

language learning center

How to Use SANAKO with an existing file

A. 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.

C. To Record Your Voice In Responses to a Recording:

1. If you are recording your voice without listening to anything, go to the handout: “How to use SANAKO on your own & with no existing file”.
2. Your instructor has put the file you need to listen and respond to on the computer. Go to “File”, “Open”, “My Computer”, “pub\$ on ‘Viking’ (P:)", “LLC”, your instructor’s folder, and click “Open”.
3. To play the file, click **green** PLAY ►. The down-facing triangle in the top section should now be **green** and moving from left to right.
4. When the **green** button shows **||**, it can be used to Pause the file.
5. You can drag the **green** arrow back, to replay what you’ve just heard.
6. To record your voice, click the **red** RECORD image. The up-facing triangle in the top section should now be **red** and moving from left to right.
7. When the **red** button shows **||**, it can be used to pause recording but to have the file still play. This is good for when you are only talking in between long listening portions. You don’t need to bother with this, if you are talking a lot in response to short questions.
8. If you hit **blue** STOP, that will bring you back to the beginning of the file. We suggest not hitting this until you are done with the entire activity.
9. When you’re done with the activity, hit **blue** STOP.

10. If you want to listen to the whole activity and your recording, hit **green** PLAY to play everything back. Be careful not to record over yourself!
11. If at any time you want to start all over with a new recording, close the file without saving, re-open the file from Step 2, and start all over.

Bookmarks

No matter where you are in the file, bookmarks allow you to come back to the same place. This is great for activities with lots of little recordings and long files.

1. To set a bookmark, click SET. A yellow box will appear with a number - at any time, click on it to return to that place.
2. Click **green** PLAY to continue playing the file
3. If you want also continue recording your voice, click **red** RECORD.
4. To remove a bookmark, just click REMOVE and then the yellow number.

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.
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.