



Sanako Anywhere - Quick Teacher Guide

This guide provides a guide for any teacher wanting to use the Sanako Anywhere solution using a device that supports the Google Chrome (Desktop Version) browser. For details of what operating systems and hence devices that can support this requirement please refer to the web page below. This link will also provide you with the ability to download and install the Google Chrome browser.

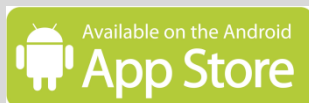


<https://www.google.com/chrome/>

For users of iOS and Android devices that don't support the Google Chrome (Desktop Version) Browser then you can download the specific apps from the relevant sites below.



[Sanako App from the Apple App Store](#)



[Sanako App from the Android App Store](#)

Please note that this guide ONLY shows how to use the system as a teacher using the Google Chrome Web Browser. For details of how to use the App versions please refer to the download pages in the relevant App Store links above.

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1. How to login to the system

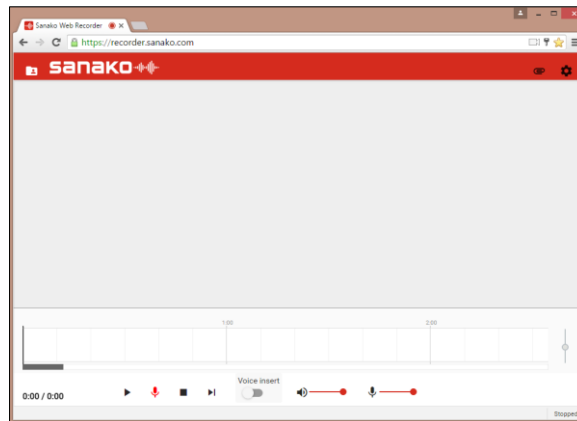


The Sanako Anywhere must be accessed via the Google Chrome* Web Browser. Please read the document link [here](#) for details of why this must be the case. Opening the web page in any other web browser such as Internet Explorer, Firefox or Safari will result in a blank page being displayed.

* It must be the full desktop version of Google Chrome which you can download from [here](#) and can't be the mobile Google Chrome browser as used by iPhones and certain Android devices as they don't support all the multimedia requirements of the solution.

Open Google Chrome and browse to <https://recorder.sanako.com>

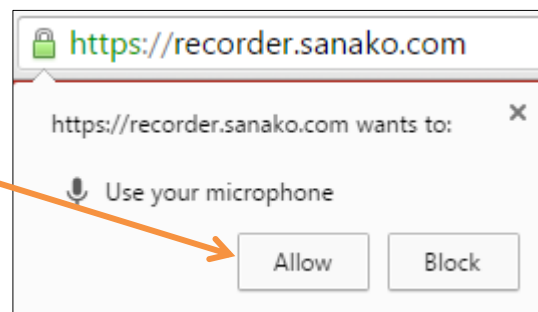
The Sanako web recorder will look like below¹



¹ Sanako reserve the right to change the interface design from time to time in order to allow for new features and functions to be incorporated.

When you open the web recorder for the very first time you will be asked to allow this site to use your microphone as shown below


Click "Allow".

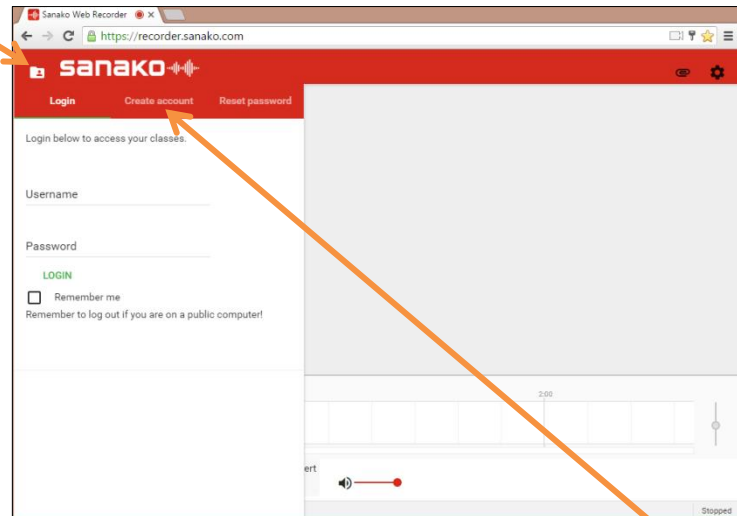


The web browser tab at the top of the screen will then have a red circle as shown below.





Click on the  icon at the top left of the menu bar.



