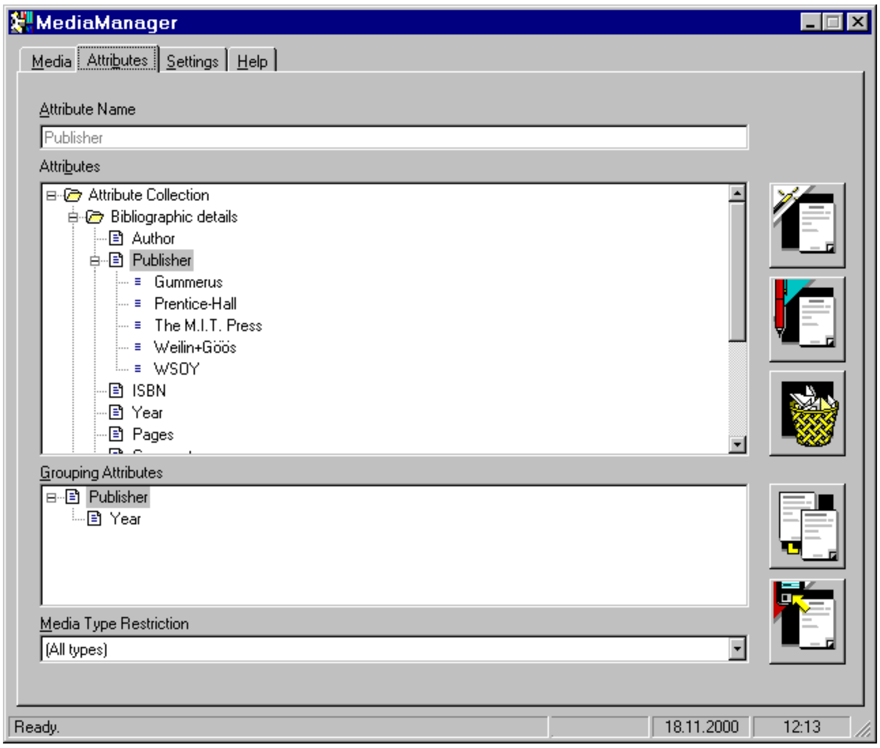
The materials of Study 300 are categorized using three levels of concepts. The attributes form a hierarchy that can be shown as an attribute tree. The highest attribute category is the *Attribute Family*. The attribute family may contain one or more *Attribute Names,* each of which may in turn include one or more *Attribute Values*. The attribute value refers to the actual media item information, such as name, publisher, title etc.

Before starting to store the information, it is worthwhile to spend a few moments on planning the attributes and selecting the classification criteria to be used, as well as possible lists of values for the criteria.

COMPONENTS ON THE ATTRIBUTES TAB

On the **Attributes** tab, you can view the attributes in an attribute tree. On this tab you can add, edit and remove attributes. You are also able to save the grouping attributes and retrieve the original grouping attributes. You can restrict the media list on the Media tab to include only the items of the selected types.

Note: The changes you make on this tab by adding, editing or deleting attributes change the structure of the attribute tree accordingly. In other words, to make a new attribute appear in the attribute tree, click the **Add** command button on this tab and you will be able to add the new attribute to the list. For more information on the attribute management, see *Attribute Management*.



ATTRIBUTE NAME FIELD

The attribute field shows the selected attribute (Attribute Family, Attribute Name or Attribute Value) from the Attributes list. When you are adding or editing attributes, you edit this field.

ATTRIBUTES LIST

The Attributes list contains all the attributes in hierarchical order. Attributes are used to describe media item information. An Attribute Family may contain several Attribute Names and Attribute Name several Attribute

Values. The selected item (Family, Name or Value) can be edited or removed.

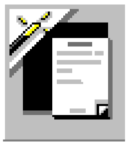
GROUPING ATTRIBUTES LIST

The Grouping Attributes list contains all the attributes which are used to group media items on the Media Directory view.

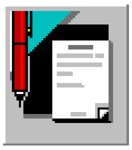
MEDIA TYPE RESTRICTION LIST

The Media Type Restriction field restricts the media list with the selected type on the Media Directory view.

COMMAND BUTTONS

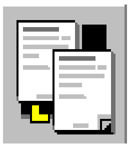


Add for adding a new item (Family, Name or Value).

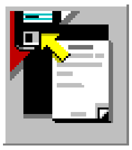


Edit for editing the selected item.

Delete for deleting the selected item. You can also delete the selected item by dragging it onto the Delete button.



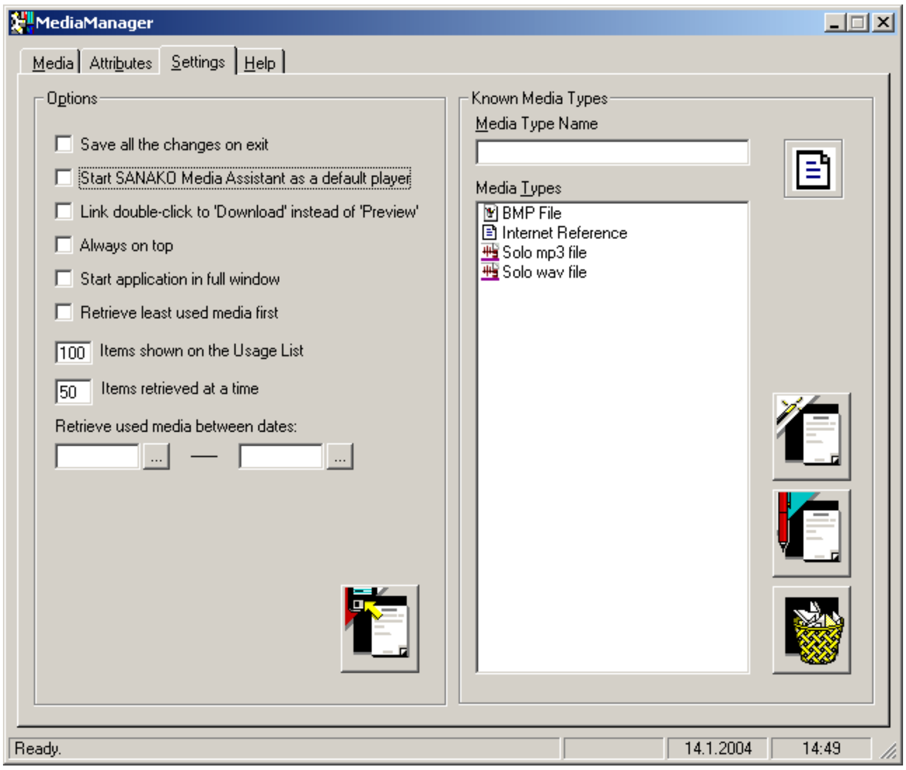
Get Default Grouping for retrieving the saved default grouping attributes as new defaults.



Save Grouping Attributes for saving the grouping attributes.

COMPONENTS ON THE SETTINGS TAB

On the **Settings** tab, the user can change the MediaManager options. The Media Types list displays all the existing media types and their icons. If the user wants to add or edit media types, editing the Media Type Name field does this.



OPTIONS FRAME

The Options frame contains MediaManager options that the user can modify. If the **Save all the changes on exit** option is chosen, changes to the MediaManager options are saved automatically.

In case you have installed Media Assistant (from the *Study 300 Client CD)* and select the **Start SANAKO Media Assistant as a default player** option, the selected digital media items will be associated with Media Assistant.

Keep in mind that if you have SANAKO Lab 300, a class room and resource management system, installed on your computer, the Settings tab will display the option Use Lab 300 as a default device instead of the Media Assistant option. Consequently, the selected digital media items are controlled by Lab 300.

Otherwise, this option is grayed and the associated player, e.g. Windows Media Player, is used.

The **Link double-click to Download instead of Preview** option changes the double-click function when clicking a media file. Download sets the software to get the media file first on a local hard drive. Preview opens the file from its current location.

The **Always on top** option keeps the MediaManager application always on top of other applications.

MediaManager displays in full window after the startup if the **Start application in full window** option is chosen.

By default, the sort order of the Usage List is descending. Reverse the sort order by selecting the **Retrieve least used media first** option.

The **Items retrieved to the Usage List at a time** option shows how many media items at a time are retrieved to the Usage List.

The **Items retrieved at a time** option is for optimizing database searches. It defines the size of the chunks in which the data is retrieved. In between the chunks, the system gives time to other processes. Consequently, the smaller the chunk size, the more easily the user can stop the retrieval if it seems to take too long. Press **Esc** to cancel the retrieval.

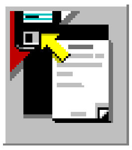
MEDIA TYPE NAME FIELD

The Media Type Name field shows the selected media type from the Media Types list. Edit this field to add or edit media types.

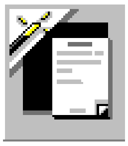
MEDIA TYPES LIST

The Media Types list contains all the media types with their icons. The selected media type is available for updating and removing.

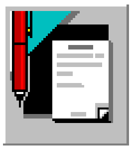
COMMAND BUTTONS



Save Options for saving the options.



Add for adding a new analog media type.

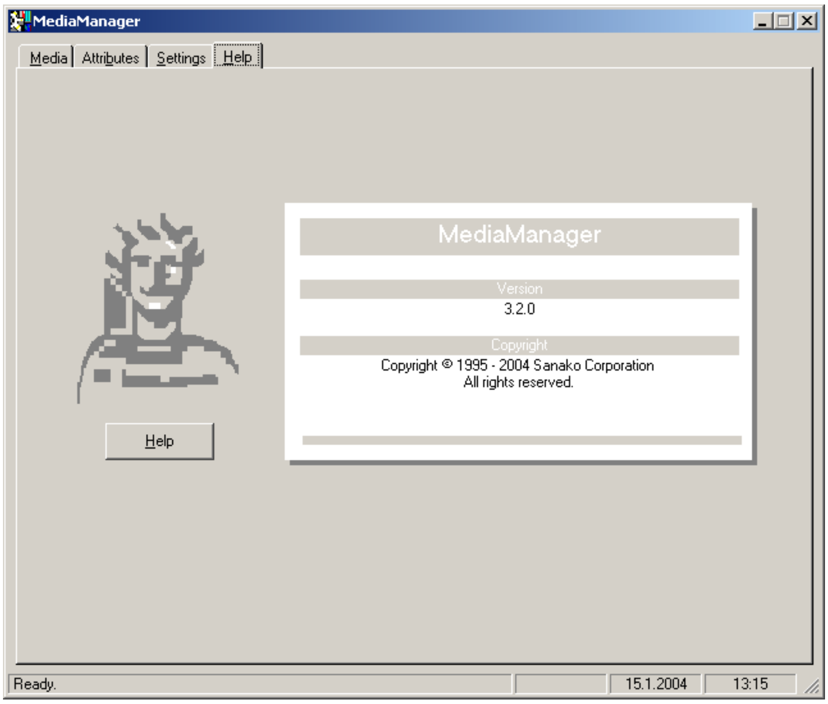


Edit for editing the media type.

Delete for deleting the media type. You can also delete the selected media type by dragging it onto the Delete button.

COMPONENTS ON THE HELP TAB

The **Help** tab is for viewing information on the current application version and accessing the MediaManager online help.



HELP BUTTON

Clicking the **Help** button on the left side on the tab starts the MediaManager Help.

Note: You can also start the MediaManager Help by pressing F1. In case you have started two or more Study 300 applications, F1 launches the online help of the active one.

MEDIAMANAGER INFORMATION SHEET

The MediaManager Information sheet shows the version number and copyright information of the current application.

ATTRIBUTE MANAGEMENT

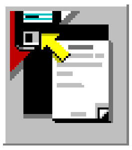
ABOUT ATTRIBUTE MANAGEMENT

As already described in *About Attributes*, the attributes are elements that define the materials managed in Study 300. Attributes are used for classifying the materials so that they can be easily searched and found.

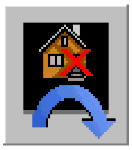
In Study 300, the materials can be categorized using a three-level hierarchy. The hierarchy is shown as an attribute tree where the highest attribute category is the *Attribute Family*. An Attribute Family may contain several *Attribute Names* and Attribute Names several *Attribute Values*. For example, the Bibliographic details family contains Author, Title, Publisher, etc. and Publisher contains Microsoft Press, McGraw-Hill etc. The Attribute Values help you to edit the media item information more quickly and to use same predefined values on the attributes lists in various situations (updating media item information, specifying the search, etc.).

MediaManager Attribute Management lets you freely define the set of attributes which you want to store for the media library.

After you have selected the attributes you want to insert or edit and clicked the **Add** or **Edit** button, the Attribute field is ready for editing. In addition, two new buttons become visible.



Save for saving the information.



Cancel for canceling the operation.

INSERTING ATTRIBUTES

INSERTING AN ATTRIBUTE FAMILY

1. Select the **Attribute Collection** folder. A new attribute family is inserted below the root folder.
2. Click the **Add** button. This allows you to enter a new attribute family in the Attribute Family field. The Save and Cancel buttons are now visible.
3. Enter a new attribute family in the field.
4. Click the **Save** button. The new attribute family appears on the Attributes list and other lists in the application.

INSERTING AN ATTRIBUTE NAME

1. Select the attribute family in which you want to a new attribute to be inserted.
2. Click the **Add** button. This allows you to enter a new attribute name in the Attribute Name field. The Save and Cancel buttons are now visible.
3. Enter a new attribute name in the field.
4. Click the **Save** button. The new attribute name appears in the Attributes list and other lists in the application.

INSERTING AN ATTRIBUTE VALUE

1. Select the attribute name to which you want a new attribute value to be inserted.
2. Click the **Add** button. This allows you to write a new attribute value in the Attribute Value field. The Save and Cancel buttons are now visible.
3. Enter a new attribute value in the field.

4. Click the **Save** button. The new attribute value appears on the Attributes list and other lists in the application.

UPDATING ATTRIBUTES

1. Select the attribute (Family, Name or Value) from the Attributes list for updating.
2. Click the **Edit** button. This allows you to edit the attribute in the Attribute field. The Save and Cancel buttons are now visible.
3. Edit the name in the field.
4. Click the **Save** button. The edited attribute appears in the Attributes list.

Note: The Attribute field can't be left empty.

REMOVING ATTRIBUTES

Note: Removing an attribute will remove all the information related to that attribute, also from the media items in which you have stored values for the attribute in question.

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1. Select the attribute (Family, Name or Value) from the Attributes list. Deleting will remove all the subattributes, too. For example, deleting a Attribute Family will remove all the attribute names and attribute values under the family.
2. Click the **Delete** button. A message box appears and asks for confirmation for deleting. You can also remove attributes by dragging them onto the Delete button.
3. Click the **Yes** button. The deleted attribute disappears from the Attributes list.

MODIFYING GROUPING ATTRIBUTES

INSERTING A GROUPING ATTRIBUTE

1. Select the attribute name from the Attributes list. Keep in mind that the default Grouping Attributes (Language-Objective) will remain on your list unless you delete them.
2. Drag the selected attribute onto the Grouping Attributes list.
3. Click the **Refresh** button on the Media Directory view to view the new grouping.

DELETING A GROUPING ATTRIBUTE

1. Select the grouping attribute from the Grouping Attributes list.
2. Click the **Delete** button or drag the selected attribute onto the Delete button.

3. Click the **Refresh** button on the Media Directory view to view the new grouping.

SAVING GROUPING ATTRIBUTES

1. Insert the grouping attributes.
2. Click the **Save Grouping Attributes** button.

Next time you start MediaManager or MediaFinder, the saved grouping will appear as the default grouping.

MEDIA TYPE MANAGEMENT

ABOUT MEDIA TYPE MANAGEMENT

Media Type is the format of media that you can manage with Study 300. The different types are analog media, media file or object, media reference and Internet reference.

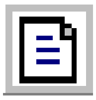
Analog Media refers to any media item that is external to computers and networks, such as books, audio/videotapes, audio CDs, DVDs or newspapers. Analog media items are classified together with the digital material but stored externally.

Media File includes any type of materials (audio, video, text, application, photo) that are physically stored in Study 300 Server(s). When adding a file, it is stored by the Study 300 system, and the original file on its location won't be touched again.

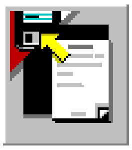
Media Reference is a link to a file of any type of material on a local server(s) or hard drive(s). When adding a reference, Study 300 only stores the current location of the file, no copy is created.

Internet Reference points to a link to web pages and streams. Typical links could be, for example, dictionaries and online applications.

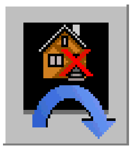
When you click the Add or the Edit button, the Media Type Name field can be edited. In addition, three new buttons become visible.



Browse... for selecting the icon file.



Save for saving the information.



Cancel for canceling the operation.

You may also change the icon of the media type by clicking the **Browse…** button and selecting a suitable icon file. If you do not select any, the default icon is used.

