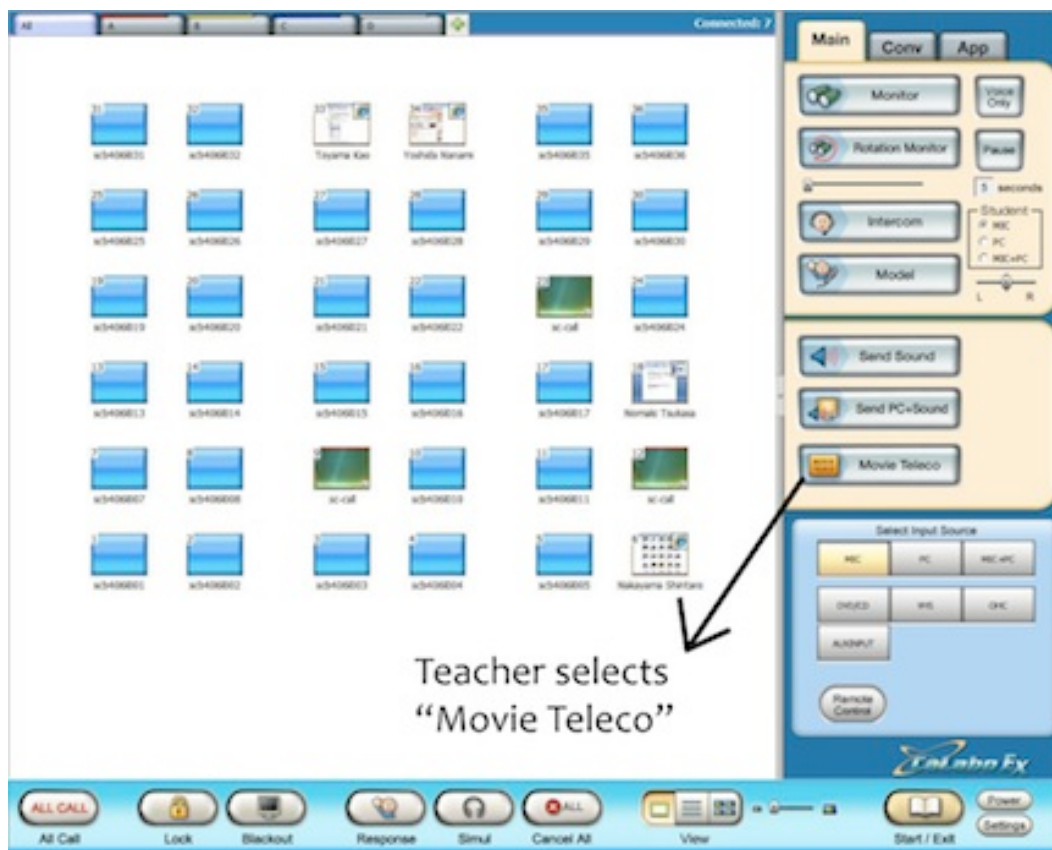


## Instructions for Use of AS Video Materials from Server by Teachers in the Classroom

All of the video materials used in the Academic Skills course have been uploaded to our server to make it much easier to access the videos and navigate from section to section within the same unit. It will not be necessary for you to use the DVDs anymore. In addition, students will have easy access to all the video material so that they can review lessons outside of class or, on their own, during class time, if you allow them to do so. These are instructions for how teachers can make use the video materials on the server during teacher-led lessons.

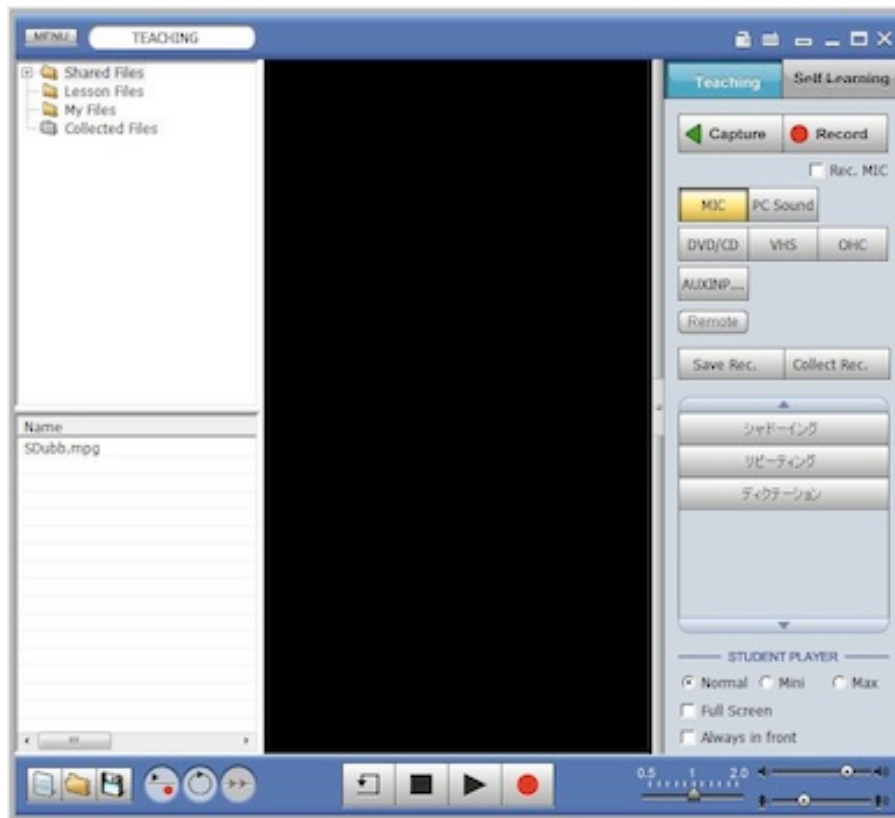
Step 1: From the start up screen, click on the CaLabo EX icon in the language of your choice to start up the CALL system software.

Step 2: Once CaLabo EX is up and running, click on the “Movie Teleco” button (the 7th button from the top and bottommost button under the “Main” tab”).

