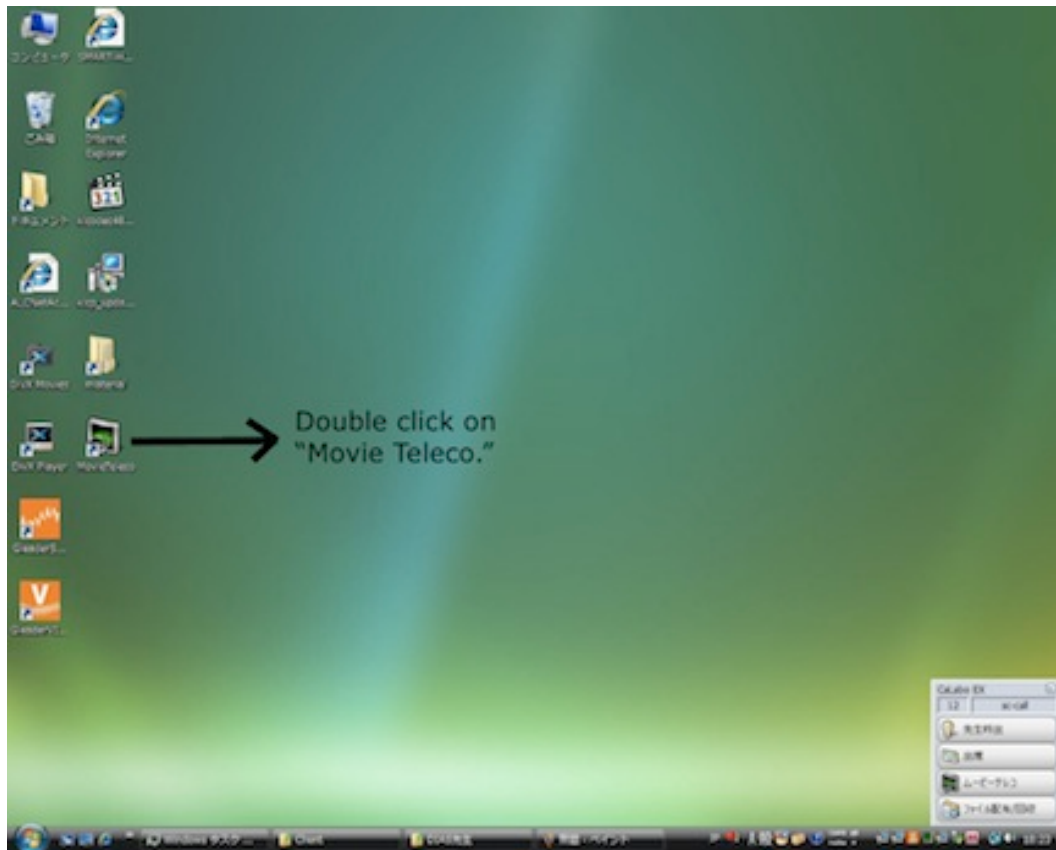


## Instructions for Self Access of Academic Skills Video materials

Method of access for use of materials for self-access when the teacher is **not** using the CALL system. In other words, these procedures are for use by students in any of the CALL classrooms for self-access, either outside of normal class time or during class when the teacher has allowed self-access and is not running the CaLabo EX system.

Step 1: Open "Movie Teleco."



Step 2: Open 「共有ファイル」 (Shared files). [It may be necessary to wait 20 or 30 seconds.]

Step 3: You'll see a sub-folder with the name 「自習用」 (For self-study). Click on it.

Step 4: 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 5: 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.

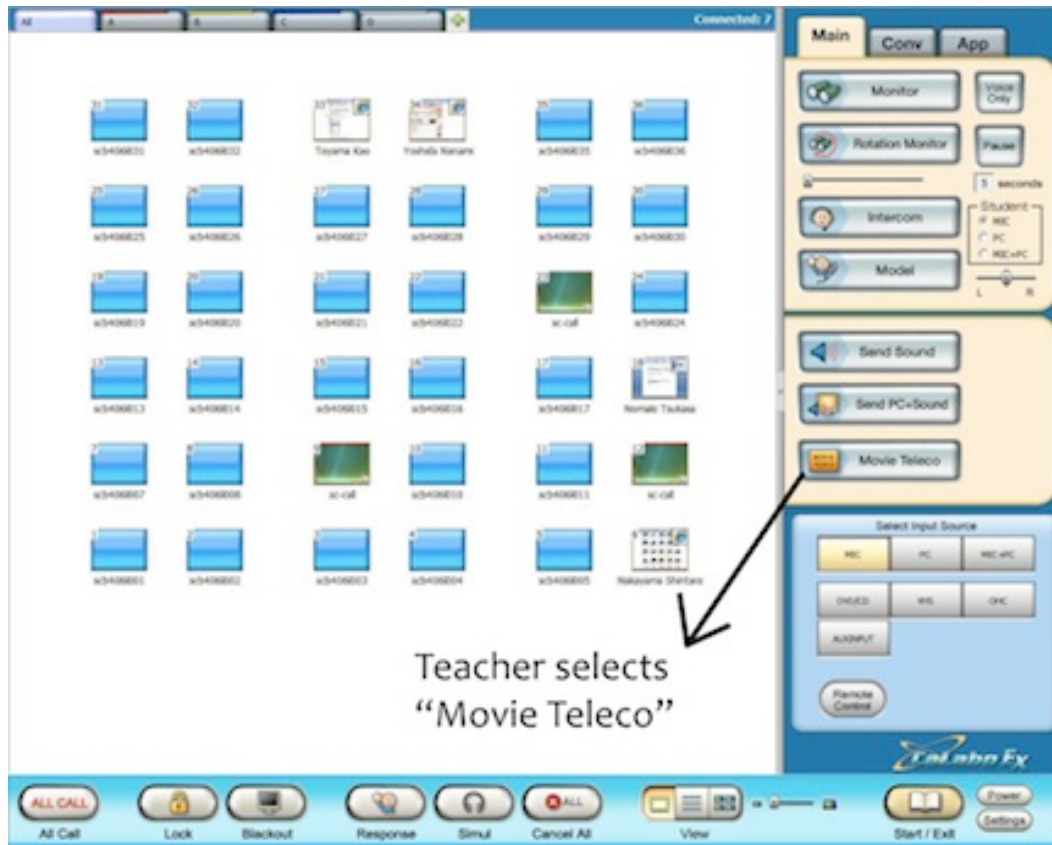
Step 6: Click on the desired file...just ONCE. It may take a while to load. Be patient!