Note: It is not allowed to update media object types or icons.

INSERTING A MEDIA TYPE

1. Click the **Add** button. This allows you to write a new media type name in the Media Type Name field. The Save, Cancel and Browse… buttons are now visible.
2. Enter a new media type in the field. Click the **Browse…** button if you want to select an icon file for the type. Otherwise, the default icon will be used.
3. Click the **Save** button. The new media type appears on the Media Types list with its icon.

UPDATING A MEDIA TYPE

1. Select a media type from the Media Types list for editing.
2. Click the **Edit** button. This allows you to edit the media type name. The Save, Cancel and Browse… buttons are now visible.
3. Edit the name in the field. Click the **Browse…** button if you want to select a new icon for the type. Otherwise, the current icon will be used.
4. Click the **Save** button. The edited media type appears in the Media Types list with its icon.

Note: The Media Type Name field can't be left empty.

REMOVING A MEDIA TYPE

You can remove a media type from the Media Types list if it is not related to other information in the system.

1. Select the media type from the Media Types list.
2. Click the **Delete** button. A message box appears and asks for confirmation for deleting. You can also remove Media Types by dragging them onto the Delete button.
3. Click **Yes** to confirm or **No** to cancel deleting.

MEDIA MANAGEMENT

ABOUT MEDIA MANAGEMENT

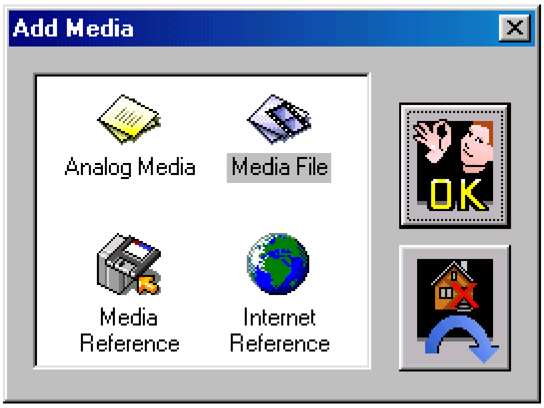
Media Management means that the user can add new media items and maintain existing materials. It is possible to keep records about all the stored items. The materials can be stored digitally on servers and it can be made available to other workstations in the network. Media Management is about the user being able to browse and make searches, add and edit media items as well as remove media data from the database.

There are no limits on what kind of files can be added. Digital media items, such as Word documents and audio-video files are categorized the same way as analog items, such as books and videotapes.

It is recommended to define the environment before inserting new items. Plan and insert the attributes and media types first. For more information on attributes, see *About Attributes*.

INSERTING MEDIA

Click the **Add** button to view the **Add Media** window.

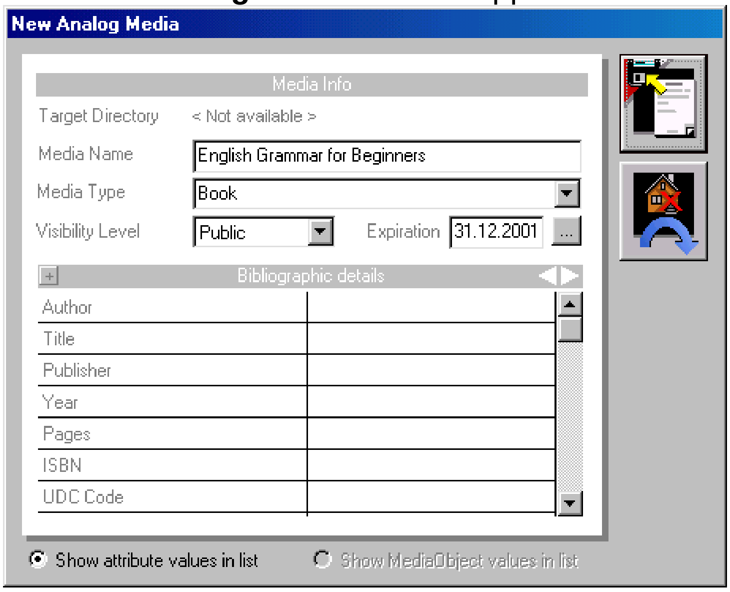


In the window, you can see the four different types of media items you can work with in Study 300. The different media types are described under *About Media Management*. Click the type of media you want to add to the Media database and then click **OK**. The window for the selected new media item appears.

INSERTING ANALOG MEDIA

1. Select **Analog Media** from the list and click the **OK** button.

2. The **New Analog Media** window appears.



3. Enter the information needed.
4. Click the **Save** button. The media information is saved to the database.

Note: The Media Name and Media Type fields can't be left empty.

TARGET DIRECTORY LIST

The Target Directory list is not applicable for analog media items.

MEDIA NAME FIELD

The Media Name field shows the name of the media item. You can edit the name as appropriate.

MEDIA TYPE FIELD

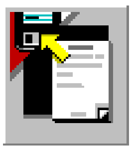
The Media Type field contains all the media types which can be used with analog items. If an appropriate type is not found, just enter the name of the new type in the field.

ATTRIBUTES LIST

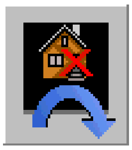
User-defined attributes are shown on the left side of the Attributes list.

When adding or editing a media item, you can use shortcut keys in order to move in the Attributes List once you have selected one of the fields. Switch between the fields by pressing **Ctrl** + **Up** or **Down** arrow and between the Attribute Families by pressing **Ctrl** + **Left** or **Right** arrow.

COMMAND BUTTONS



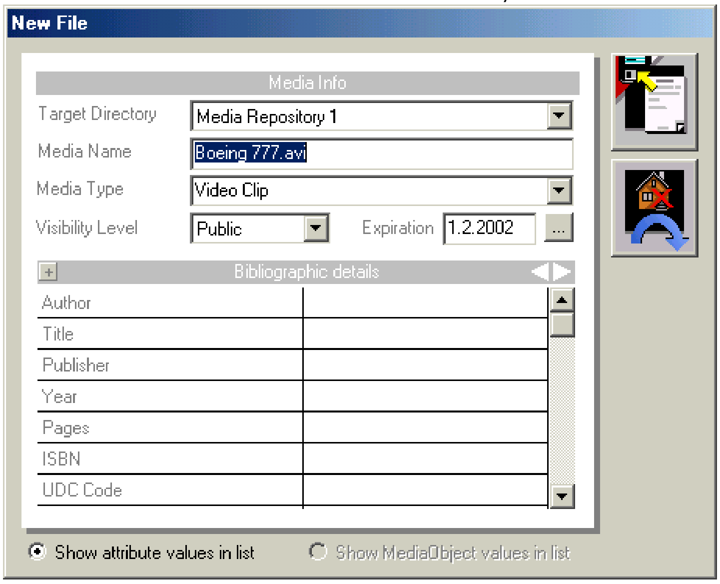
Save for saving the analog media item.



Cancel for canceling the insertion of an analog item.

INSERTING A MEDIA FILE

1. Select **Media File** from the list and click the **OK** button.
2. The **Select File** dialog window appears.
3. Select the appropriate file and click **Open**.
4. The appearance of the opening dialog depends on the type of the selected file. In case of a media file, the **New File** window appears.



5. Add the information as appropriate and select the target directory from the list. Note that the fields Media Name and Media Type can't be left empty.
6. Click the **Save** button. The new item is saved to the database and the file is copied.

TARGET DIRECTORY LIST

The Target Directory list shows all the storage directories where files can be copied to. The first value is the default storage directory.

MEDIA NAME FIELD

The Media Name field shows the name of the file or media object. You are able to edit the name as appropriate.

MEDIA TYPE FIELD

The Media Type field shows the type of the file. When a media item of a specific type is imported for the first time, the Media Type field is enabled for naming the type. In case of media objects, however, the Media Type can't be edited.

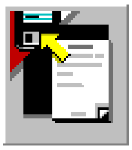
ATTRIBUTES LIST

User-defined attributes are shown on the left side of the Attributes list.

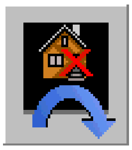
If you have chosen a media object, you can view the descriptions stored inside it at the top of the the New Media Object window. You may use the information for setting the attributes for the media object. By clicking the plus button on the upper left corner of the Attribute list, you can add attribute values to the list.

When adding or editing a media item, you can use shortcut keys in order to move in the Attributes List once you have selected one of the fields. Switch between the fields by pressing **Ctrl** + **Up** or **Down** arrow and between the Attribute Families by pressing **Ctrl** + **Left** or **Right** arrow.

COMMAND BUTTONS



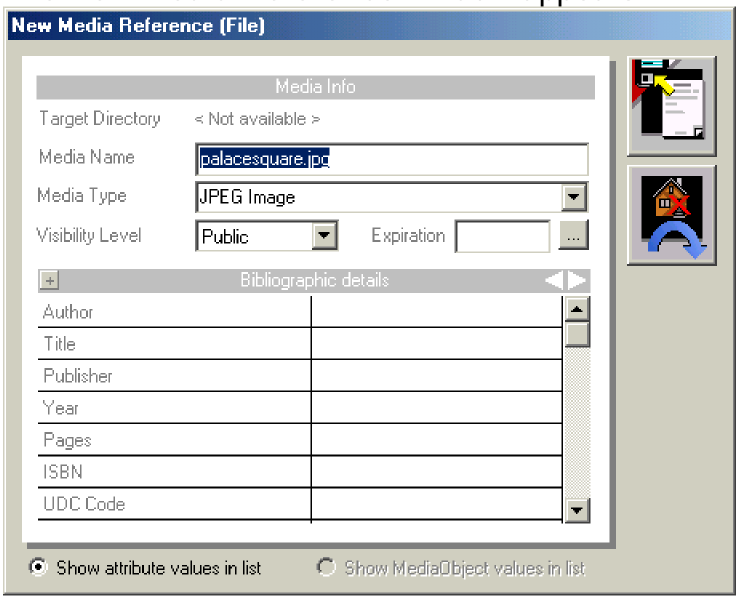
Save for saving a media file or object.



Cancel to cancel importing a media file or object.

INSERTING A MEDIA REFERENCE

1. Select **Media Reference** from the list and click the **OK** button.
2. The **Select File** dialog appears.
3. Select a file from the list and click **Open**.
4. The **New Media Reference** window appears.



5. Enter the information as appropriate.

6. Click the **Save** button. The new item is saved to the database, and the file is not copied.

TARGET DIRECTORY LIST

Because the file location doesn't change and no file is copied, the Target Directory is not available for a media reference.

MEDIA NAME FIELD

The Media Name field shows the file name. The name can be edited.

MEDIA TYPE FIELD

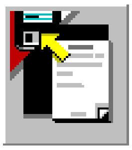
The Media Type field shows the type of the reference.

ATTRIBUTES LIST

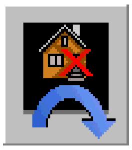
User-defined attributes are shown on the left side of the Attributes list.

When adding or editing a media item, you can use shortcut keys in order to move in the Attributes List once you have selected one of the fields. Switch between the fields by pressing **Ctrl** + **Up** or **Down** arrow and between the Attribute Families by pressing **Ctrl** + **Left** or **Right** arrow.

COMMAND BUTTONS



Save for saving a media reference.

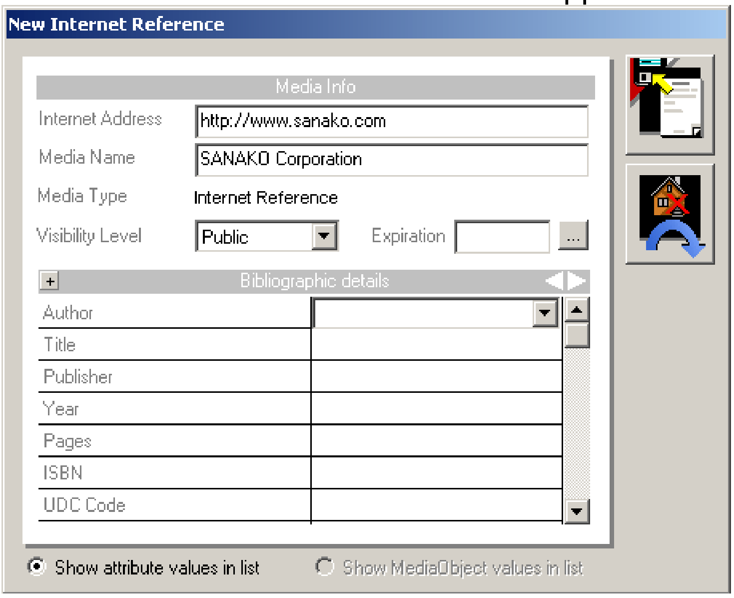


Cancel to cancel adding a media reference.

INSERTING AN INTERNET REFERENCE

1. Select **Internet Reference** from the list and click the **OK** button.

2. The **New Internet Reference** window appears.



3. Enter the web address and other information needed.
4. Click the **Save** button. The new item is saved to the database.

Note: The Media Name and Media Type fields can't be left empty.

INTERNET ADDRESS FIELD

Enter the Internet address into this field.

MEDIA NAME FIELD

Enter the name for the media item.

MEDIA TYPE FIELD

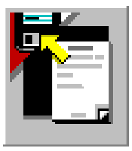
The Media Type field is enabled for editing if you are inserting an Internet reference for the first time. Otherwise, the old value is used.

ATTRIBUTES LIST

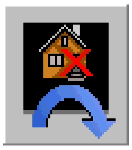
User-defined attributes are shown on the left side of the Attributes list.

When adding or editing a media item, you can use shortcut keys in order to move in the Attributes List once you have selected one of the fields. Switch between the fields by pressing **Ctrl** + **Up** or **Down** arrow and between the Attribute Families by pressing **Ctrl** + **Left** or **Right** arrow.

COMMAND BUTTONS



Save for saving an Internet reference.



Cancel to cancel adding an Internet reference.

ADDING NEW MEDIA ITEMS WITH SAME ATTRIBUTE VALUES

It is possible to open an existing media item and use its attribute window as a template. To do this, proceed as follows:

1. In the Media Directory view on the Media Tab (see the picture below), select an item in the directory.
2. Click the **Add** button.
3. A message box appears, requesting whether or not you want to use the attribute values of the item you have just selected. Click **Yes** to confirm using the values, or **No** to ignore them.
4. The Add Media dialog opens.
5. Add a new media item as described in the relevant Study 300 User's Guide. The new item will have the same attribute values as the one you had originally selected in the Media Directory view.
6. Click **Save**. You will return to the Add Media dialog, so you can add as many new items with the same attribute values as you wish.
7. Click **Cancel** to close the Add Media dialog, and to return to the Media Directory view.

The Information Window of the selected attribute opens. By editing the information in the item's window, you only need to modify the attributes relevant for the new item, instead of adding all the attributes again.

For example, if you want to add a new title by the same author, publisher, and year, you can open the Information Window of an existing item and only modify the title attribute. This way, you don't have to add the rest of the attributes again, which is necessary when creating a new Information Window by clicking the Add button.

UPDATING MEDIA INFORMATION

1. Select the media item from the media list.
2. Click the **Edit** button.
3. Edit the information as appropriate.
4. Click the **Save** button. The edited media item information will be saved to the database.

Note: The Media Name and Media Type fields can’t be left empty.

MODIFYING THE MEDIA REFERENCE

It is possible to change a media reference. Instead of removing the old reference and creating a new one, you can change an existing reference in the appropriate Media Information window by clicking the button (as indicated below) and browsing for a new reference.

REMOVING A MEDIA ITEM

1. Select the media item from the media list.
2. Click the **Delete** button. A message box appears and asks confirmation for deleting.
3. Click the **Yes** button. The media item will be deleted from the database.

SEARCHING

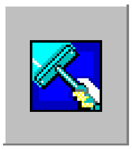
ABOUT SEARCHING

To find the media items you want, you should provide the appropriate information to limit the search. Specifying search criteria for the items makes the search easier and faster. The criteria limit the query result, which is important especially in large environments that can have thousands of media items stored in the system.

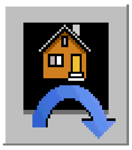
Note: You can modify your result set on the **Options** tab.

COMMAND BUTTONS

Search to search for media items according to conditions specified.



Clear for clearing the specified criteria.



