

# Quick Instructors' Guide to Sony Virtuoso

1. Log on to the Instructor station using your own username and password. This should be the same that you use to login to your own computer. If you don't yet have your own password, you can use:

*username:* llc15

*password:* password

Make sure that "Workstation Only" is **UNCHECKED**, otherwise you won't have access to the network folders containing the media files.



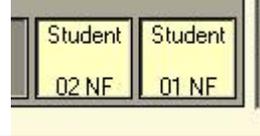
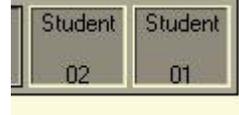
2. Double-click on the "Virtuoso Major" icon to launch to the instructor program. You'll see the main screen as shown below:

3. Each number represents a student station—stations that are logged in and "Attended" will appear in yellow. **TIP:** To force all stations that are running to connect to the instructor, **RIGHT-Click** on the "Attend" button.
4. Click once on a student station to control that station using the action buttons on the right-side of the screen. Click on a student station again to un-select the student. If no student is selected, the action buttons will apply to the entire class.

## Sony Virtuoso Quick Tips:

### *Getting Connected:*

Students must first run the “Sony Soloist” program on their workstations **and** click on the “Attend” button in order to connect to the instructor station. You can see if students have connected by the color of their icon:

	connected and ready to begin
	not connected—student needs to click on “Attend”
	not connected – student needs to double-click on the Sony Soloist icon and then click on attend



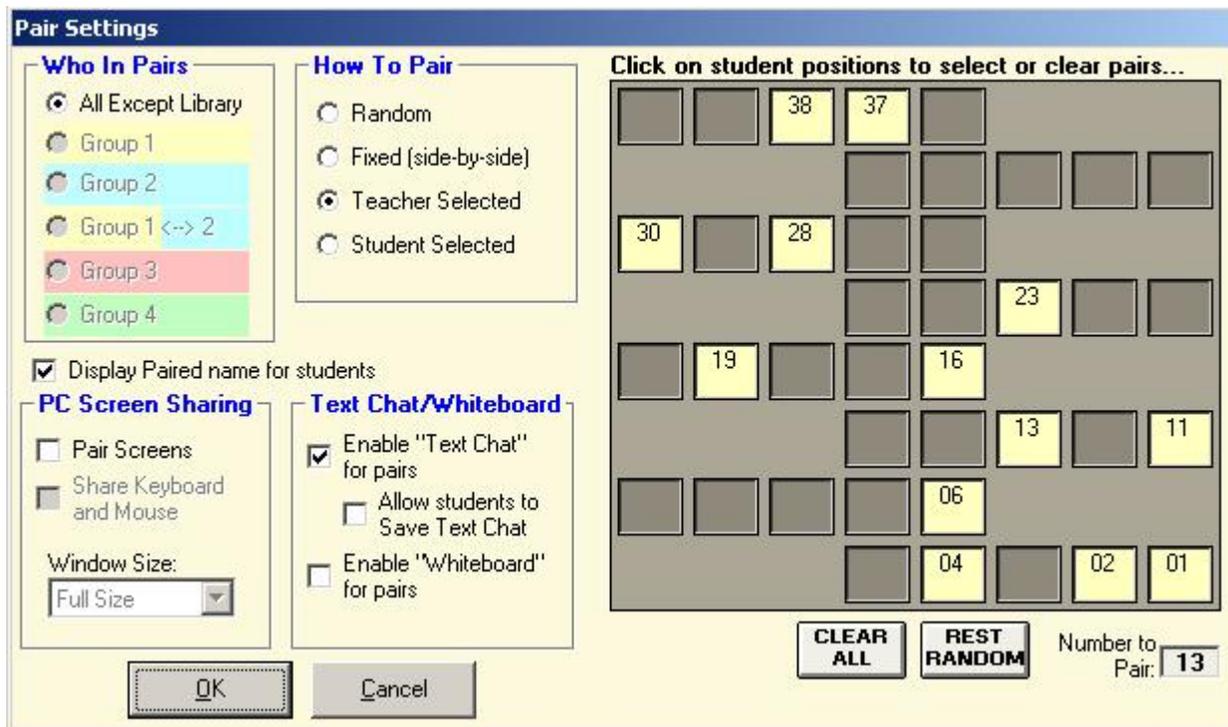
**TIP:** Try RIGHT-clicking on the “Attend” button  in order to force all students who have opened the Soloist software to connect.

### *Pairing:*

Pairing allows students to interact with each other—students in pairs can be monitored or recorded by the instructor, and can augment their oral communication with a built in text-chat function.

Pairing can be accomplished by clicking on the “Pair” button: , which is located in the bottom right-hand corner of the Virtuoso screen.

Each session, the **first** time you click on the “Pair” button, you’ll be presented with a configuration screen with options on how you would like the students to be paired.