Step 7: It is possible for students to download any of the audio files to play on their MP3 players or mobile phones, and they may download the videos for home viewing.

## Instructions for Self Access of Academic Skills Video materials

If the teacher is using the CaLabo EX system in class, but wishes to allow the students to spend a portion of class time using the video materials on a self-access basis, here are the instructions explaining how that can be done.

Step 1: Teacher starts up CaLabo EX and selects “Movie Teleco.”

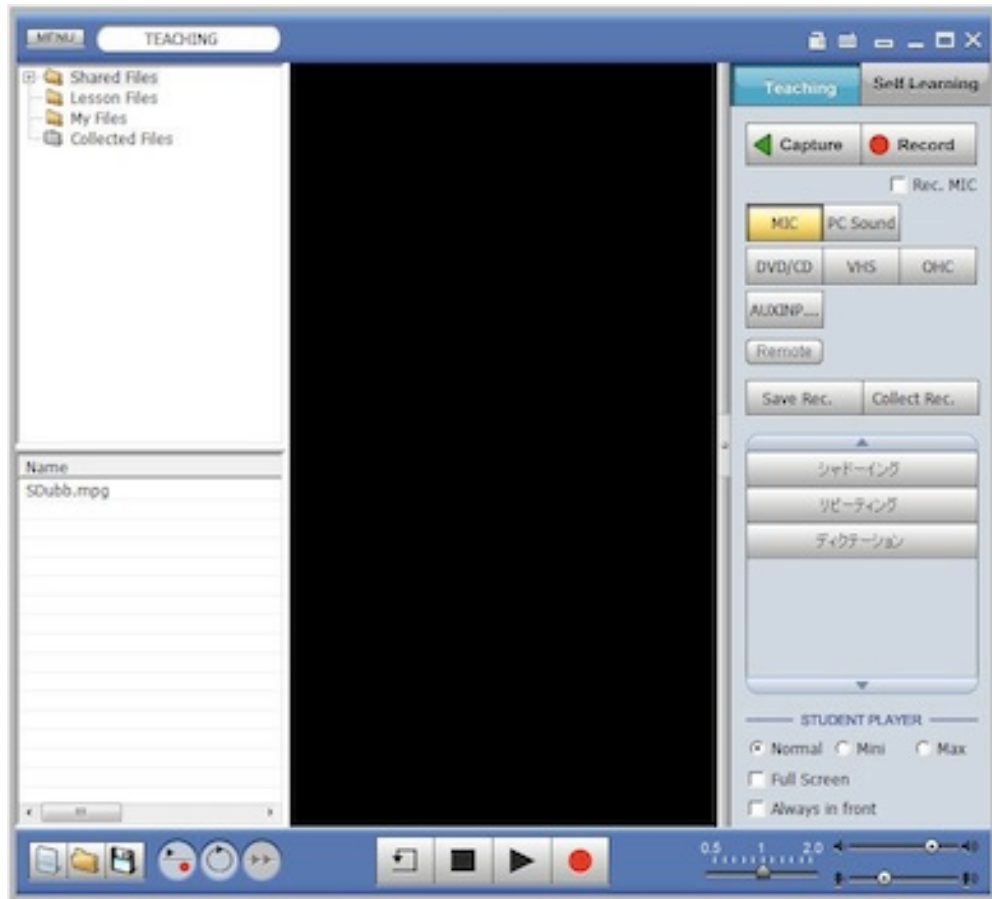


Step 2: Students have to open “Movie Teleco” from the menu pictured below:



## Instructions for Self Access of Academic Skills Video materials

Step 3: Teachers will see a “Teaching” tab at the top of their screen which will be activated by default. To give students control over the materials so that they can use them for self-learning, the “Self-Learning” tab should be selected. It is to the right of the “Teaching” tab.



Step 4: 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.

The following directions are to be used by students to access AS videos of their choice:

Step 5: Open 「共有ファイル」 (Shared files). [It may be necessary to wait 20 or 30 seconds.]

Step 6: You’ll see a sub-folder with the name 「自習用」 (For self-study). Click on it.

Step 7: 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.

## Instructions for Self Access of Academic Skills Video materials

Step 8: 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 9: Click on the desired file...just ONCE. It may take a while to load. Be patient!

Step 10: To control the video, use the bar at the bottom of the screen:

