

language learning center

How to Use SANAKO with no existing file

To Open the Program (Be patient as it opens!)

1. Click “Start”, “Programs”, “SANAKO”, “Study Student – Student”.
2. Once the program opens, click “Player and Files” to open the recorder.

To Record Your Voice Without an Existing Recording

(Note: Follow these instructions for Proficiency Exams.)

1. If you are recording your voice in response to a recorded file, see the handout “How to Use SANAKO with a file”.
3. To record your voice, click the **red** RECORD image. The up-facing triangle in the top section should now be **red** and moved from left to right.
4. When the **red** button shows **||**, it can be used to Pause the recording while you think about what to say next.
5. Do not hit **blue** STOP until you are done with the activity, as that may erase what you’ve done.
6. When you’re done recording, hit **blue** STOP.
7. If you want to listen to your recording, hit **green** PLAY to play everything back to you. Be careful not to record over yourself!

Saving Your Recording – ONLY if teacher is NOT collecting in class

1. If your instructor is going to collect all the items in class, you do not need to save anything. They will just pull all student recordings into their computer!

2. If you do need to save your recording, do NOT use the little **black** disc icon!
3. Save your recording by clicking “File”, “Save As”, “My Computer”. Save to your DESKTOP. Make sure to name your file something logical to your instructor, like your name & date.
(Note: Save Proficiency Exams with your first & last name, date, and language testing.)
4. Now put the recording where your instructor can get it. First, open “My Computer”, “pub\$ on ‘Viking’ (P:)”, “LLC”. If you are a CSUSM student, DRAG it to the “Sanako Dropbox” (which you won’t be able to open or save to). If you are an ALCI student, you can’t use that DropBox. Instead, save a copy in your instructor’s folder or email it as an attachment.
(Note: Save Proficiency Exams to Sanako DropBox.)