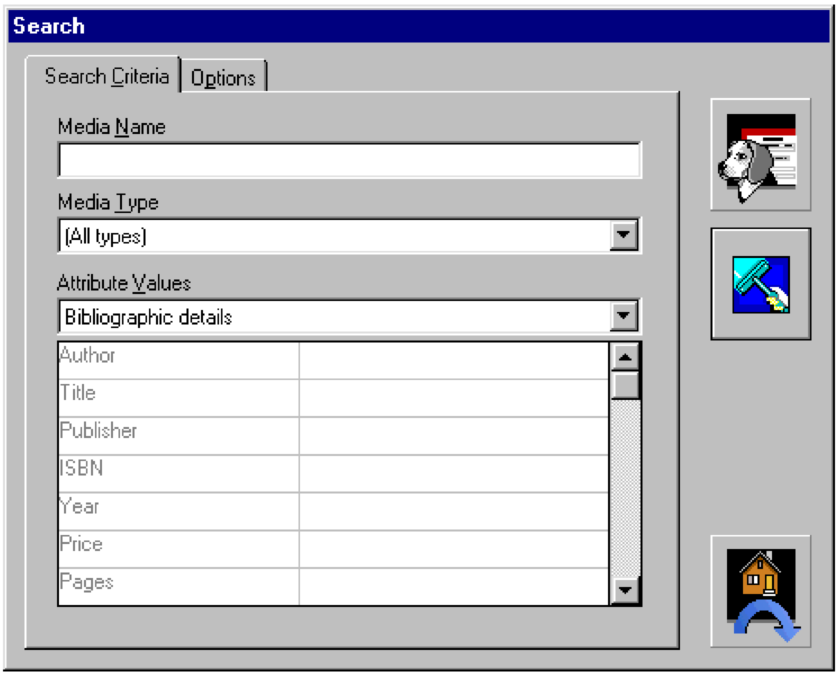
Cancel for canceling the search.

SPECIFYING THE SEARCH: SEARCH CRITERIA

Two fields on the **Search Criteria** tab, Media Name and Media Type, represent the two basic properties of media items stored in your system.

Attributes are elements that define the materials managed in Study 300 and enable organizing and searching them. The materials in Study 300 are categorized according to three types of attributes that form a hierarchy. The hierarchy is shown as an attribute tree, where the highest attribute category is the *Attribute Family*. The attribute family consists of *Attribute Names*, which include *Attribute Values*. An attribute value refers to the actual information of the item such as name, publisher, title etc.

The Attribute Values list of the Search window contains all the Attribute Families. On the grid below there are all the attributes of the selected attribute family. The search specified is done by comparing these values with the specified criteria. Please note that if you leave a field empty, all values are accepted for that field.



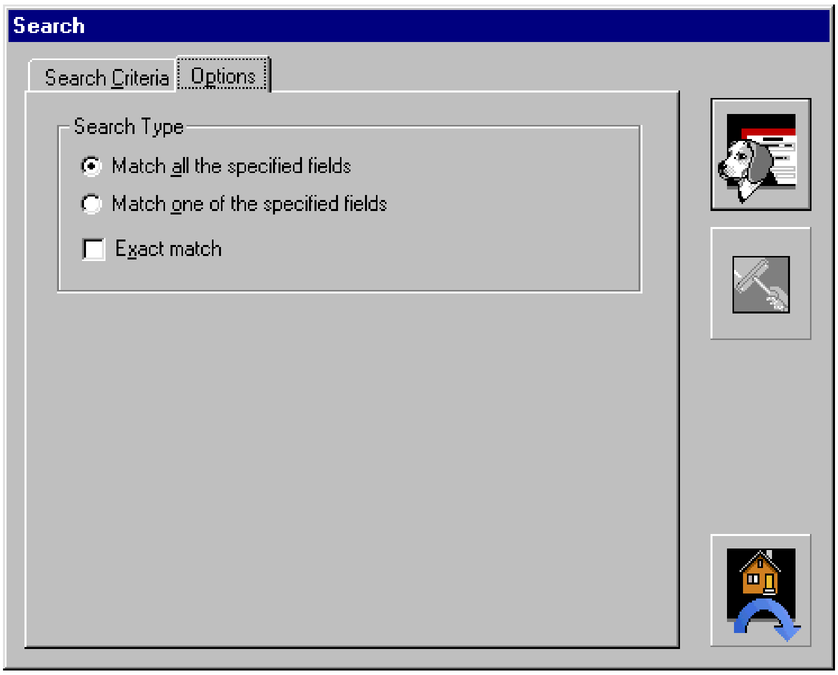
SPECIFYING THE SEARCH: OPTIONS

You can define your result set by the options you have selected.

It depends on the search type how the fields in the criteria are used in the search. When all specified fields are matched (select **Match all the specified fields**), the media item must include all the values you have specified in the criteria. The more attributes you specify, the more accurate the search becomes.

If you select the **Match one of the specified fields** option, please note that criteria specification may easily become too loose. The more attributes you specify, the looser the criteria become.

If you select the **Exact match** option, only the attributes which match exactly with the values are shown.



STARTING THE SEARCH

You can start the search once it is specified. The search starts by clicking the **Search** button.

The search may take a while. The time depends on the number of media items stored in your system, on the search you specified and on the number of simultaneous users of the system.

If you do not specify any search criteria, you must browse the database by using the Media view instead.

SEARCH RESULTS

The searched items will be shown on the Search Result list, depending on the options you have selected.

If your search ended with no records found (the Search Result list is empty), try a search with looser specifications. Otherwise, the items you searched for aren't available in your system.

PRINTING

ABOUT PRINTING

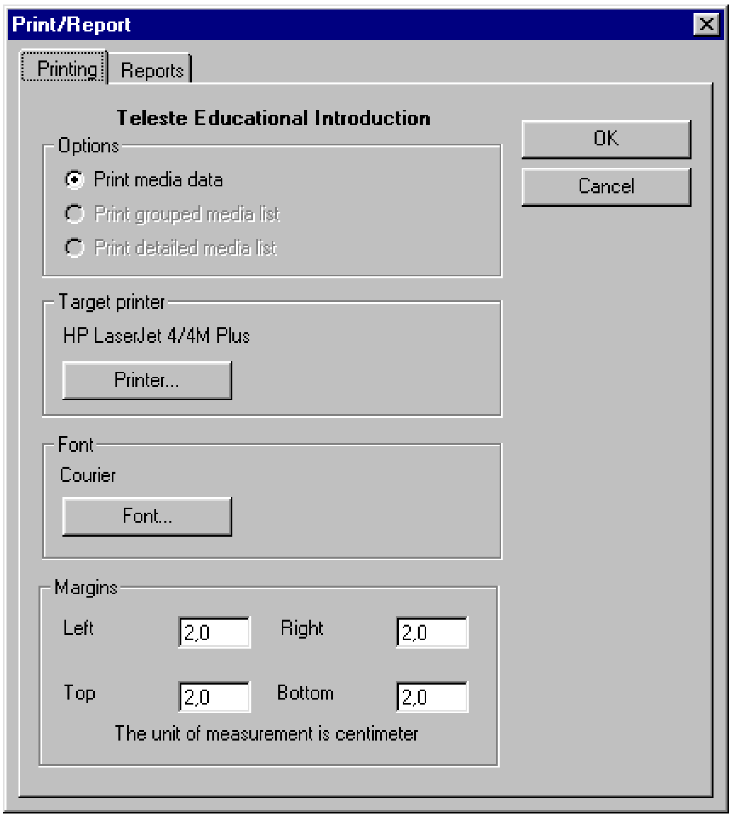
You can print media item information by selecting the item and clicking the **Print/Report** button on the **Media** tab.

There are three ways of printing:

1. Print the **media data**.
   Prints the information (attribute values) of a particular media item.
2. Print a **detailed media list**.
   Prints the media items and media item information of the attribute folder selected in the attribute tree.
3. Print a **grouped media item list**.
   Prints the media items and grouping (without details) of the attribute folder selected in the attribute tree.

COMPONENTS ON THE PRINTING TAB

On the **Printing** tab you can define what, where to and how you want to print.



OPTIONS FRAME

The Options frame shows the available options for listing the media items. Media list options are not available for media sheet printing.

TARGET PRINTER FRAME

The Target Printer frame shows the selected printer.

PRINTER BUTTON

You can change the printer options by clicking the Printer button and setting the printer, paper size, etc.

FONT FRAME

The Font frame shows the selected font.

FONT BUTTON

You can change the printing font options by clicking the Font button and making selections such as style, size, etc.

MARGINS FRAME

The Margins frame shows the current margins settings.

OK BUTTON

The OK button starts the printing.

CANCEL BUTTON

The Cancel button cancels the printing.

PRINTING MEDIA DATA

1. Select the item from the list.
2. Click the **Print/Report** button. The Print/Report window appears.
3. Select the printer, font, etc., as appropriate.
4. Click the **OK** button to start printing.

PRINTING A GROUPED MEDIA LIST

1. Select the grouping attribute from the media item list on the **Media Directory** view.
2. Click the **Print/Report** button. The Print/Report window appears.
3. Select the **Print grouped media list** option.
4. Click the **OK** button to start printing.

PRINTING A DETAILED MEDIA LIST

1. Select the grouping attribute from the media item list on the **Media Directory** view.
2. Click the **Print/Report** button. The Print/Report window appears.
3. Select the **Print detailed media list** option.

4. Click the **OK** button to start printing.

REPORTS

ABOUT THE REPORTS

Since one of the main purposes of Study 300 is the management of media items and resources, one of its most important features is reporting. You can create reports of media items and management according to different attributes. The desired information can be listed according to different media types or you can retrieve the items used within a certain period of time. Reporting is a quick and easy way to track the use and users of a certain media item.

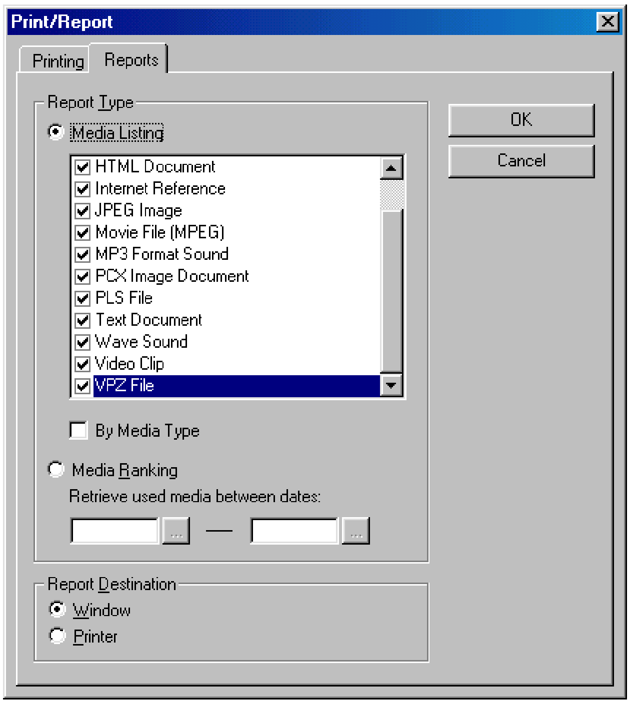
You can choose to view the report(s) on your screen and/or print them out.

The following types of MediaManager reports, as well as detailed media item information, can be either viewed on the screen or printed.

Media Listing provides a list of all or selected media materials.

Media Ranking reports shows the usage of media items within a specified period of time.

COMPONENTS ON THE REPORTS TAB



REPORT TYPE FRAME

The Report Type frame shows the selected report type. Use Media Listing for printing a selected media type and Media Ranking for printing items used at a specific time period. If you select By Media Type, the list is displayed in alphabetical order by Media Type (for example from audio to video). If you leave the check box empty, the list is displayed in alphabetical order by the item name.

REPORT DESTINATION FRAME

The Report Destination frame shows the selected report destination. Choose Window for viewing the report in a window or choose Printer for printing without previewing.

OK BUTTON

The OK button starts printing the selected report.

CANCEL BUTTON

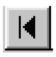
The Cancel button cancels printing.

PRINTING THE REPORT

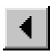
1. Click the **Print/Report** button. The Print/Report window appears.
2. Select the **Reports** tab.
3. Select the appropriate report.
   Select **Media Listing** for reporting all the media items or **Media Ranking** for reporting the used items.
4. Select the appropriate destination.
   Select **Window** for previewing the report first or **Printer** for printing the report.
5. Click the **OK** button to start reporting.

PREVIEWING THE REPORT

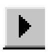
1. Click the **Print/Report** button. The **Print/Report** window appears.
2. Select the **Reports** tab.
3. Select the appropriate report.
   Select **Media Listing** for reporting all the media items or **Media Ranking** for reporting the used items.
4. Select **Window** for the report destination.
   Click the **OK** button to start reporting. The toolbar in the preview window contains the following functions:



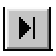
Beginning – Jump to the first page.



Previous page – Go to the previous page.



Next page – Go to the next page.



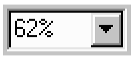
End – Jump to the last page.

Print Setup –Select the printer, page orientation and paper size you want to use. If you don't select a printer, the program will print to the default printer.

Print – Send the report to the system default printer.

Refresh – Refresh report data.

Export – Export the report to an external file.



Zoom – Specify the zoom factor of the preview.

Search – Search for a specific record.

IMPORTING A DATABASE FILE

ABOUT IMPORTING A DATABASE FILE

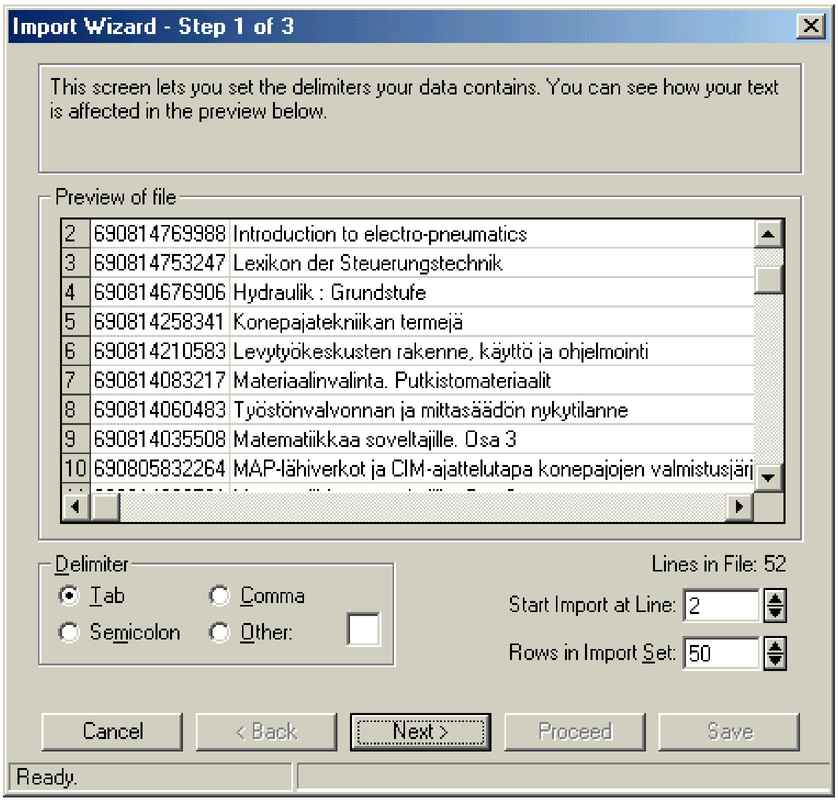
MediaManager can also read media data from an ASCII file (CSV format). This helps getting data from the existing library systems. You can use Import Wizard for importing a database file. Import Wizard contains three steps to follow.

IMPORTING A DATABASE FILE – STEP 1 OF 3

Click the **Import Database File** button on the **Media** tab. Select the database file from the list and Import Wizard will be started.

The purpose of the first step is to set the delimiters to create columns, according to which the data can be categorized.

Alternative delimiters for the data are Tab, Comma, Semicolon and Other (can be defined freely). In this window, you can define the first row of the data you want to import as well as the number of rows you want to import as a single set.



1. Select the desired delimiter and the **Preview of file** frame will display the database file accordingly. If you want to define the delimiter yourself, select Other and enter the appropriate character.
2. Select the number of the row where you want to start the importing.
3. Select the number of rows you want to import as a single set.
4. Click **Next** to move to the next step.

PREVIEW OF THE FILE

The preview of the file shows how your database file will look with the selected delimiter. The delimiter is correct if the preview of the file is as intended.

DELIMITER FRAME

To specify the character used to separate items in your text file, select the radio button of the desired delimiter. If you want to define the delimiter yourself, select Other and enter the appropriate character.

OTHER OPTIONS

To specify the first row of the data you want to import, enter the row number into the **Start Import at Row** field.

To specify the number of rows to be imported as a single set, enter the value into the **Rows in Import Set** field.

