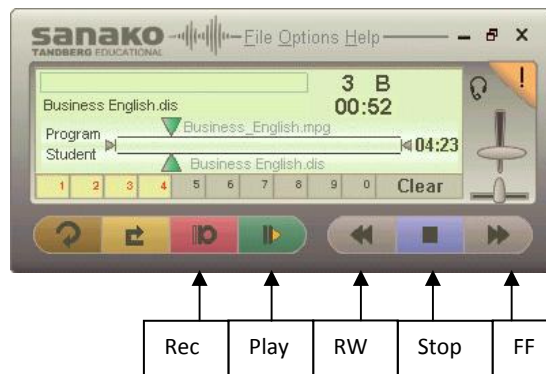


Using SANAKO Media Assistant for recording controlled assessments

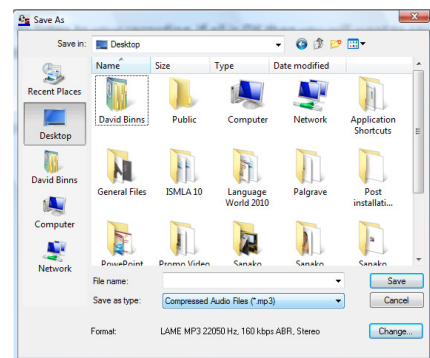
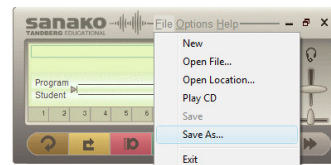


Getting Started

1. Ensure the software is loaded on the computer/laptop & that the correct licence number has been entered. (number shown on documentation)
2. Connect a microphone/headset to the socket(s) as required
3. Open the Media Assistant Solo software and you are ready to begin.
4. To record your voice simply click the “red” record button and speak, press stop “blue” when finished.
5. Click play “green” to listen to your recording. If all is OK then you will want to save your recording as an MP3 file perhaps to send to an exam board.

Saving your Recording

1. Click on “file” and then “save as”
2. This will take you directly to your own computer/network directory. You will notice that the MP3 file format is automatically selected. Enter a file name, perhaps that of a student and click “save”. Your audio recording is now saved as an MP3 file.

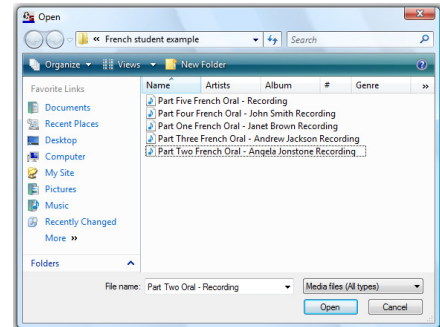
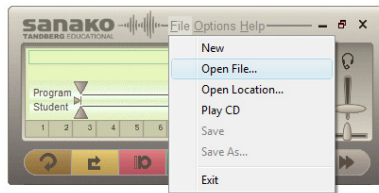


For multiple student recordings simply repeat the process but enter different file (student) names. Files can then be easily copied to CD or e mailed to examination boards or saved for student history.

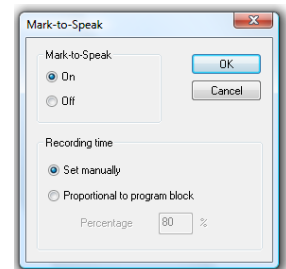
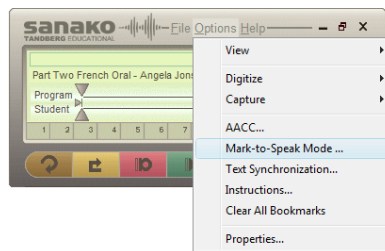
Using SANAKO Media Assistant for Student Recording & Appraisal Using “Voice Insert” activity

Voice insert allows a tutor to listen to oral work saved by a student (MP3) and insert their own comments as required without deleting any of the student work. When saved as a file the student can access and listen to their own work along with the tutor comments.

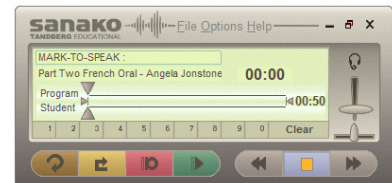
1. Open the required student file by clicking the “file” and “open” sequence as shown.



2. Turn on the “mark to speak” function to insert teacher comments on recording. Click on “options” then “mark to speak mode”. Click the “on” icon.



3. You are now ready to begin. Simply click the “green” play button to listen to the student audio and the “red” speak button where you wish to add comment. Rewind to the start and click play to listen to both student work and tutor comment automatically inserted. This function can also be used for simple gap filling activities.



4. To save your completed file. Click “file” then “save as” enter a file name as required. Ensure that you select MAA as the file format to allow you to save both sides of the conversation. When saved to a file server or VLE the students can then remotely open and listen their work and tutor comments.