### Random Pairing (with Pair Memory):

If you would like students to be randomly paired, click on the “**Rest Random**” button, located under the seating chart, and then click on “OK”. Pairing in this way allows you to unpair students and then **repair them with the same partner**. This is helpful if one or more pairs can’t hear each other—by turning pairing off and then on again, the connections can be reset without pairing students with a different partner.

### Random Pairing (with no Pair Memory):

To pair students randomly, with no option to recover the previously selected pairs, choose “Random” in the “How to Pair” area of the pairing box, and then click on “OK”. This type of random pairing will give each student a **new partner each time the pair button is pressed**. This option is useful if you wish students to switch pairs often.

### Fixed Pairing (Side-by-Side):

To pair students with their nearest neighbor, select “Fixed (side-by-side)” in the “How to Pair” area of the pairing box, and then click on “OK”.

### Teacher Selected Pairing:

To choose which partner each student should have, make sure that “Teacher Selected” is checked in the “How to Pair” area, click on the student positions in the pairing box—your first click will select one partner for Pair 1, your second click will select the second partner for Pair 1, and so on. Using this method you can manually pair some or all of the class—clicking on the “Rest Random” button will finish pairing the remaining students randomly.

## Student Selected Pairing:

This method of pairing allows students to choose their own partner. When this method is used, all students will see a seat map on which they must choose a partner of their choice. In practice, this type of pairing tends to be confusing for both the students and the instructor.

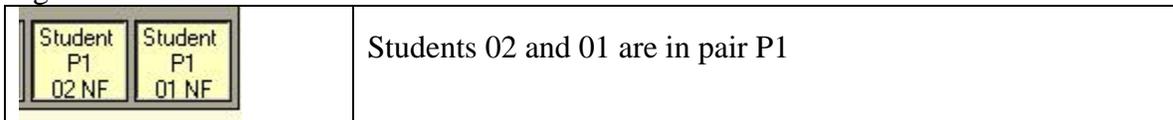
## Other Options:

Other options on the pairing screen are:

- **Display Paired Name for Students:** this option enables students to see the name of the student with whom they are paired. (This is checked by default).
- **Enable Text Chat:** checking this box enables a text chat feature between pair students, in addition to the audio connection. (This is checked by default).
- **Enable Whiteboard:** checking this box enables a small shared whiteboard between paired students—the whiteboard can be used to draw small pictures. (Pictionary, anyone?)
- **Pair Screens:** this option allows students to share their computer screens, enabling one of the students to see what is on the other student’s screen.
- **Who in Pairs:** If you have already put students into groups, this option can be used to specify which groups should be placed in pairs, or if all pairs should consist of a student from each group.

## Working with Paired Students

After following one of the above procedures, each student should then be paired with one partner (in the case of odd numbers, there will be one triplet). You can see who is paired with whom by looking at the student icons:



You can tell if pairing is turned on by the red light in the corner of the button:



To turn off pairing, click on the “Pair” button again. If you would like to use the same pairing method, you can turn pairing back on with the same settings by clicking on the “Pair” button.

**TO CHANGE PAIR SETTINGS:** Hold down the “Shift” key on the keyboard while clicking on the “Pair” button. You will then see the Pairing Window again and be able to adjust your settings, as described above.

## Recording Student Pairs and Collecting Work

While students are paired, you can record their conversations by clicking on the red “Drill” button



, located on the right of the Virtuoso window.

When students are done recording, click on the “Stop” button.

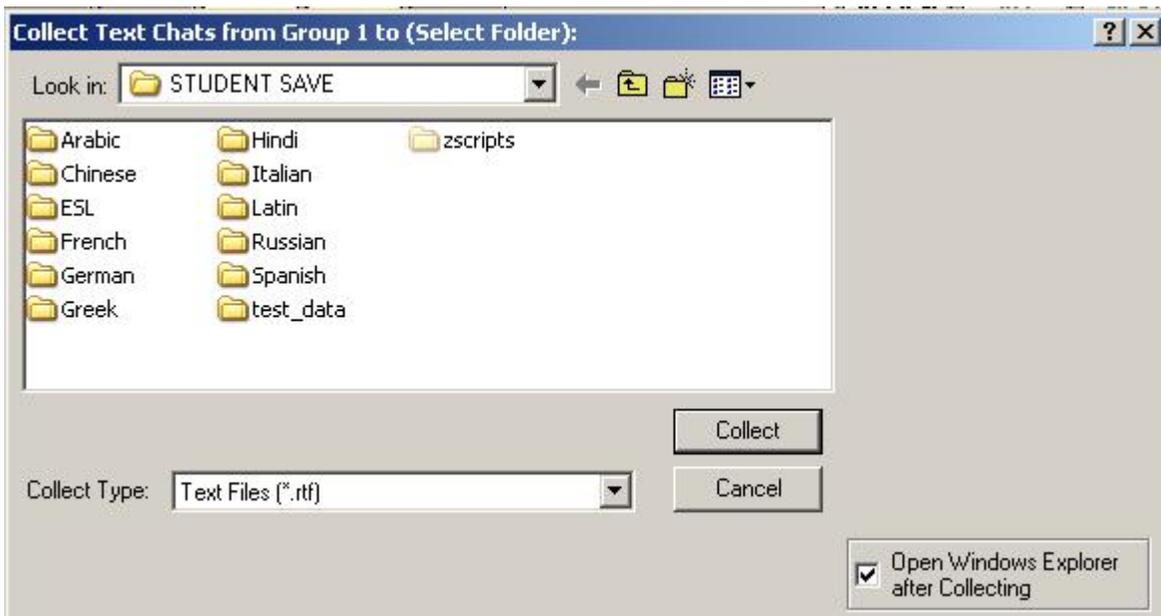
In order to collect the student recordings, you must **first turn off pairing** by clicking on the “Pair” button. Afterwards, click on the “Collect Work” button to save student recordings.