If this is the first time you have accessed the solution then you will need to click the **Create Account** option.

Enter your name e.g. John Smith

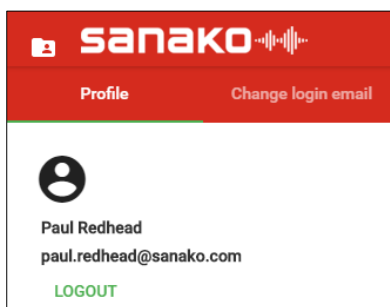
Enter your email address e.g. john.smith@schoolname.com

Create a password of your choice

You MUST have an activation code to create a teacher account. It will have been sent to you by email from Sanako.

Click to create an account and you will receive a welcome email to the given email address for your records.

You will then be logged in and your details shown like below.





2. How to create a new class

You may want to create more than one class. For example you might create a class for your different groups such as GCSE and AS. Every class you create will result in a unique 8-digit class code and you need to make sure you give the correct code to the correct group of students.

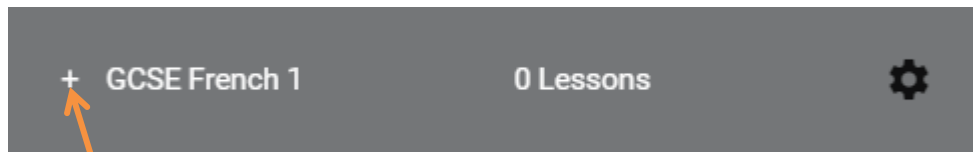
The screenshot shows the Sanako user interface. At the top, there is a red header with the Sanako logo and navigation links: Profile, Change login email, and Change password. Below the header, the user's profile is displayed: Paul Redhead, paul.redhead@sanako.com, and a LOGOUT button. The main section is titled 'My Teaching Classes'. Under this, there is a tab labeled 'Sanako UK demo site' and a button labeled 'Add a new class'. Below this, the form for adding a new class is shown. It includes the following fields: Class name (GCSE French 1), Class Description (Year 10 French), Class begins (17/03/2016), and Class ends (01/06/2017). At the bottom of the form are two buttons: 'ADD NEW CLASS' and 'CANCEL'. Arrows point from the text instructions to these elements: 'Once you are logged in to the system click to Add a new class.' points to the 'Add a new class' button; 'Enter the Class name, description and date information.' points to the form fields; 'Click ADD NEW CLASS when completed and a tick will appear' points to the 'ADD NEW CLASS' button. A checkmark is visible below the form.

You will then see that the new class has been added to your list of Teaching classes like below.



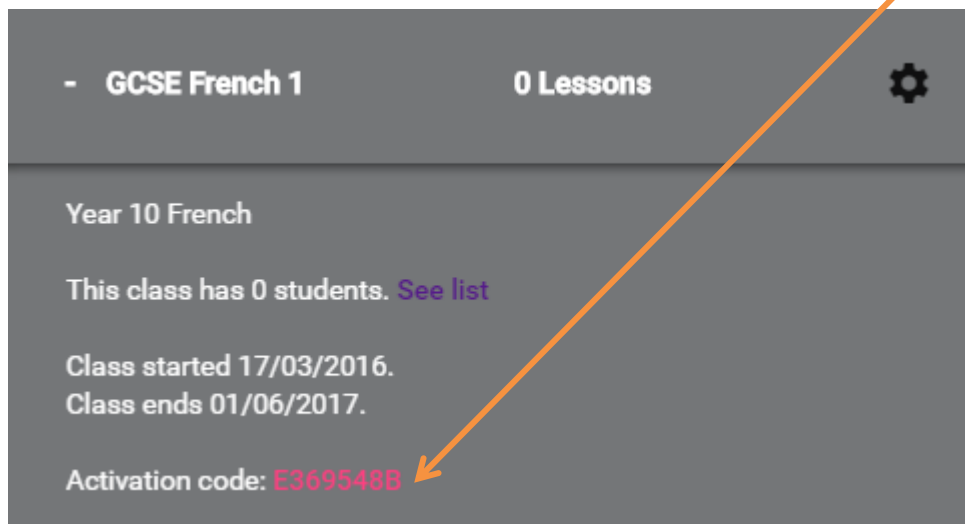


3. How to send class details to your students



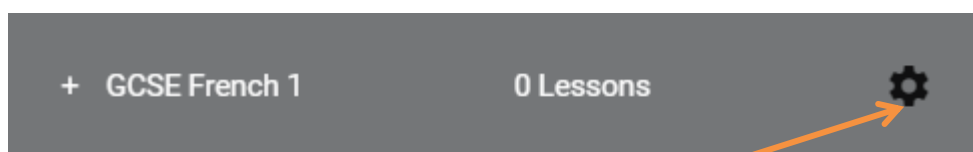
Click here to expand the class details.