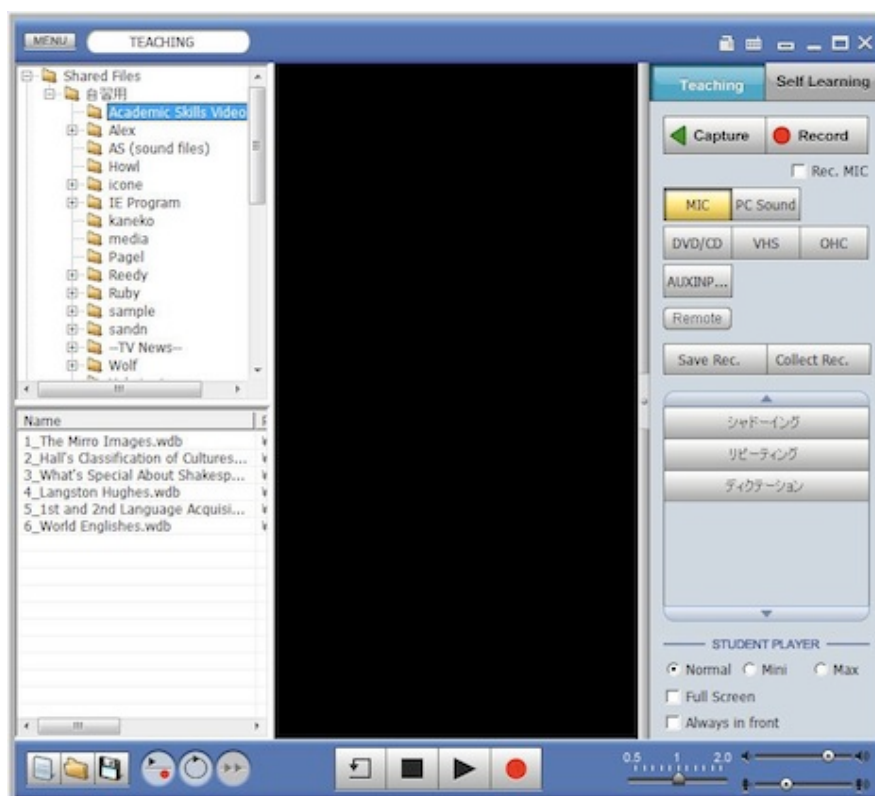


## Instructions for Use of AS Video Materials from Server by Teachers in the Classroom

Step 3: Open 「共有ファイル」 (Shared files). [It may be necessary to wait 20 or 30 seconds.]

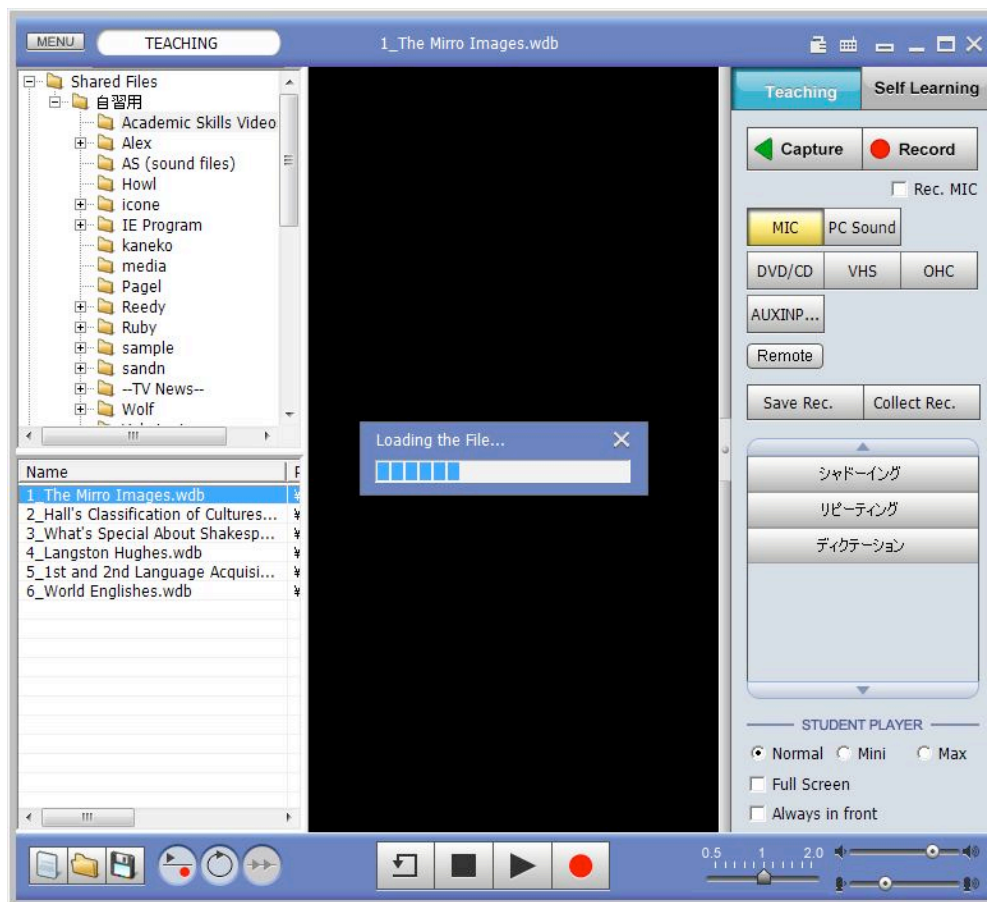


Step 4: You'll see a sub-folder with the name 「自習用」 (For self-study). Click on it.



## Instructions for Use of AS Video Materials from Server by Teachers in the Classroom

- Step 5: In that folder, you'll find the files: **AS (sound files)** & **Academic Skills Videos**. [The former can be used for downloading only the audio portion of the AS video content. They can be used on MP3 players. The latter can be used to either study the AS videos on the computers in the classroom or to download for home use.]
- Step 6: If you click on either of the folders, you will be able to see a list of all the files contained in it. The list of files will appear in a window below the folders.
- Step 7: Click on the desired file...just ONCE. It may take a while to load. Be patient!

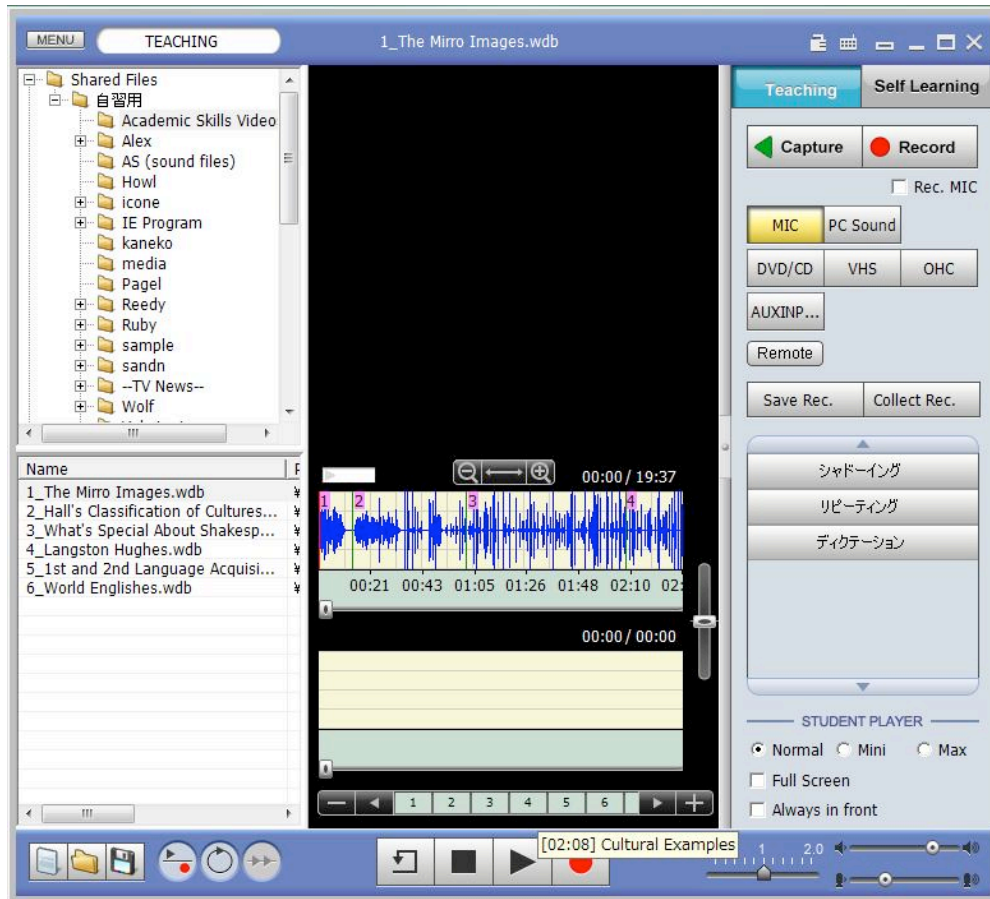


- Step 8: To control the video, use the bar at the bottom of the screen:



## Instructions for Use of AS Video Materials from Server by Teachers in the Classroom

Step 9: You will be able to navigate easily between “chapters” of the video (the same ones that were available on the DVD) by clicking on the numbers highlighted in pink in the following screen shot showing the “Mirror Images” unit loaded and ready to be played.



Step 10: On the bottom, right-hand side of the teachers' screen, you will see “Student Player.” It is possible for the teacher to set the size of the student video-viewing window.