### **Collecting Text Chats**

If text chat is enabled, each time you turn off pairing, you will see a dialog box asking you if you would like to collect chat transcripts from each pair.



If you wish to save the chat transcripts, click “Yes”, and then choose a folder to save to from the dialog that appears.



**PLEASE NOTE:** If you choose “No” and do not save the chats now, they will be lost forever!

## ***Monitoring a Student or Pair:***

To monitor a student or pair, click on the student icon in the seating chart. The student (or pair) will



be selected and appear with a red border:

	To monitor the student, click on the “Monitor” button and ensure that the red dot in the upper left corner is lit, then click on the student or pair you wish to monitor. In monitor mode the student will not hear your voice.
	To intercom with the student or pair, click first on the “Intercom” button and ensure that the red dot in the upper left corner is lit, then click on the student or pair you wish to speak with.

To stop monitoring or intercomming, click on the student again to unselect them. When unselected, the red border around their icon will disappear.

## ***All Call:***

All call allows you to speak to all students at once. To activate all call, click on the “All Call”



button:

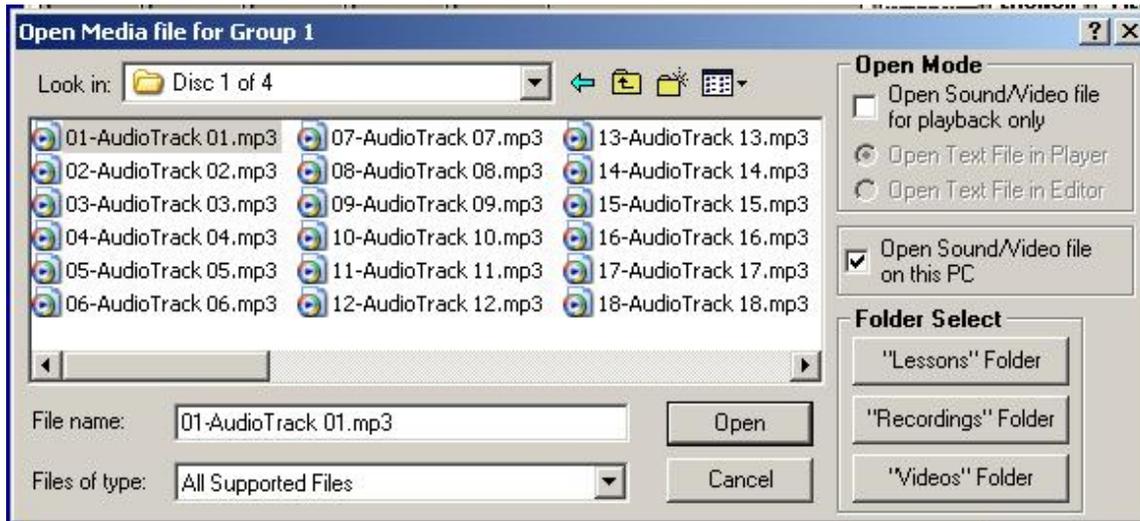


. When you are in “All Call” mode, the button will flash red.

To turn off all call, click on the button again.

## Opening Media Files:

Media files are MP3s of instructional materials that have been placed on the shared server. To open up the same file for all students, click on the “Open File” button. In the dialog box that appears, navigate to the location of your MP3 file. All files are stored in the “Lessons” folder.



Make sure that the “Open Sound/Video file on this PC” button is checked if you also wish to listen to the file on the instructor workstation. When you’ve selected the file, click on the “Open” button to send it to the students.

Please be patient when opening files—especially large files. Some may take up to 30 seconds in order to load completely at all of the student workstations.

To begin playing the files, click on the play button.

**TIP:** Make sure that no students are selected if you want to open a file for the whole class—if a student is selected (i.e. has a red border), ONLY that student will be affected.

## Exiting the Program:

When your class is done, please close the Sony Virtuoso program by clicking on the **X** in the upper right corner of the window. When presented with this dialog box, choose “Yes” to also close Sony Soloist on each of the student computers. Please do NOT choose “Shut down Student PCs”, since the next class will then need to wait for the machines to boot up again.