As stated previously, every class created has a unique 8-digit activation code. It is this value that you need to send to your students so that they can join the class.



If you click on the activation code then it will open an email message in the default email system of that PC (possibly Microsoft Outlook). You can then send this to the students you want to join the class.

4. How to upload existing lesson files to your classes



Click here to see the drop-down menu.



Click Upload lesson.

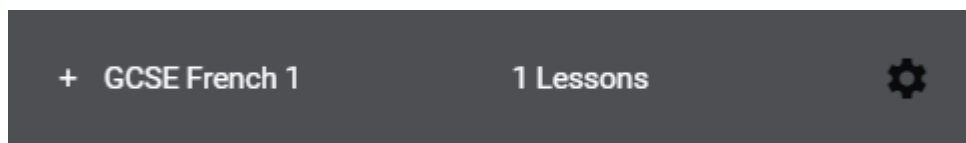
Click CHOOSE LESSON FILE and then browse for the file you want to upload.

It is always worth giving a full lesson name as it helps to identify the item in the future.

Click UPLOAD LESSON

The upload process can take up to 15 minutes before the new file is visible to both you and your students. If there is any issue when uploading then you will get an automated email advising you. If you are under time constraints then log off and back on to the system as this will force a synchronisation to occur and may well result in the new lesson uploaded being shown.

When the lesson is uploaded then the number of lessons will increase as shown below



That's it! Your new lesson file will be available to any student who joins the class using the 8-digit code you sent them.

Simply repeat this process to upload any further lesson files.



5. How to use the Editor Mode to create and upload new lesson files

The Editor Mode allows you to record your voice and upload this to the system. It also allows you to create and upload fully authored exercises with the following type of features.

- Audio playback
- Automatic voice recording – simultaneous or voice insert mode
- Bookmarks
- Subtitles (text and image)
- Multiple Choice
- Gap-fill
- Question & Answer
- Free text
- Matching

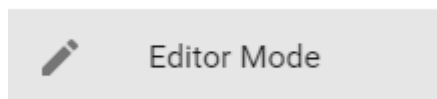
Please watch the following video link to see how you can create a fully authored exercise

[How to create an exercise using the Sanako Anywhere Editor Mode](#)

If you just want to upload a very simple picture or audio exercise then you can. There is not always the need or the time to create a fully authored exercise. Sanako Anywhere lets you create effective audio/text or picture based exercises.



Click the icon (Teacher) at the top right part of the web browser screen.



Then select the

You will now need to do three steps.

1. Give your lesson a name and a description
2. Record your voice or load some existing audio
3. Upload it to the system



Type the details of the Lesson name and description. An example is shown below.

Lesson name
GCSE French - Holidays

Lesson language
British English

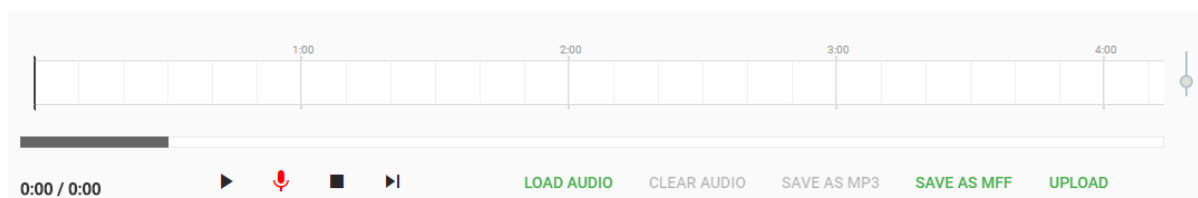
Formats **B** ***I***

You will hear some questions asking you about your holidays. In between each question there is a small gap of a few seconds. You will use the Voice Insert feature to insert answers to these questions for as long as is required to answer the question fully.

Once completed you will return the work to the teacher for marking.

Keep checking as I will send you back your work with oral comments added.

When it comes to the audio then you can either record your voice or load audio. This is all done using the web recorder interface shown below.



Plays the audio when opened



When playing the PLAY icon becomes a PAUSE icon – press to pause playback



Press to STOP playback or recording – it will take you back to 0 seconds



Press to start RECORDING your voice



When RECORDING the icon becomes a PAUSE icon – press to pause recording



Press to be taken to the very end of playback or recording on the timeline.



Allows you to zoom in and out to any point of the timeline



When you are happy that you have recorded the audio or loaded it then you can click **UPLOAD**.

You will then see the following in the centre of your screen.

Upload to class

Lesson name

GCSE French Holidays

- ☒ Include timeline (audio, bookmarks, subtitles)
- ☒ Include content exercises

Upload to GCSE French 1

CLOSE

UPLOAD

Make sure you give a full and detailed lesson name – in this example GCSE French Holidays

Select the Class you want to upload it to from the drop-down menu – in this example it is to the GCSE French 1 class.

Click the **UPLOAD** icon and a ✓ will appear when complete.

Click **CLOSE**

The upload process can take up to 15 minutes before the new file is visible to both you and your students. If there is any issue when uploading then you will get an automated email advising you. If you are under time constraints then log off and back on to the system as this will force a synchronisation to occur and may well result in the new lesson uploaded being shown.

Once uploaded, the lesson will appear under the class that it was assigned to.





6. How do I know when students have sent work back to me

When you log in to the Sanako Anywhere system then you will be able to see the following student activity.

The number of new student responses for each class will be shown as a white number in a green circle as shown here.

Click the + icon for that class to expand

Clicking on any lesson will show you how many students have work to be reviewed or have been reviewed.

Not returned: 0
Waiting for review: 0
Reviewed: 0
[See list](#)

7. How do I listen to student work and send them my review

You will see the responses listed for each lesson like shown below when you expand the class and lesson views using the “+” icons.

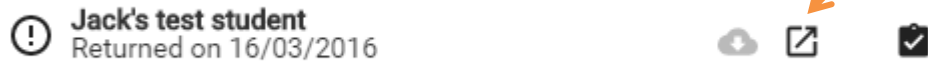
Awaiting Review

Download

The exclamation mark to the left informs you that the student response is awaiting review. In that case you can click to download the student recording.

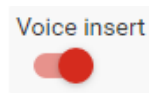


Once downloaded you will see that the download icon greys out and the open lesson icon to the right of it appears active.




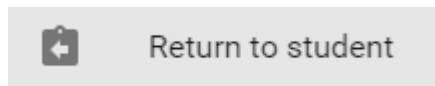
Click the newly active open lesson icon and the student work will appear in your player.

It is recommended that you switch the Voice Insert mode ON as shown below.



This means that whenever you click record  your comments are inserted into the student work.

When you are ready to send the work back to the student then click  at the top right and then select




You will then see that the student work shows like below – all greyed out and no more notifications.

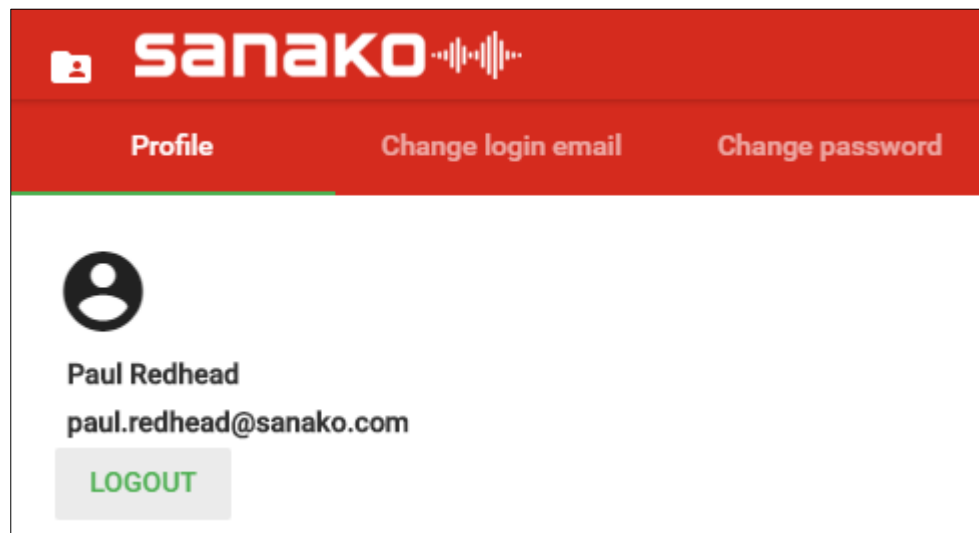




8. How do I logout of the system



Click on the  icon at the top left of the menu bar and then click the LOGOUT option shown below.



9. Can I use the solution to record my voice and play files without having to log in?

Yes.

Please take a look at the following online video to see how.

[How to use the Sanako Web Recorder](#)