CANCEL BUTTON

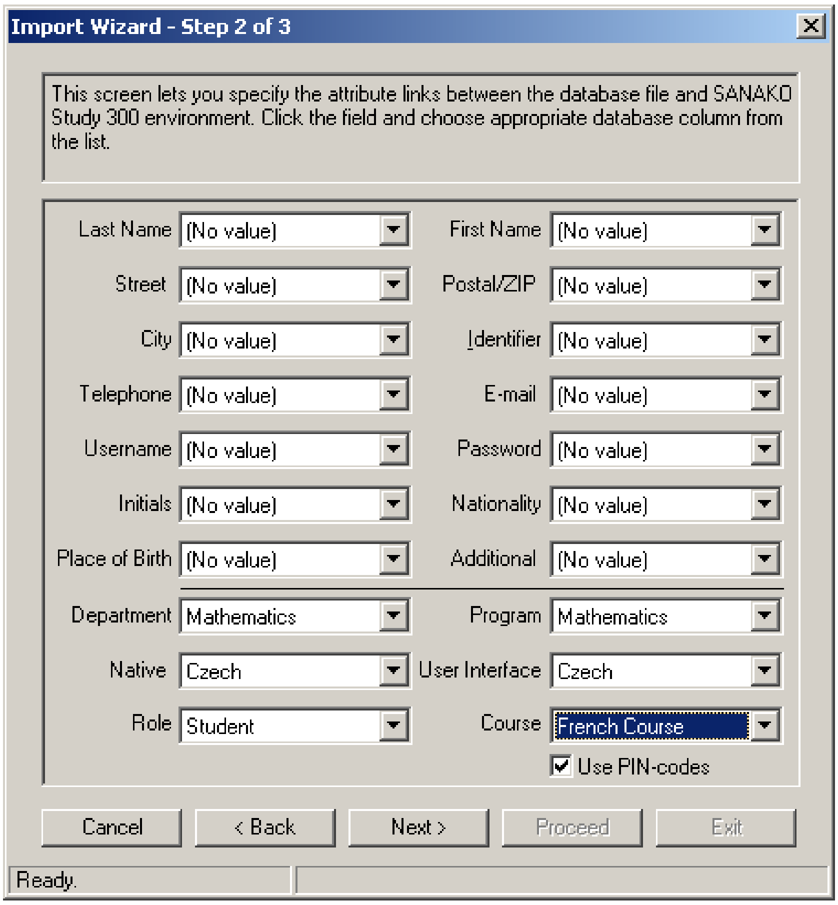
The Cancel button cancels the importing.

NEXT BUTTON

The Next button moves one step forward in the Import Wizard.

IMPORTING A DATABASE FILE – STEP 2 OF 3

The second step of Import Wizard is link the database files into the system. To be able to link the information, you need to specify attributes to indicate the different columns as their titles.



On the left side of the **Attributes** list, you can view the user-defined attributes. The right side contains the column names for the database. In addition to the attributes related to Bibliographic details, the alternative attributes can be associated with attributes in any other attribute family. To switch between the attribute lists, click the white arrows in the upper right corner.

1. To change the name of the column, click the desired field and select the appropriate attribute. To add fields for the attributes, click the **plus** button on the upper left corner. To move to other attribute lists, click the white arrows on the upper right corner.
2. Click **Next** to move on to the next step.

MEDIA NAME FIELD

The Media Name field shows the column name from the database file which will be linked with the media item name.

ATTRIBUTES LIST

User-defined attributes are shown on the left side of the Attributes list. On the right side are the column names from the database file. If the first row in the database file does not consist of column names, column values are used. You can change the column name by clicking it and selecting the column from the list. The list consists of all the column names in the database file. Attribute links are required for linking the information between the database file and the system.

CANCEL BUTTON

The Cancel button cancels the import operation.

BACK BUTTON

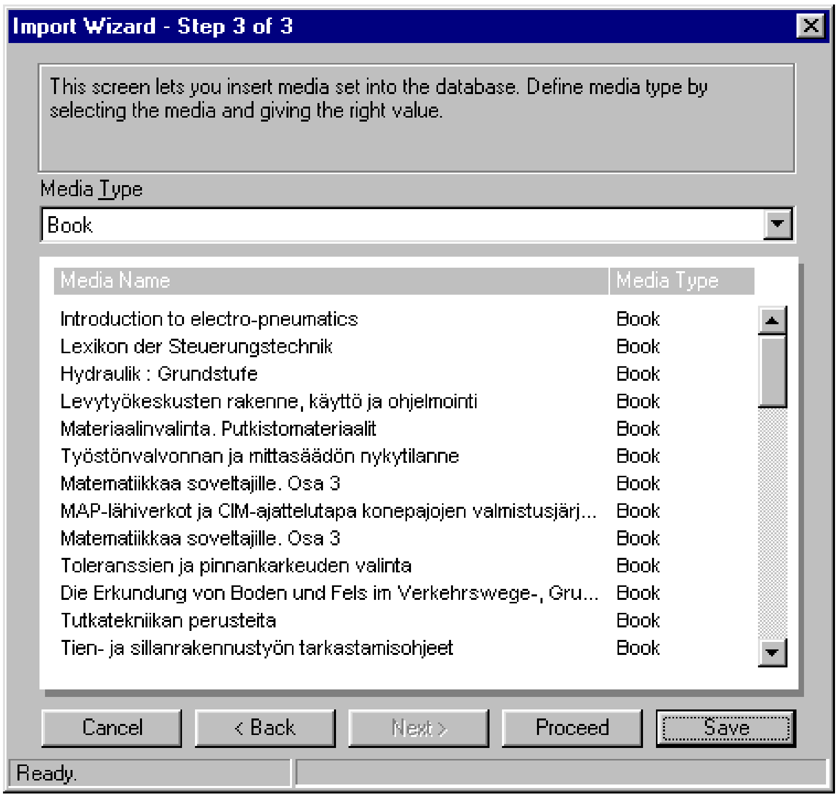
The Back button moves one step backward in the Import Wizard.

NEXT BUTTON

The Next button moves one step forward in the Import Wizard.

IMPORTING DATABASE FILE – STEP 3 OF 3

The purpose of this step is to ensure that the media item set is appropriate.



1. Select the media type the set of which you want to view. The selected media item set is displayed.
2. If the set is appropriate, click **Save** to save the set of imported items into the database. Clicking the **Proceed** button proceeds the whole database file with the settings you made.

MEDIA NAME COLUMN

The Media Name column shows a set from the database file. The media names in the set are chosen from the selection you made.

MEDIA TYPE LIST

The Media Type list contains all the media types defined in the system.

MEDIA TYPE COLUMN

The Media Type column shows the type of the item in the row.

CANCEL BUTTON

The Cancel button cancels importing.

BACK BUTTON

The Back button moves one step backward in the Import Wizard.

PROCEED BUTTON

The Proceed button proceeds the whole database file with the settings you made.

SAVE BUTTON

The Save button saves the set of imported items into the database.

WORKING WITH MEDIA FILES AND REFERENCES

ABOUT WORKING WITH MEDIA FILES AND REFERENCES

MediaManager is an application for working with the media files stored in your system.

To find a particular resource, you can either browse through the media item list in the Media Directory or search for it by specifying the search criteria. In other words, you can look up the Media Type Restriction field on the MediaManager Attributes tab, and then select the desired media type.

Alternatively, you can click the Search button and select the media type. If you select, for example, Book as the media type, a list of all the stored books will be displayed. From the list you can then select the book you want to work with.

You can preview a media file, that is, to play back a remote file located in a media library. You can also download a file to your local computer. If you choose to play back a remote file, the quality of the output you get may be affected by the capacity of the serving computer, capacity of the network installed and the number of simultaneous users.

Note: A media reference can only be previewed, not downloaded.

WORKING WITH MEDIA FILES AND REFERENCES

DOWNLOADING A MEDIA FILE

1. Select the file you want to download.
2. Click the **Download** button.

3. The file is downloaded to your local computer, the default directory being C:\Program Files\Sanako\Study\Study300\Client\Download. Keep in mind that a media object may include several files.

PREVIEWING A MEDIA FILE

1. Select the file which you want to preview.
2. Click the **Preview** button.
3. The associated application will be started.

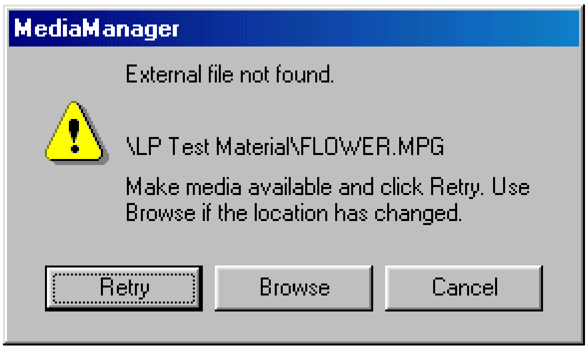
If the requested item is not available, the "File not found" message appears.

Make the item available and then try again.

PREVIEWING A MEDIA REFERENCE

1. Select the media reference which you want to preview.
2. Click the **Preview** button.
3. The associated application will be started.

If the selected media reference can't be found, the "External file not found" message appears.

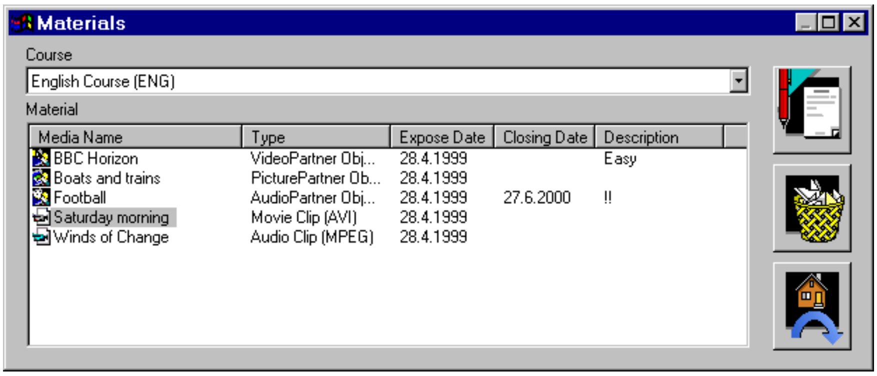


Make the item available and click **Retry**. If the file location has changed, click **Browse** to find the file. Choose **Cancel** if you do not want to preview the media reference.

MEDIAMANAGER MATERIALS

In the **Materials** window, the teacher can add learning materials to a specific course and the students can easily view the materials to be used on their courses. The window displays the name, type, expose and/or closing date and possible description of each media item.

Clicking the **Materials** button opens the Materials window.



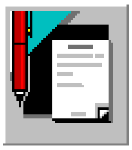
COURSE

From the **Course** list, the teacher can select the course to which the materials are targeted for.

MATERIAL

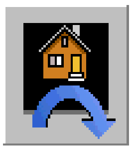
The **Material** frame is for viewing the name and type of the media items as well as the expose and closing date and possible description of each item.

COMMAND BUTTONS



Edit Material for editing the materials in the Material list.

Remove Material for removing materials from the Material list.

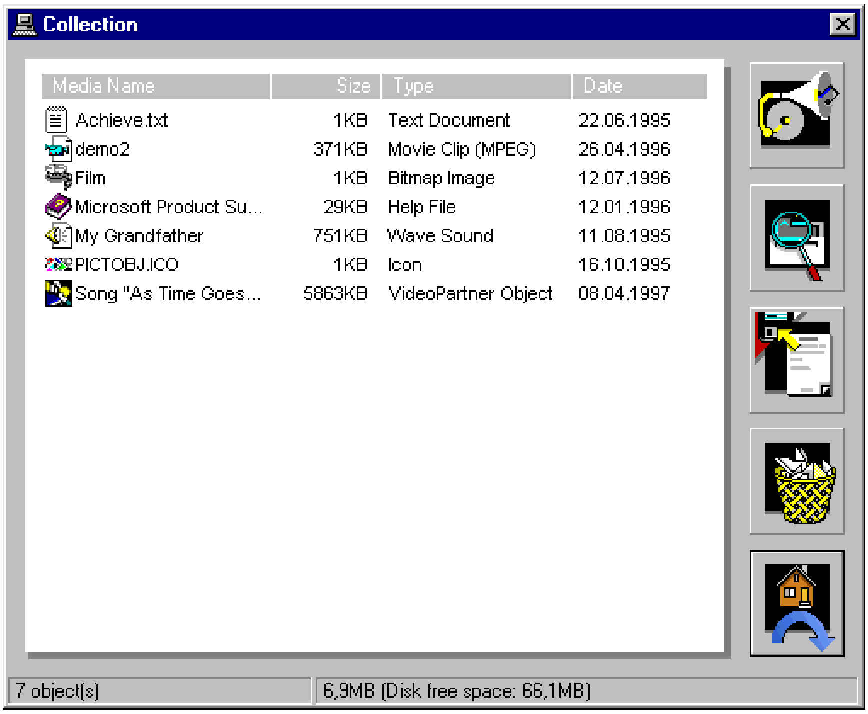


Return for returning to the Media tab.

You can add materials to the Material list by dragging the selected item from the media tree, Search list or Usage view onto the Material list.

COLLECTION OF DOWNLOADED MEDIA FILES

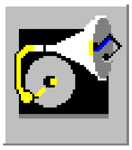
The **Collection** is a set of files downloaded onto a local computer. The Collection window is for viewing all the downloaded media items. In the window, you can view and open the selected items. In addition, you are able to view the item properties, to save the item to a disk or to remove it from the Collection.



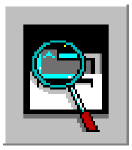
COLLECTION LIST

The Collection List displays all the downloaded media items with Media Name, Size, Type and Date.

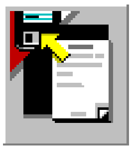
COMMAND BUTTONS



Open for opening the selected media item.

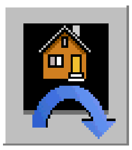


Properties for viewing the properties of the selected media item.



Save for saving the selected media item to a disk.

Delete for deleting the selected media item. You can also delete the item by dragging it onto the Delete button.



Return for returning to the main window.

PROPERTIES SHEET

The Properties sheet shows detailed information on the downloaded item. The Title, Icon, Type, Size and Date are viewed here as attributes and their values.

RESOURCEMANAGER

ABOUT RESOURCEMANAGER

ResourceManager is an administrative application for adding and maintaining information on system users, courses, workstations and user sessions.

ResourceManager stores detailed information on users of the system. You may add, edit and remove user information. In addition to all traditional user data, ResourceManager also records access rights for the system.

The kind of information ResourceManager stores about your institution is primarily for user grouping purposes. If your institute does not have actual faculties, you can use any department naming you wish. The same applies to programs.

Course Management is an essential part of ResourceManager. You can create and edit courses as well as add and remove students to and from courses.

ResourceManager keeps an editable list of languages. You can use this application to store information on the languages taught in your language learning center as well as on the students' native languages. By default, ResourceManager covers the most commonly spoken languages.

Workstation Management is another management feature in the Study 300 system. ResourceManager is used for describing and administering the physical workstation environment. Any student position can be considered as a workstation. All the workstations that the system should recognize must be described here. Applying the correct workstation information is important, since several applications utilize the workstation data.

Further workstation-related information is maintained with ResourceManager as well. The rooms where the workstations are placed are also described in the system. These rooms are called locations.

The Sessions Management facilities are used for viewing detailed information on all the running sessions. The Sessions Management window displays a list of the participants who are logged in to the system. The window also displays the starting time of the session as well as the course and workstation in question.

USING HELP

Press **F1** to launch the ResourceManager Help. In case you have started two or more Study 300 applications, F1 launches the online help of the active one.

RESOURCEMANAGER COMPONENTS

The ResourceManager window consists of a button row on each side and a midsection where you can view data and its details or a list of values.

The buttons on the left side of the window are for accessing the different ResourceManager functions.

The middle part of the window is for viewing data or a list of values of the current function.

The buttons on the right side of the window are for performing commands on the function in question.

USER MANAGEMENT

To access the User Management functions of ResourceManager, click the **Users** button in the toolbar.

The **Users** window is displayed.

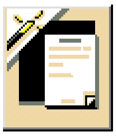
The users of the system are categorized alphabetically in the tree view.

The branch Others is for the users whose surname starts with any other character than defined in the Users tree.

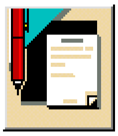
By clicking a name, a preview of a person's user information and a photo, if any, are shown at the bottom of the window. In this window, you can create new users and edit or delete existing ones. It is also possible to print reports or import users from a database.

USER MANAGEMENT COMMAND BUTTONS

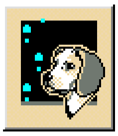
The **User Management** command buttons are located on the right side of ResourceManager window when the program is in the User Management mode. The button functions are the following:



Add for adding a new user. Displays the User information window.

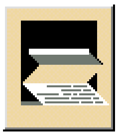


Edit for editing the selected user's information. Displays the User information window.

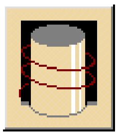


Search for searching for a particular user. Displays the Search window.

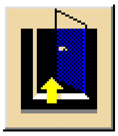
Remove for removing the selected user and all the user information from the system.



Report for viewing/printing reports. Displays the Reports window. See *ResourceManager Reports* for more information.



