

TIPS FOR USING SANAKO

1. Be careful about UH240 computers.

You are in UH260. However, the eight UH 240 computers closest to this room link to your instructor station, to accommodate larger classes. Do not pull any UH 240 computers into your session, unless you know your students are sitting there. You can view the students waiting in the corridor by “username”, to help identify those students.

2. Save all student items to: pub\$ on 'viking' (P:) \ LLC \ Sanako Dropbox.

All student creations, either when working individually or when collected as a group by instructors, should be saved to the above. Students will not have access to items within this folder; they can only drop items into it. Instructors should move all items to their **H drive** as soon as possible after the activity, to clear the Dropbox for the next class/instructor.

2a. Access to the above drive.

If you have never used the V drive, you will need to mount it into your user account. Go to “My Computer”. From the toolbar, go to: “Tools”, then “Map Network Drive”. In the “Drive” field, from the drop down list select “**P:**”. In the “Folder” field, type: “\\viking\pub\$”. Also make sure to click “**Reconnect at Login**”. Click “Finish”.

3. Refer to our User Training Manual.

Do you have questions about how to use either the classroom management tools or the learning activities? Please refer to the User Training Manual sitting here on this desk for some simple tips, or come ask one of us!

4. Try logging off while holding the CTRL key.

If you have trouble logging off, hold down the CTRL key and try again. That *should* allow you to log off, even with Sanako still running. We are working with the Sanako rep on this.