

HOW TO RECORD TEACHER-STUDENT DISCUSSION IN LAB 100

To record a discussion between the teacher and a student in Lab 100 and then save it as an audio file:

1. Select **New Session** in the Lab 100 toolbar at the top of the Lab 100 interface and add one student only into the session
2. In the session screen, select the **Recorded Response** activity
3. Select **None** as the audio source
4. Click the **Start** button at the bottom of the session screen to start the activity.
5. Click on the student icon to open the student window and then click the **Intercom** button in the student window. You can now talk with the student and the discussion is recorded.
6. When you want to end the discussion click the **Close** button in the student window to close it and then click the **End** button in the session screen to end the activity
7. Click the **Exit Session** button in the lower right corner of the session screen. This opens a dialog asking if you want to save the source material or collect the student responses.
8. Click the **Collect** button in the collection dialog and browse for a folder where you want to save the audio file. The saved audio file will contain the teacher-student discussion.