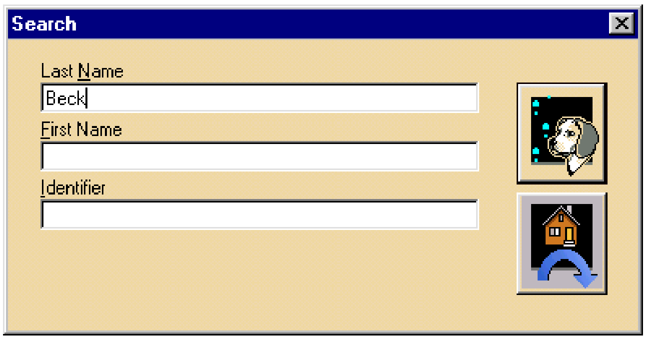
Import database file for importing user data from an external database file.



Exit Program for exiting the application.

SEARCHING FOR A USER

Click the **Search** button in the **Users** window to specify the search criteria. The **Search** window is displayed.



The search conditions available are last name, first name and/or identifier. Type the search criteria in the corresponding fields and start searching by clicking **Search**. Clicking **Cancel** closes the Search window without performing any search.

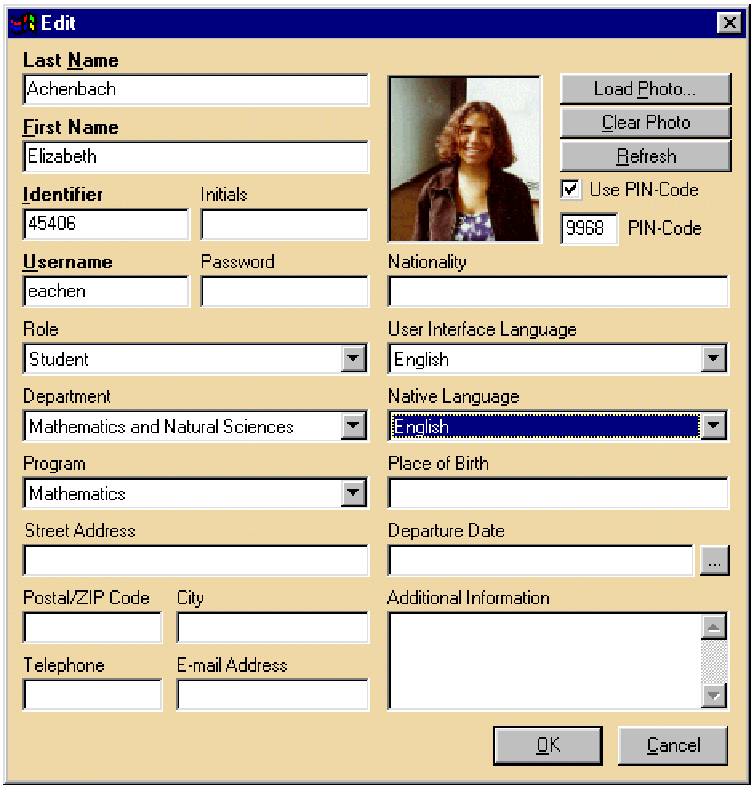
Note: All the searches are case-insensitive.

You can also search for a user by entering only the first part of the name. The system then searches for the names of the users that start with the given letters.

After clicking the Search button, the search results are displayed at the bottom of the ResourceManager tree view.

USER MANAGEMENT WINDOW

The **User Management** window is displayed when either the **Add** button or the **Edit** button is clicked while in the User Management mode.



The information fields for the students are: Last Name, First Name, Identifier, Initials, User Name, Password, Role, Department, Program, Street Address, Postal/Zip Code, City, Telephone, E-mail Address, Nationality, User Interface Language, Native Language, Place of Birth, Departure Date and Additional Information.

The fields **Last Name, First Name, Personal Identification Code** and **Username** must always be filled in. The titles of these fields are indicated by the **bold** style. Providing the rest of the information is optional.

PICTURE BOX

The picture box shows the person's photo, if it is stored in the database. Click the **Load Photo** button to load the photo. You can remove the picture by clicking the **Clear Photo** button.

LOAD PHOTO BUTTON

The Load Photo button allows you to load a person's photo into the picture box.

CLEAR PHOTO BUTTON

The Clear Photo button clears the picture box and removes the person's photo.

REFRESH BUTTON

The Refresh button retrieves the latest changes to a person's information from the database.

ROLE LIST

You must specify a role for every user of the system. Choosing an appropriate role in the Role list does this. The roles also affect the user privileges in the system. The alternative roles for users are **Student**, **Tutor**, **Secretary**, **Technician**, **Administrator** or **Removed**. The users with the role Removed are mostly those not currently associated with any course, but whose personal information is kept in the system for possible future use.

DEPARTMENT LIST

The Department list allows you to choose the person's department from the choices specified in the ResourceManager Department mode.

PROGRAM LIST

The Program list allows you to choose the person's program from the choices specified in the ResourceManager Programs mode.

NATIVE LANGUAGE LIST

The Native Language list allows you to choose the person's native language from the choices specified in the ResourceManager Languages mode.

DEPARTURE DATE

Clicking the button next to the Departure Date field opens the Select Date window, where you can easily define the date.

To select a day, click the desired day in the calendar. Select the month and year from the lists. After selecting the date, click OK.

ADDING A USER

To add a new user to the system, click the **Add** button. The User information window is shown. In this window, there are several fields for user information. Last Name, First Name, Personal Identification Code and Username must be given to all persons. The titles of these fields are indicated by using the **bold** style. The rest of the information is optional.

The Department, Program and Native Language lists show the options entered in the corresponding views of the ResourceManager window.

EDITING A USER

To edit the user information, first find the user either by using the Search feature or by browsing the person directly in the tree view. Then click the **Edit** button to display the User Management window. Now you can edit the fields.

CharTool is used to insert international characters. The pop-up window launches by pressing the **F2** button. To insert a character, double-click it or click the desired character and press **Enter**. Both actions also close CharTool. Press **Esc** to cancel insertion.

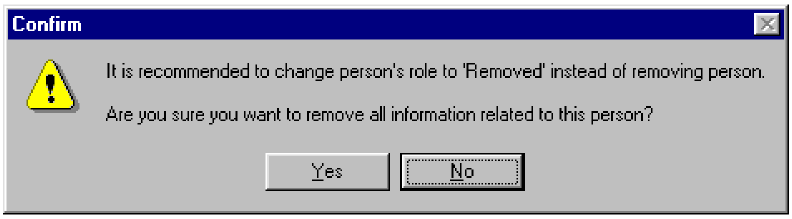
Click the **OK** button to accept the changes you made, or **Cancel** to discard the changes.

Note: The Last name, First name, Identifier and Username fields can't be left empty. If you leave the Password field empty, the Username will be copied to the Password field.

REMOVING A USER

The recommended way of removing a user is to change the user's role into Removed in the User Management window. This denies a user's access to the system, but saves all the activity information in the database. Removing a user by clicking the **Remove** button will remove all the user-related data.

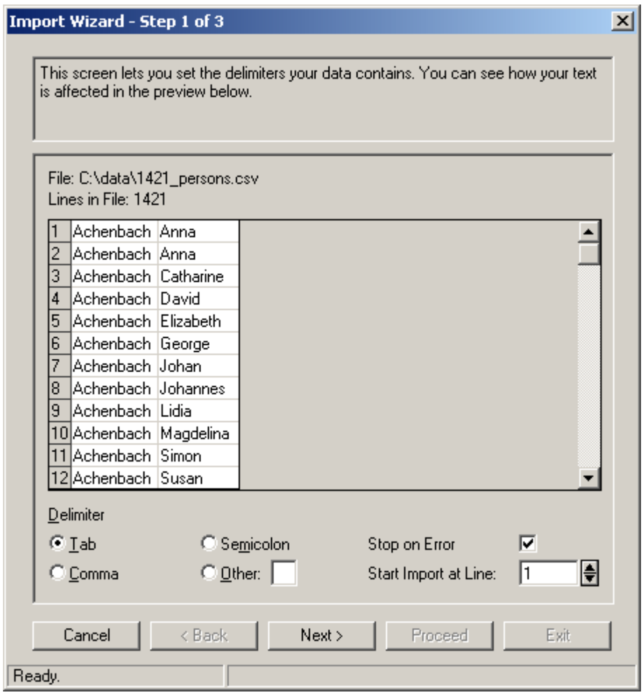
After clicking the Remove button, you are asked to confirm that you really want to remove the user. If you are certain that all the information related to the user can be deleted, click **Yes**.



You can also drag the user's icon onto the Remove button to remove the user from the system.

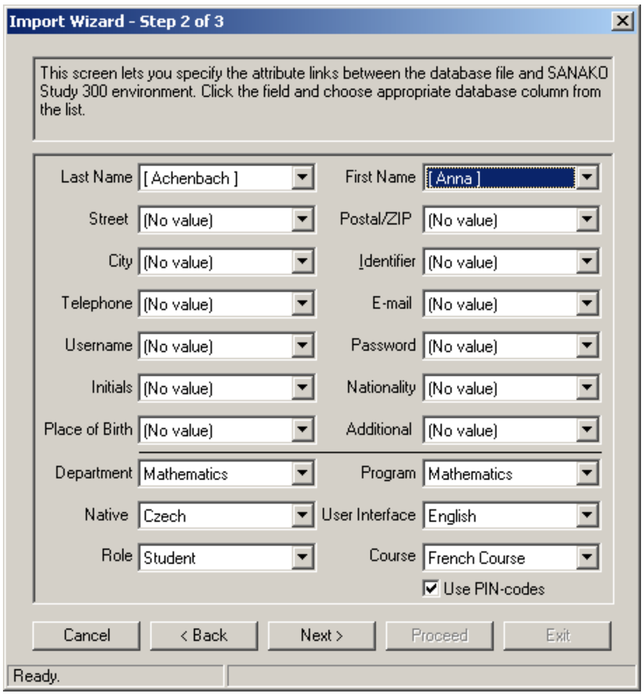
IMPORTING USERS FROM A DATABASE FILE

To import user information from an external database file (CSV format), click the **Import Database File** button. A **File Open** window is displayed, and you need to supply a database file name. After selecting a file, the Import Wizard window appears.



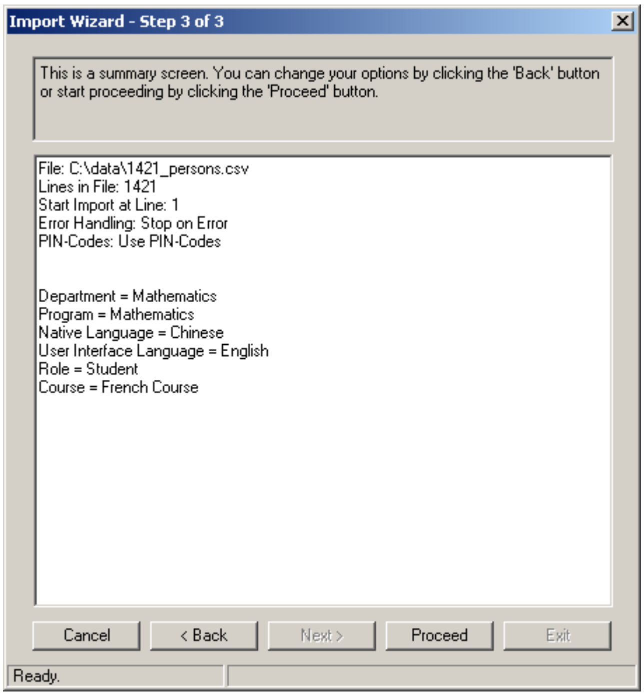
The **Step 1 of 3** shows how your database file will look with the selected delimiter. The delimiter is correct if the preview of the file looks appropriate. To specify the character used to separate items in your text file, select the radio button of the desired delimiter. If you want to define the delimiter yourself, select Other and enter the appropriate character. To specify the first line of the data you want to import, enter the line number into the Start Import at Line field. Choose the Stop on error option if you want to abort importing after an error. The Cancel button cancels the importing.

With the **Next** button you can move one step forward in the Import Wizard.



The **Step 2 of 3** is for defining links between file columns and database fields. The dialog shows the column values from the first row in the file.

Choose the correct column from the list and connect it to the appropriate field. In the fields below the line, you can specify defaults for all the users. The **Cancel** button cancels importing. By clicking the **Back** button you can move one step backward and by clicking **Next** one step forward in the Import Wizard.

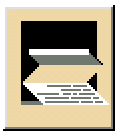


The **Step 3 of 3** displays the settings you have defined By clicking the **Back** button you can move one step backward in the Import Wizard. To proceed with importing, click the **Proceed** button. The whole database file, along with your settings, will be imported to the database.

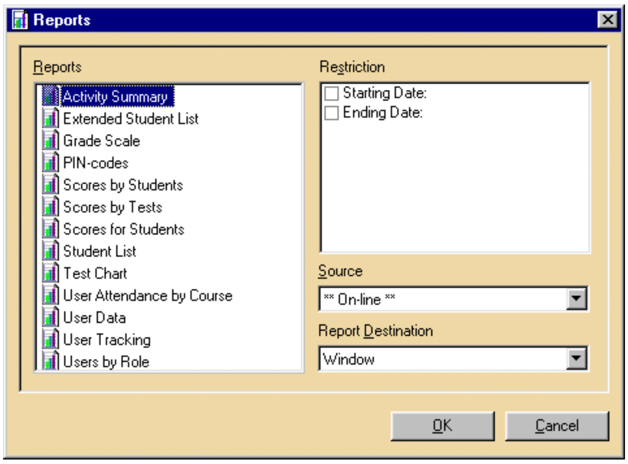
RESOURCEMANAGER REPORTS

Since one of the main purposes of Study 300 is the managing of media items and resources, one of its most important features is reporting of user activity and usage of various resources. In ResourceManager, you can select and print such reports. Reporting is a quick and easy way to track the use and user of a certain media item.

You can view and print various reports by clicking the **Report** button in the ResourceManager **Users**, **Courses** or **Workstations** view.



Clicking the Reports button opens the **Reports** window.



On the left side of the window are listed all the available report types. On the right side are shown the restrictions that can be applied to the selected type of report.

In the **Source** field, you can select as the report source the current online information or one of the archives. If no archive information is available, the Source field is disabled.

Below the Source field, you have the report destination. You can choose either to send the report directly to the printer or to view it in a preview window first. For previewing the report before printing, select **Window** as destination. To print the report directly without a preview, select **Printer**.

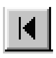
To limit the report to include only the information that matches certain criteria, it is possible to specify restrictions for a report. To use a restriction, select the desired restriction in the **Restriction** list.

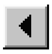
In case of the Starting date and Ending date restrictions, selecting one of the check boxes launches the **Select Date** window.

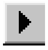
To select a day, click the desired day in the calendar. Select the month and year from the lists. After selecting the date, click **OK**.

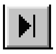
When you are ready to preview or print the report, click **OK** in the **Users**, **Courses** or **Workstations** view.

If you chose Window as the Report destination, a preview window opens. The toolbar in the preview window provides the following functions:

 **Beginning** – Jump to the first page.

 **Previous page** – Go to the previous page.

 **Next page** – Go to the next page.

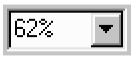
 **End** – Jump to the last page.

 **Print Setup** – Select the printer, page orientation, and paper size you want to use. If you don't select a printer, the program will print to the default printer.

 **Print** – Send the report to the system default printer.

 **Refresh** – Refresh the report data.

 **Export** – Export the report to an external file.



Zoom – Specify the zoom factor of the preview.

 **Search** – Search for a specific record.

RESOURCEMANAGER REPORT TYPES

In the following, the different types of reports and the restrictions for the report types are described in more detail.

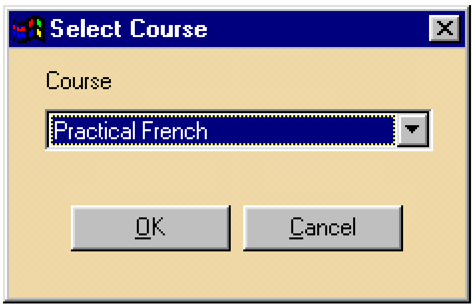
ACTIVITY SUMMARY

The **Activity Summary** report displays various usage statistics. On a weekly basis, it provides the total time spent logged on to the Study 300 system, total number of logins as well as the number of media items and applications used. The report also shows the weekly averages of the Study 300 usage and the number of used media items and applications. On an annual basis, the report provides the total number of logins to the Study 300 system and the total time the Study 300 system has been used.

Optional restrictions for viewing the Activity Summary report are **Starting Date** and **Ending Date**.

EXTENDED STUDENT LIST

The **Extended Student List** report displays all the user data saved for each student. You can restrict the report to include user data for only a selected course by selecting the **Course** restriction. The **Select Course** window is shown.



Select a course from the list and click **OK**. The report now contains information only of the users enrolled in the selected course.

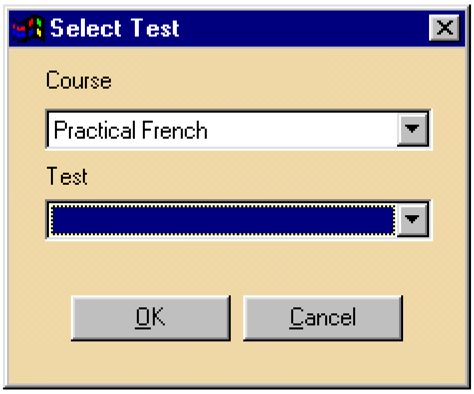
At the top of each page of the report, in the Course, Code, Term, Teacher and Number of Students fields, you can view general course information. The Course field displays the course name (e.g. English 1). The Code field displays the possible additional information on the course. The Term field contains the starting and ending date of the course. The Teacher field displays the author of the course. The Number of Students field displays the number of students in the selected course.

Under the course information, all the students enrolled in a specific course are listed in alphabetical order, along with all their information. The information fields for students are: Student, Identifier, Street address, City, Postal/Zip Code, Telephone, E-mail, Department, User name, Program, Default Language, Native Language and Place of Birth.

GRADE SCALE

The **Grade Scale** report is for checking the grade scales of tests. The available restrictions for the report are **Course** and **Test**. If you specify only the Course restriction, all the grade scales used on the tests of the selected course are shown in the report. If you specify a Test restriction in addition to a Course restriction, only the grade scale of a particular test will be shown on the report.

When you select one of the restrictions, the **Select Test** window for is displayed for selecting the appropriate course and test.



At the top of the report there are two fields: Grade Scale and Test. The Grade Scale field shows the name of the particular grade scale. The Test field consists of the test date and the name of the test.

The two columns of the Grade Scale list are Points and Grades. A grade scale could be as follows:

Points	**Grades**
25 – 30	5
20 – 25	4
15 – 20	3
5 – 10	1
0 – 5	0

PIN CODES

The **Pin Code** report is designed to help the students to remember their Pin Codes (four-digit numbers). This report also advises how to give the Pin Codes and the code itself for each student (in the selected course). Furthermore, the report includes instructions for correcting wrong numbers.

The only restriction for this report is **Course**. If you do not specify the Course restriction, every user of the system gets a PIN code report printout. If you select a course for the restriction, only the students on the selected course will get the printout. The restriction is specified as in the Extended Student List report.

The teacher can print this report for his/her class before the beginning of the course. The personal Pin Code documents can then be given to students at the beginning of the course.

On top of each report page you can view the name and initials of the student. Under personal information, you will find the actual Pin Code. The most important “hot spots” in the picture are marked with arrows. The first arrow points to the question mark that refers to the login mode. The second arrow points to the REC/* button that clears the display. This means that in case of an error in entering the code, you can clear the display and type the code again. All the necessary instructions are to be found at the bottom of the Pin Code report.

SCORES BY STUDENTS

In the **Scores by Students** report, the tests are grouped according to students (in alphabetical order). The report shows, student by student, all the test results for all the students, and calculates a weighted average grade for each student.

The only restriction available for this report is **Course** which is specified the same way as in the Extended Student List report. If the restriction is specified, only the tests of a particular course are shown for each student.

On top of the report page in the Course, Code, Term, Teacher and Number of Students fields you can view the course information. The Course field displays the course name (e.g. English 1). The Code field displays the additional information on the course, if any. The Term field contains the starting and ending dates of the course. The Tutor field displays the author of the course. The Number of Students field displays the number of students in the selected course.

For each student, the Student, ID and Weighted Average Grade fields are displayed, followed by a detailed test-by-test summary of the student’s test success.

The Student field displays the student’s last name, first name and initials. The ID field displays each student’s ID number. The Weighted Average Grade is calculated for each student using all the test scores. First, all the grades are added (scores are multiplied by the Weight values) and then divided by the number of tests.

The following fields are available for each test: Test, Weight, Points and Grade. The Test field shows the test date and name. The Weight field shows the weight (set by tutor) for the test. The test results appear in the Points and Grade fields.

SCORES BY TESTS

The **Scores by Tests** report shows all the tests taken. In this report, you can view the name, identifier, points and grades of each student. The report shows all the test results for all the students test by test, and calculates each participant's average grade for each test.

The only available restriction for this report is **Course**. If specified, only the tests of the selected course are listed in the report. The restriction is specified the same way as in the Extended Student List report.

At the top of the report in the Course, Code, Term and Teacher fields you can view course information. The Course field displays the course name (e.g. English 1). The Code field displays any further information on the course. The Term field contains the starting and ending date of the course. The Teacher field displays the author of the course.

All the tests of a particular course are sorted by the test dates (the earliest date appears first in the list). The following fields are given for each test: Test, Weight, Participants and Average Grade. The Test field displays the test date and name. The Weight field shows the weight (set by tutor) of this particular test. The Participants field shows the number of students that participated in the test.

Students are sorted in alphabetical order. The following fields are given for each student: Student, ID, Points and Grade. The Student field shows the last name, first name and initials of each student. The ID field displays each student's ID number. The Points field and Grade field show the test results for each student.

SCORES FOR STUDENTS

The **Scores for Students** report allows the teacher to print out a report of each student's success in a particular test. A report is displayed or printed for every student participating in the selected test.

The available restrictions, **Course** and **Test**, have the same function as those of the Grade Scale report.

In the report, each student is displayed on a separate page. Each page contains the same course information. At the top of each page there are the Course, Code, Term and Teacher fields. The Course field displays the course name (e.g. English 1). The Code field displays the possible additional information on the course. The Term field contains the starting and ending dates of the course. The Teacher field displays the author of the course.

Below the course information, general information of the selected test is displayed. The information fields are Test, Weight, Questions, and Average Grade. The Test field displays the date and name of the test as defined by the tutor. The Weight field displays the test weight set by the teacher. The Questions field shows the number of questions. The Average Grade field displays an average grade for all the participants.

In addition to the course and general test information, there are four fields providing student information: Student, Points, ID, and Grade. The student's name is shown in the Student field and the student's ID number is displayed in the ID field. The Points field shows the student's points achieved in the selected test, and the Grade field shows the student's final grade in the selected test. All the information in the fields is student-specific.

Below the student information is displayed specific information on each test question – the question number, student's answer, correct answer, student's points achieved in the question and maximum points available for each question.

STUDENT LIST

The **Student List** report shows a list of all the students. If the only available restriction (**Course**) is specified, only the students enrolled in the selected course are included in the report.

At the top of the page in the Course, Code, Term, Teacher and Number of Students fields you can view the course information. The Course field displays the course name (e.g. English 1). The Code field displays the possible additional information on the course. The Term field contains the starting and ending date of the course. The Teacher field displays the author of the course. The Number of Students field displays the number of students in the selected course.

Under the course information are listed all the students that are enrolled in the course. Students' names follow the format Last name, First name (Initials).

TEST CHART

The **Test Chart** report lists all the wrong answers on different tests. All taken tests are shown with a chart which displays the number of wrong answers. In addition, all the students who failed their test are shown.

The restrictions for this report are **Course** and **Test**. If specified, only the test of the selected course is listed in the report. The restriction is specified the same way as in the Grade Scale report.

At the top of the report in the Course, Code, and Term fields, you can view course information. The Course field displays the course name (e.g. English 1). The Code field displays any further information on the course. The Term field contains the starting and ending date of the course.

All the tests of a particular course are sorted by the test dates. The chart shows all the questions and the number of wrong answers. For each test are given the following fields: Test, Question, Right Answer, Number of wrong answers and list of the students who failed their test. The Test field displays the test date and test name. The Question field shows the order number of the question of this particular test. The Right Answer field shows the right answers for the question. The list of the students who didn't pass is shown below the field Number of the wrong answers.

USER ACTIVITY

The **User Activity** report lists all the materials used by the system users as well as starting times of the usage. The restrictions available for this report are **Starting Date** and **Ending Date**. If you specify one or both of these restrictions, the report is limited to the selected period.

In the report, the information for each user is categorized to four fields: material name, material type, the date and time the material was most recently used, and the number of times the material has been used.

USER ACTIVITY BY COURSE

The **User Activity by Course** lists all the used materials and the number of times they have been used by users on a specific course. The report is essentially the same as the User Activity report, but the information has been sorted for each course separately. The only additional restriction to this report, when compared to the User Activity report, is **Course**. When specified, only the materials used on the selected course are listed.

The output of the report is similar to that of the User Activity report. However, in this report the information is listed not only by the user but also by the course.

USER ATTENDANCE BY COURSE

This report lists the dates and time spans the users have been logged in to the system. In this report, you can also view the list of the applications that the users have been working with.

The restrictions available for this report are **Start Time**, **End Time** and **Course**. If none of these is specified, all the courses, dates and time spans are listed.

As first in this report is shown the name of the course. Under the course name, you can see the names of all the students attending the course and having been logged in to the system within the reported period. Included is also each student's personal information (Last Name, First Name and ID) and attendance information (Time In, Time Out, Applications and the number of times the applications have been used).

USER DATA

This report lists all the user data for every user. There are no restrictions for this report. The fields listed in the report are the same as available in the User Management window.

USERS BY ROLE

The **Users by Role** report lists all the users of the system categorized by the roles specified in the User Management window. The only restriction for this report type is **Role**. By specifying this restriction, only the users whose role matches the restriction are listed in the report.

In the report, all users are listed according to their roles, starting from students (lowest system privileges) and ending with administrators (highest privileges). The report displays the users' names, PIN codes, addresses, telephone numbers and e-mail addresses.

USER TOTAL TIME

The **User Total Time** report displays the time students have been logged in on a course on a daily basis, as well as the total time spent logged in. The obligatory restriction is **Course**, whereas **Starting Date** and **Ending Date** are optional ones.

USER TRACKING

The **User Tracking** report shows each media item or application used on a specific course along with the item or application name, type and starting time of the usage (grouped by student).

WORKSTATION ACTIVITY

The **Workstation Activity** report lists all the workstations in the system categorized by their locations. For each workstation, the report displays the name and PIN code of the user as well as the starting and ending time and duration of each learning session.

The report can be restricted to show the user activity on workstations in a selected location (the **Location** restriction), on a specified workstation (the **Workstation** restriction) or on a specified time period (the **Start date** and **End date** restrictions).

COURSE MANAGEMENT

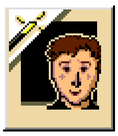
To access the Course Management functions of ResourceManager, click the **Courses** button in the toolbar.

The **Courses** window is displayed.

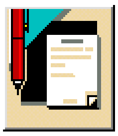
COURSE MANAGEMENT COMMAND BUTTONS

The Course Management command buttons are located on the right side of the ResourceManager window when the program is in the Course Management mode. The button functions are the following:

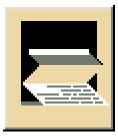
Add Course for adding a new course. Displays the Course Information window.



Add Member for adding a user to the selected course. Displays the Add New Member window.

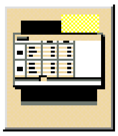


Edit for editing the selected course information. Displays the Course Information window.

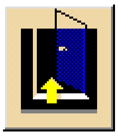


Report for viewing/printing reports. Displays the Reports window. See *ResourceManager Reports* for more information.

Remove for removing the selected course and all the course information from the system.



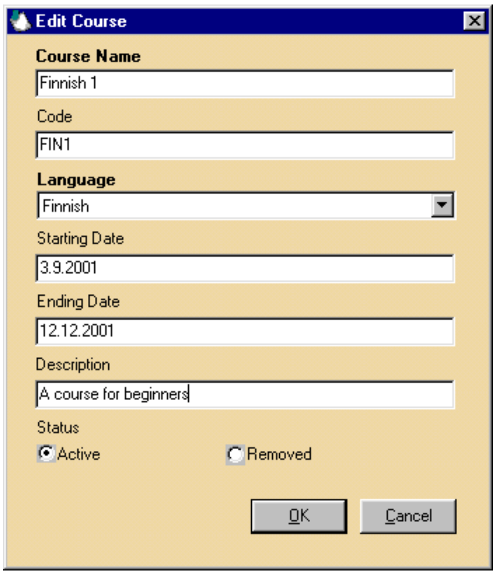
Add Grade Scale for adding a grade scale to be used on the selected course. Displays the Add Grade Scale window.



Exit Program for exiting the application.

COMPONENTS IN THE ADD NEW COURSE AND EDIT COURSE WINDOWS

In the Course Management mode, clicking the **Add Course** button opens the **Add New Course** window. Clicking **Edit** displays the **Edit Course** window. Both the Add New Course and Edit Course windows contain the same fields.



COURSE NAME

This field contains the name of the selected course. The name is used for the course everywhere in the system.

CODE

This field contains a unique identification code for the course and is used everywhere in the system.

LANGUAGE LIST

The Language list allows you to choose the language taught on the course from the choices specified in the ResourceManager Languages mode.

STARTING DATE

This field shows the starting date of the course.

ENDING DATE

This field shows the ending date of the course.

DESCRIPTION

This field shows a brief description of the course.

STATUS

You can choose the status of the course between two options: **Active** and **Removed**. It is preferable to set the status of a course to Removed rather than deleting the entire course, since this way the course information is still kept in the system for possible future use.

ADDING A COURSE

To add a new course to the system, click the **Add Course** button. The **Add New Course** window is shown. In this window, there are several fields for course information. Course Name, Code, Language and Status must be given to all courses. All further information is optional.

EDITING A COURSE

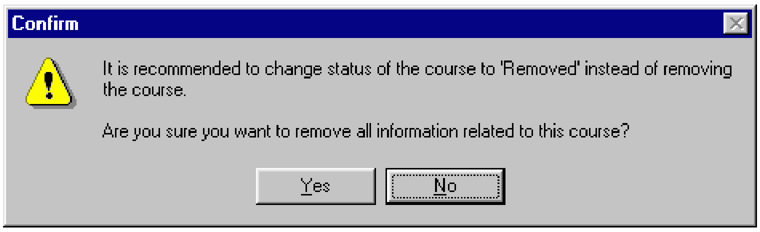
To edit the course information, first select the course from the tree view. Then click the **Edit** button to display the **Edit Course** window.

Click the **OK** button to accept the changes.

REMOVING A COURSE

The recommended way of removing a course is to change the status of the course to Removed in the Add New Course or Edit Course window. Removing a course with the **Remove** button will remove all the activity data related to that course.

After clicking the Remove button, the system will prompt you for a confirmation on the removal. If you are certain that all the information related to the course can be deleted, click **Yes**.



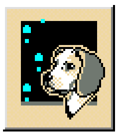
You can also drag the course icon onto the Remove button to remove the course from the system.

ADDING MEMBERS TO A COURSE

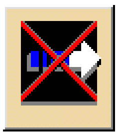
To start adding members to a course, first select a course and then click the **Add Member** button. The **Add New Member** window is shown. In this window, it is possible to search for a user and to add found users to the selected course. The parameters for the searches are Last Name, First Name and Identifier. Only one parameter needs to be given.

After giving a parameter and clicking the **Search** button, the results appear in the **Search Results** area of the window. A member is added to the selected course by selecting one or more users from the Search Results list and clicking the **Save Member** button. Finally, click the **Close Window** button.

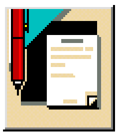
COMMAND BUTTONS



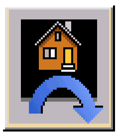
Search for searching for a particular user using the parameters given.



Stop for stopping the search operation. Clicking this button again continues the operation.



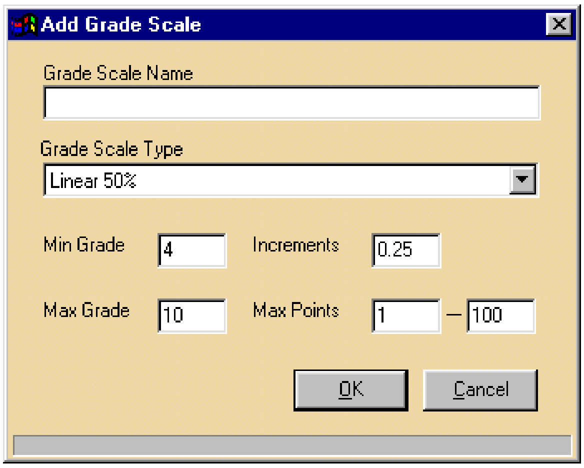
Save Member for saving the selected user as a member to the selected course.



Close Window for closing the Add New Member window.

CREATING GRADE SCALES FOR A COURSE

To start creating grade scales for a course, first select the course in the ResourceManager Courses view, and then click the **Add Grade Scale** button. The Add Grade Scale window is shown.



Grade Scale Name identifies a grade scale.

Grade Scale Type refers to the difficulty level of the test. If a small percentage value is selected, students will get the average grade easier than by selecting a large percentage value. The percentage value refers to the number of points you must get to have the average grade of the grade scale.

Let us consider, for example, a grade scale with the following values: Type is Linear 50%, Min Grade 4, Max Grade 10 and Max Points 10. If a student then gets 5 points, he/she will have a grade 7 from the test.

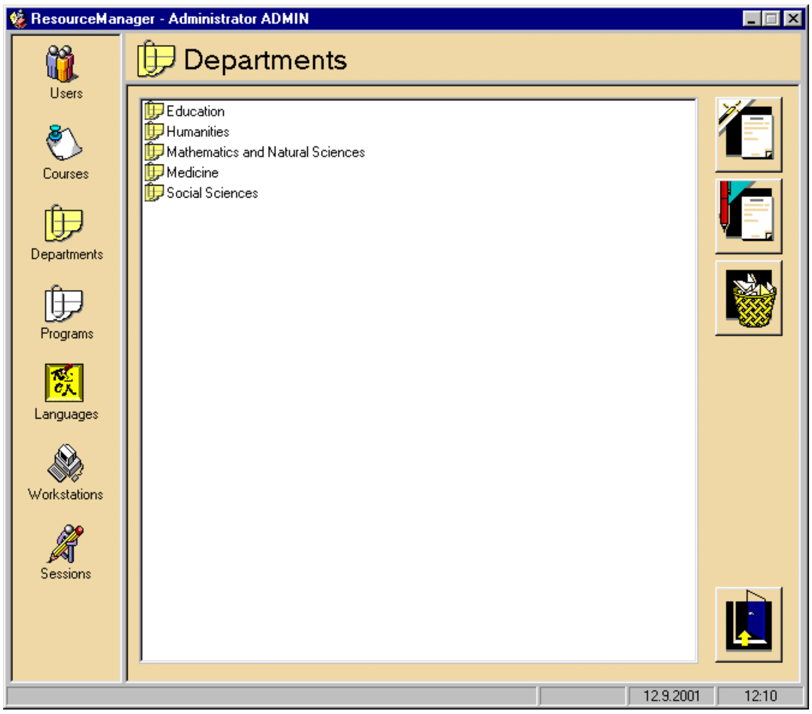
The **Min Grade** and **Max Grade** fields are for specifying the minimum and maximum grades of the grade scale. The **Increments** field is used for specifying the grade step size. The **Max Points** interval is used when different maximum points are possible (e.g. if you want to use the same scale for a test that has a maximum of 30 points and for a test that has a maximum of 45 points). If only one grade scale is needed (e.g. maximum points are 30), you should specify 30 – 30 as the Max points interval.

Finally, click **OK** to save the scale to the selected course.

DEPARTMENT MANAGEMENT

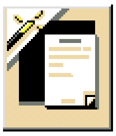
To access the Department Management functions of ResourceManager, click the **Departments** button in the toolbar.

The **Departments** window is displayed.

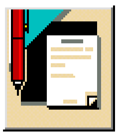


DEPARTMENT MANAGEMENT COMMAND BUTTONS

The Department Management command buttons are located on the right side of the ResourceManager window when the program is in the Department Management mode. The button functions are the following:

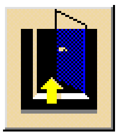


Add for adding a new department name.



Edit for editing the selected department name.

Remove for removing the selected department from the system.



Exit Program for exiting the application.

ADDING A DEPARTMENT

To add a new department to the system, click the **Add** button. A new department appears in the department list with the name “New Department”. Modify the name and press **Enter** on the keyboard to finish creating a new department.

EDITING A DEPARTMENT

To edit an existing department name, select the department from the department list and click the **Edit** button. After editing the name, press **Enter**.

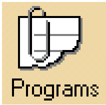
REMOVING A DEPARTMENT

To remove a department, select the department from the department list and click the **Remove** button. In the Confirm Remove message box, click **Yes**.

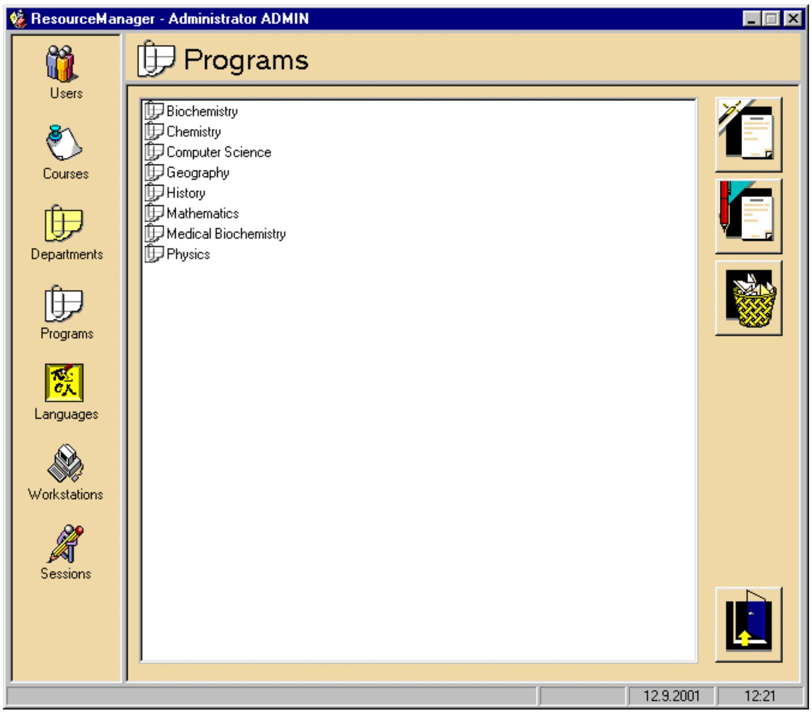
You can also drag the department icon onto the Remove button to remove the department from the system.

PROGRAM MANAGEMENT

To access the Program Management functions of ResourceManager, click the **Programs** button in the toolbar.

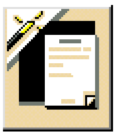


The **Programs window** is displayed.

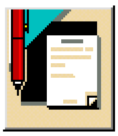


PROGRAM MANAGEMENT COMMAND BUTTONS

The Program Management command buttons are located on the right side of the ResourceManager window when the application is in the Program Management mode. The button functions are the following:

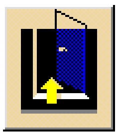


Add for adding a new program name.



Edit for editing the selected program name.

Remove for removing the selected program from the system.



Exit Program for exiting the application.

ADDING A PROGRAM

To add a new program to the system, click the **Add** button. A new program appears on the Programs list with the name “New Program”. Modify the name and press **Enter** to finish creating a new program.

EDITING A PROGRAM

To edit an existing program name, select the program from the Programs list and click the **Edit** button. The program name becomes editable, and you can now change the name. Finally, press **Enter**.

REMOVING A PROGRAM

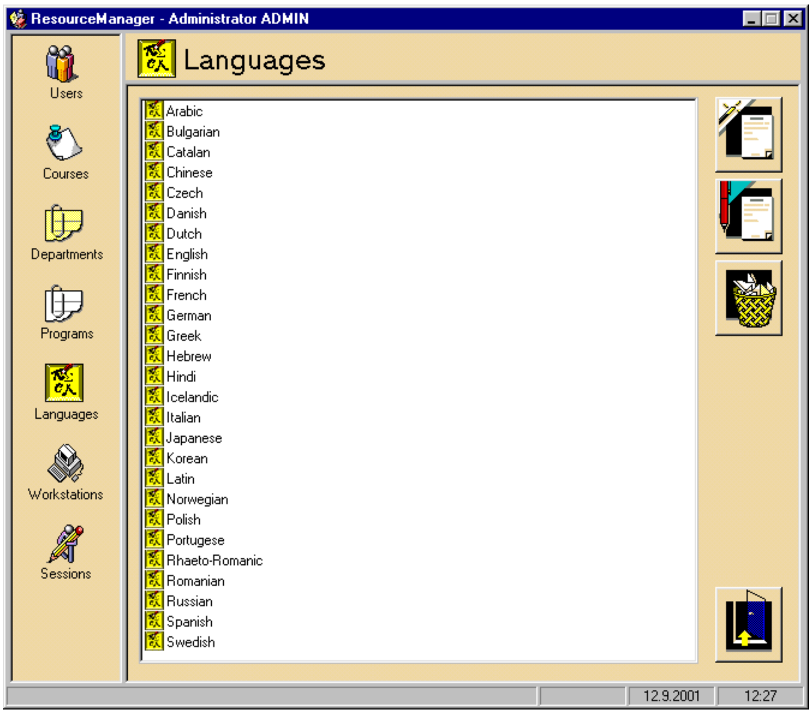
To remove a program, select the program from the Programs list and click the **Remove** button. In the Confirm Remove message box, click **Yes**.

You can also drag the program icon onto the Remove button to remove the program from the system.

LANGUAGE MANAGEMENT

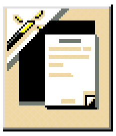
To access the Language Management functions of ResourceManager, click the **Languages** button in the toolbar.

The **Languages** window is displayed.

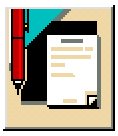


LANGUAGE MANAGEMENT COMMAND BUTTONS

The Language Management command buttons are located on the right side of the ResourceManager window when the application is in the Language Management mode. The button functions are the following:

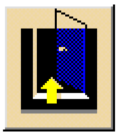


Add for adding a new language.



Edit for editing the selected language.

Remove for removing the selected language from the system.



Exit Program for exiting the application.

ADDING A LANGUAGE

To add a new language to the system, click the **Add** button. A new language appears on the Languages list with the name “New Language”. Modify the name and press **Enter** to finish creating a new language.

EDITING A LANGUAGE

To edit an existing language name, select the language from the Languages list and click the **Edit** button. The language name becomes editable, and you can now change the name. When you are done, press **Enter**.

REMOVING A LANGUAGE

To remove a language, select the language from the Languages list and click the **Remove** button. In the Confirm Remove message box, click **Yes**.

You can also remove the language by dragging the icon onto the Remove button.

WORKSTATION MANAGEMENT

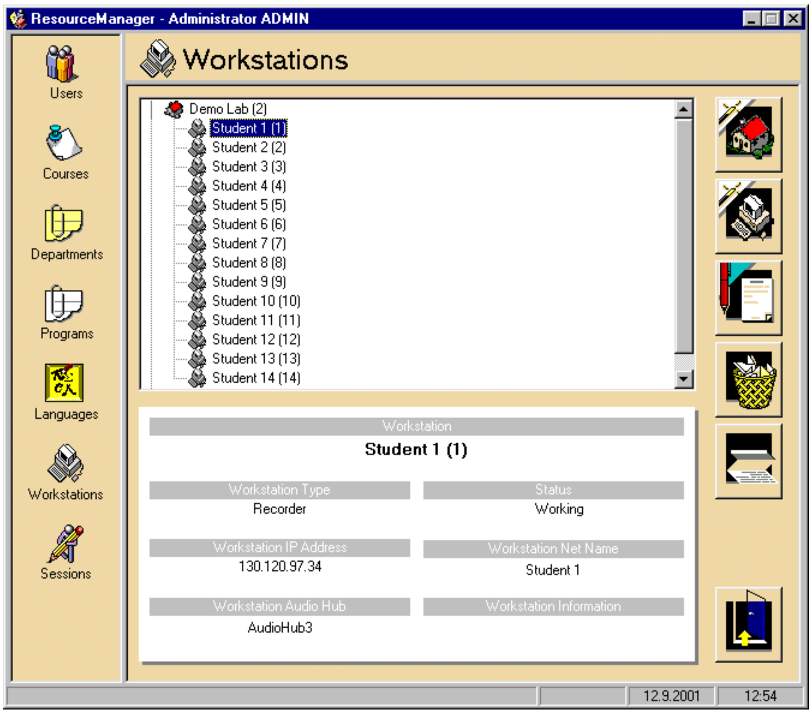
The Workstation Management facilities of ResourceManager are used for describing and administering the physical workstation environment. Any student position can be considered as a workstation. All the workstations that the system should recognize must be described here.

Applying correct workstation information is important. Several applications utilize the workstation data.

The workstations are organized in groups according to their location. The rooms where the workstations are located can also be described to the system. The rooms are referred to as *location*.

To access the Workstation Management functions of ResourceManager, click the **Workstations** button in the toolbar.

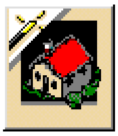
The **Workstations** window is displayed.



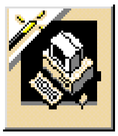
The workstations are listed alphabetically by location in the tree view at the middle of the window. By clicking a workstation, a preview of the workstation information is shown at the bottom of the window. In this window, you can specify new locations and workstations and edit or delete existing ones. It is also possible to print reports.

WORKSTATION MANAGEMENT COMMAND BUTTONS

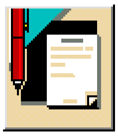
The Workstation Management command buttons are located on the right side of the ResourceManager window when the application is in the Workstation Management mode. The button functions are the following:



Add Location for adding a location (a room) to the system. Displays the Add Location window.

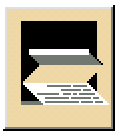


Add Workstation for adding a workstation to the system. Displays the Add Workstation window.

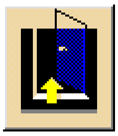


Edit for editing the information of the selected workstation or location. Displays either the Edit Location or Edit Workstation window.

Remove for removing the selected workstation or location and all the related information from the system.



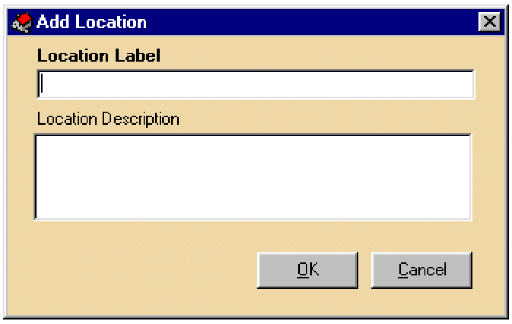
Report for viewing/printing reports. Displays the Reports window. See *ResourceManager Reports* for more information.



Exit Program for exiting the application.

ADDING A LOCATION

To add a location to the system, click the **Add Location** button. The Add Location window is shown.



Type the name of the new location into the **Location Label** field. This name will appear in the Workstations tree view. An optional location description can be given in the **Location Description** field. After entering the information, click **OK**. The new location appears in the Workstations tree view.

EDITING A LOCATION

To edit location information, select the location and click the **Edit** button. The **Edit Location** window, similar to the Add Location window, is shown. Modify the information to match the new configuration and click **OK**. The location information is updated.

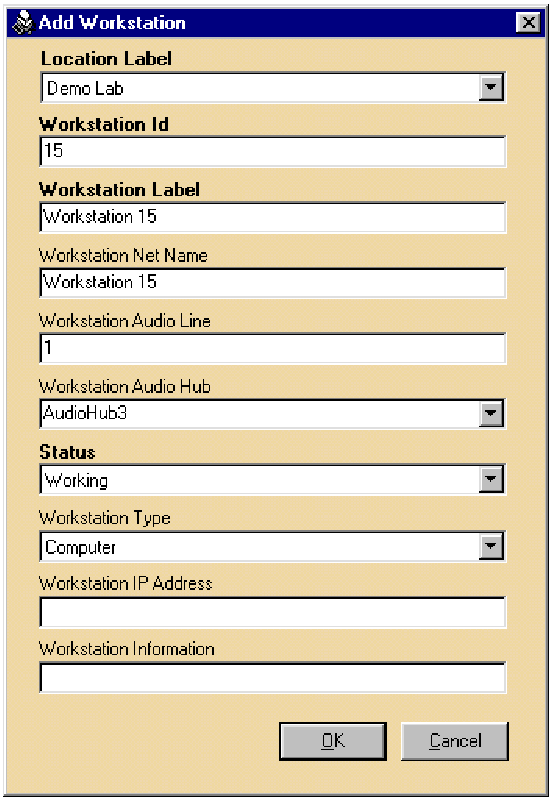
REMOVING A LOCATION

To remove a location permanently from the system, select the location and click the **Remove** button. In the Confirm Remove message box, click **Yes**.

You can also drag the location icon onto the Remove button to remove the location from the system.

COMPONENTS IN THE ADD AND EDIT WORKSTATION WINDOWS

Both the **Add Workstation** and **Edit Workstation** windows include the same components. If you first select a location and then click **Add Workstation**, the Add Workstation window is displayed. In case you select a workstation and click **Edit**, the Edit Workstation window is shown.



Note: The **Location Label**, **Workstation ID**, **Workstation Type**, **Workstation Label** and **Status** must be given. The fields have the following functions:

LOCATION LABEL LIST

The Location Label list shows the current location of workstations. All the defined locations can be selected from the list.

WORKSTATION ID FIELD

The Workstation ID field shows the identification number of a workstation. Identification numbers distinguish workstations from each other in a particular location.

WORKSTATION LABEL FIELD

The Workstation Label field shows the logical name of a workstation; for example, a name tag “Student 1” on a physical workstation.

WORKSTATION NET NAME FIELD

The Workstation Net Name field shows the network name of a workstation.

WORKSTATION AUDIO LINE FIELD

The Workstation Audio Line field shows the number of the audio cable which a workstation is connected to. If the number is given, it must be an integer and greater than zero.

WORKSTATION AUDIO HUB FIELD

The Workstation Audio Hub field shows the name of the hub to which a workstation is connected.

STATUS FIELD

The Status field contains the status of a workstation in the user’s language. If the status is not specified in the user’s language, the default value is used. Status displays whether the workstation is **Working**, **Out of order** or **Removed**.

WORKSTATION TYPE OPTIONS

The Workstation type can be chosen among **Computer**, **Recorder**, **Video**, **Dual** or **Teacher** options. The default value is Computer.

WORKSTATION IP ADDRESS FIELD

The Workstation IP Address field shows the IP address of a workstation.

WORKSTATION INFORMATION FIELD

The Workstation Information field shows the additional information of a workstation, if any.

ADDING A WORKSTATION

To add a new workstation to a location, first highlight the appropriate location. Then click **Add Workstation**. The **Add Workstation** window is displayed.

Enter the information needed into the fields. Note that the Location Label, Workstation ID, Workstation Label, Status and Workstation Type must be given before saving the information. The Workstation ID must be an integer and greater than zero. In addition, the Workstation Audio Line must be an integer and greater than zero, if it is given. Click **OK** to save the new workstation.

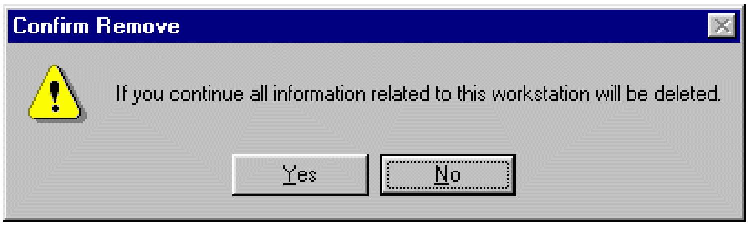
EDITING A WORKSTATION

To start editing workstation information, first select the workstation. Then click the **Edit** button. The **Edit Workstation** window is shown. Edit the information as appropriate. Click **OK** to save your changes.

REMOVING A WORKSTATION

The recommended way of removing a workstation is to change the workstation status to Removed in the Edit Workstation window. If you are certain that the workstation data won't be needed anymore, you can remove all the information related to the workstation by selecting it and clicking the **Remove** button.

In the Confirm Remove message box, click **Yes** to confirm the removal.



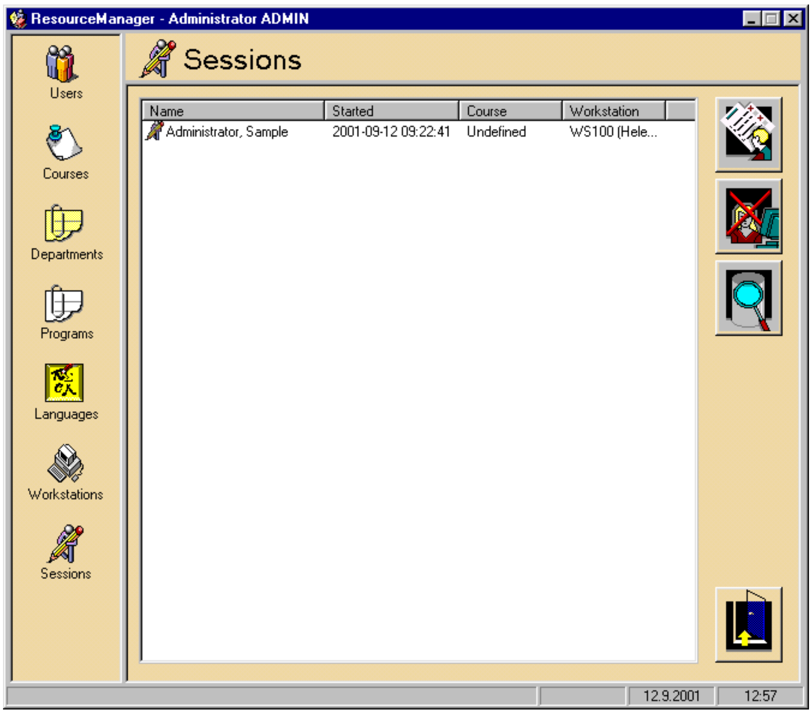
You can also drag the workstation icon onto the Remove button to remove the workstation from the system.

SESSION MANAGEMENT

The Session Management facilities are used for viewing detailed information on all the running sessions. The Sessions window displays a list of the participants who have logged in, the starting time of the session, as well as the course and workstation with location in question.

To access the Session Management functions of ResourceManager, click the **Sessions** button in the toolbar.

The **Sessions** window is displayed.



SESSION MANAGEMENT COMMAND BUTTONS

The Session Management command buttons are located on the right side of the ResourceManager window when the application is in the Sessions Management mode. The button functions are the following:

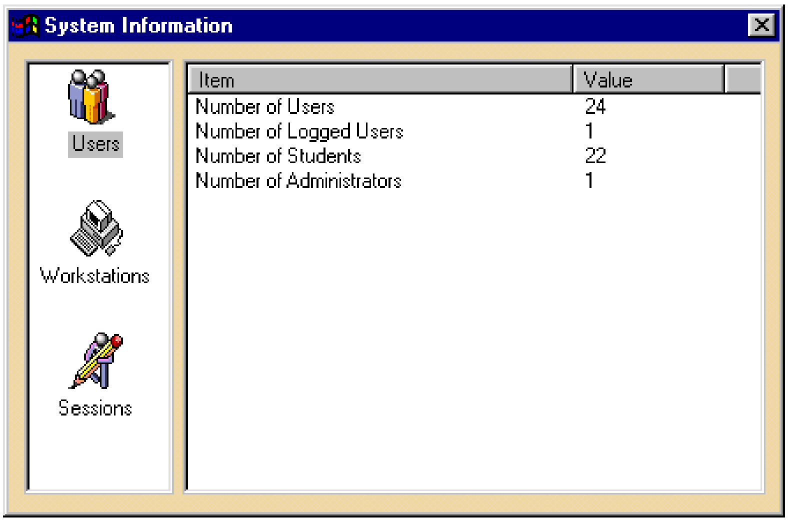
User Information for viewing user information.

End Session for the administrator to close sessions which have not been ended normally.

System Information displays the System Information window.

SYSTEM INFORMATION

In the **System Information** window, you can view the items and values of users, workstations or sessions.



USERS

Selecting **Users** displays the items Number of Users, Number of Logged Users, Number of Students and Number of Administrators.

WORKSTATIONS

Selecting **Workstations** displays the items Number of Locations, Number of Workstations and Number of Working Workstations.

SESSIONS

Selecting **Sessions** displays the items Number of Sessions, Number of Sessions Today, Number of Sessions This Week, Number of Sessions This Month and Number of Sessions This Year.

GLOSSARY OF TERMS

ADMINISTRATOR

Administrators have the highest priority access to the database. They may add, delete and update teacher and student data, as well as other Administrators' data.

ALL CALL

When All Call is selected, all the students can hear the teacher's voice through the headsets and the student recorders are under teacher control. The All Call button is in the Toolbar. In the Advanced Preferences you can select how the All Call and Group call affect on the program transfer.

AUTOMONITOR

Monitors all students, moving automatically from one student to another after a certain period of time. The automonitor symbol appears on the student icons of the monitored students. Students may be monitored either by group or by student number – the choice is made in the Preferences window.

BOOKMARKS

Both the teacher and the students can set electronic bookmarks on the student recorder. The users of cassette recorders set the bookmarks by pressing the numeric keys on the student audio panel and the SANAKO Media Assistant users click the bookmark buttons. The teacher can set bookmarks for the whole group or for an individual student by clicking the appropriate buttons in the Group window or in the Student window.

CLASS SPEAKER

If you want to use the classroom loudspeaker to playback a program, click the Class Speaker button in the Toolbar. In the Advanced Preferences you can select if you want to mute the speaker during Group Call and Intercom to avoid acoustic feedback.

CLASS WINDOW

Each student workstation is represented by an icon in the Class window. The icon layout is "as you see it" in the classroom.

CSS KEYPAD

CSS Keypad is the external control panel of CSS Net. It has two buttons: the green Student button is for changing in between monitoring and taking control and the red Exit button is for returning from monitoring the student screen to normal display.

CSS NET

For the Screen Transfer Functions either CSS Net or a remote control software must be installed. CSS Net is a hardware solution that links the PCs together in order to control other PCs from one computer and to send the screen image to other computers. It requires an external switcher unit for each workstation.

DIGITAL COLLECTION

When you use Digital Collection for collecting the student response recordings of a test, all the students' answers are collected onto the server directory. This function is usable only with SANAKO Media Assistants.The Digital Response Collection can be switched On and Off from the Advanced Preferences dialog.

MEDIA ASSISTANT

SANAKO Media Assistant Duo is a software solution for multimedia learning environments. With Media Assistant the students can work with various kinds of audio and video files, record their voice, make subtitles, bookmarks, etc.

DUO LAUNCH

You can launch Duo in the student workstation(s) by clicking the Duo Launch button in the Toolbar (for the whole class), in the Group window (for a group) or in the Student window (for one workstation).

FILE OPERATIONS

It is possible to launch and/or copy any file to all the students, to a group or to a single student.

FUNCTION WINDOW

This window contains all the parameter controls for a particular function. It's name and contents vary according to the function: Group window, Student window, Phone Conversation window etc.

GROUP CALL

Click Group Call in the Group window when you want to speak to the whole group. Student recorders are under teacher control during the Group Call. In the Advanced Preferences you can select how the All Call and Group Call affect on the program transfer.

GROUP CONFERENCE

Members of a specific group can talk to each other through the headsets in the Group Conference. One or more group conferences may take place at the same time. Student recorders are under teacher control during the group conference.

GROUP CONTROL

Clicking the Group Control button in the Group window opens the Group Control Panel with all the necessary buttons for controlling the student recorders in the active group.

GROUP WINDOW

The Group window contains the group's workstation controls, program source controls, program transfer controls and group controls. At the basic state of the program you can see a Group window.

GROUPING

Students may be divided into Groups to work with different tasks. The program has four teaching Groups (A, B, C and D) to which a program can be transferred, and one Library Group (L) for independent study.

INTERCOM

Using the Intercom feature the teacher can speak with a student through the headsets. In the Advanced Preferences you can select whether or not the student can use the recorder during the Intercom. In either case the teacher can control the student recorder through the controls in the Student window.

LIBRARY GROUP

The Library Group works independently. The teacher may monitor and talk with any student in the Library Group.

LOCK OPERATIONS

The teacher can lock partially or completely all the student workstations, the workstations of a group or a single workstation.

MASTER AUDIO PANEL

The Master Audio Panel (MAP) is located on the left-hand side of the Teacher desk. In addition to the main switch of the system there are controls for the teacher headset volume, as well as classroom loudspeaker balance, bass, treble and volume.

MEDIA ASSISTANT

SANAKO Media Assistant Duo is a software solution for multimedia learning environments. With Media Assistant the students can work with various kinds of audio and video files, record their voice, make subtitles, bookmarks, etc.

MEDIA FILE

A Media file is a digitized audio and/or video file (for example WAV) saved on a hard disk.

MEDIAMANAGER

MediaManager is an application incorporated to Lab 300 from the Study 300 application. It allows the user to browse and make searches through the learning material in the Lab 300 database and add, alter and remove media data in the database.

MENU BAR

The Menu bar consists of the following pull-down menus: File, Communication, Test, Groups, Database, Other and Help.

MODEL STUDENT

A Model Student is a student that is used as the program source. You can choose a model student for the whole class (Model Student button in the Toolbar), for a group (Model Student button in the Group window) or for an individual student (Model Student button in the Student window). When a student is selected as a model student he or she can talk to the others using the headset, but the others can't talk back to the model student. If you have the Screen Transfer Functions available, the others can also see the model student's screen.

MONITORING

Clicking a student icon opens the Student window in which you can see the image of the student recorder status. You can also listen to the student's work through the headsets and set bookmarks. The student will not be aware of being monitored. If the video network is in use, the teacher can see the student's video picture on the video monitor. If you are able to use the Screen Transfer Functions, you can monitor the student also by watching the student screen.

PAIR DISCUSSION

This function allows students to be linked in a pair discussion. Both the number of students in a "pair" and the number of pairs may be varied, and pairs may be created across group boundaries. Students in the pair can talk to each other using their headsets and microphone. Student icons indicate, with which student(s) a student is in pair discussion with. The Pair Discussion button is in the Toolbar.

PHONE CONVERSATION

With this function you can allow the students to take part in totally life-like conversations. The Phone Conversation button is in the Toolbar.

PODCAST

The podcasting feature helps teachers make more digital learning material available for students on the Internet, thus integrating classroom learning with independent study. You can create podcast files of audio material in

Lab 300 with the Source-to-Source copying and Automatic Digitizing features. The students can then download the podcasts from a Web page and listen to the learning material on mobile devices. Lab 300 has an integrated procedure for creating Web pages to host the podcasts and for uploading the learning material. The podcasting feature requires that schools have a Web server with FTP access from the teacher computer for managing podcasts.

PREFERENCES

The program has certain initial settings that you may change to suit your taste. The Preferences dialog opens selecting Preferences in the File pull-down menu.

PROGRAM SOURCE

You can transfer various kinds of audio material to the students. Each device in the Teacher desk, an external device, one of the students or yourself can become the program source.

PROGRAM TRACK

The student recorders (both the cassette recorder and SANAKO Media Assistant Duo) run two tracks – the Program track and the Student track. The Program track records the audio part of the Program Source and the Student's voice is recorded on the student track.

PROGRAM TRANSFER

When you transfer the audio of the program source to the students, you can choose from two possibilities: Transfer and Manual. The corresponding buttons are in the Group window. If you click Transfer, the playback in the program source is started immediately and the student recorders start recording. In the manual mode you have to click the Play button on the Program Source Control panel to start the playback and the Record button in the Group Control Panel to start the recording.

RESOURCEMANAGER

ResourceManager is an application tool incorporated to the Lab 300 from the SANAKO Study 300. It is an administrative application of adding and maintaining information on system users, courses, departments, programs, languages, and workstations. There is also a reporting tool for preparing different reports.

RESPONSE ANALYZER

The Response Analyzer is an automatic system for collecting and analysing student responses to multiple choice test questions.

SCREEN TRANSFER FUNCTIONS

In the Screen Transfer Functions the image of the screen of one PC is transferred to one or more other PCs. In order to use these functions, either CSS Net or a remote control software must be installed onto the computers.

SHUTDOWN OPERATIONS

It is possible to shut down, restart or logout all the student workstations, the workstations of a group or a single workstation.

SOURCE-TO-SOURCE

You can copy programs from one program source to another and digitize analog material in the Copy window. The window opens when you select Source-to-Source from the Other pull-down menu.

STATUSBAR

The Statusbar is a status row at the bottom of the main window. It is divided into four parts. Each part shows the group's status and the program source.

STUDENT ATTENDANCE

If you have taken into use the Database functions, you can check which students have been working on a particular workstation. By changing the workstation selection, you can obtain information on students who have used other workstations. The most recent login date is displayed first. The Student Attendance window opens when you select the Student Attendance menu item in the Database menu.

STUDENT TRACK

The student recorder runs two tracks – the Program track and the Student track. The Student track records the student's speech.

STUDENT USER PANEL

Control keys and an information display (LCD) for the student. (Cassette recorder)

STUDENT WINDOW

Clicking one of the student icons in the Class window opens the Student window. The normal status of this window is the student monitoring status. It means that you can see the student's recorder status and listen to the student's work without disturbing the student.

TEACHER CONTROL

When the student recorders are under Teacher control, only a restricted number of functions are available for the student. In the Media Assistant Duo interface, the function buttons are gray and the student can only adjust the volume and call the teacher. In the cassette recorders, the students can see the lock symbol.

TEACHER SCREEN

If you have the Screen Transfer Functions available, you can send the image of your screen to all the students, to a group or to a single workstation.

TEACHER STATUS

The indicator of the teacher's status in the program is at the bottom of the Function window. It can be either Normal (the default status), All/Group Call, Monitor, Source or Intercom.

VIDEO LIVE

The SANAKO Video Live is an additional module to Lab 300. Video Live allows teachers to stream video material for the students either from analog sources, such as a DVD or VCR player, or using media files. The video streams are available on the Lab 300 program source list and can be started for students similarly to other program sources. The analog video material that is streamed can be automatically digitized for future use. The Video Live module includes a separate video streamer server for managing the video learning material and the video streaming process.

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