

LAB OPERATION

The Educational Media Topcaster Language Lab allows the instructor to provide individual attention to language students and provide more opportunities for students to practice the target language during the class period. The language lab can be programmed to place the students in pairs, groups or individual student settings for listening and oral activities. The instructor has the ability to “listen in” or “monitor” individual, paired, or groups of students and she may also record students.

The overhead trays house the student headsets and are stored close to the ceiling to eliminate damage to the equipment and provide a means to quickly deliver the headsets to the students when the lab is to be used.

To turn on the language lab, flip the power switch located at the top of the teacher console.

USING THE HEADSETS

The teacher headset can be plugged in either jack on the teacher console. The 2nd jack on the teacher console allows an additional instructor or administrator to plug in his or her own headset and listen in on classroom instruction.

The instructor headset is different from the student headsets and should only be used on the teacher console. Volume control for the teacher headset is located on the teacher console just above the twin headset jacks labeled “headphone/microphone”.

The student headsets can also be plugged in either jack of their student position. Students should plug into the headset jack that has the EM lettering right-side up and NOT in the jack position where the lettering is upside down. Students should also verify they have the correct headset according to which seat they are seated in on the desk rows. For example, the student who is seated in the 4th chair on a row should only use the 4th headset on that side of the headset trays, and the 5th student in a row should count back 5 headsets on his side of the headset tray. If student desks do not line up directly with a headset position, the headset cords are long enough to reach the student. Students must have on the correct headset for the instructor to be able to communicate with them from the teacher console.

The student headsets are equipped with a small red or black button located on the side of the ear cup and is referred to as the “call button”. Volume control for the student headset is the round dial located on the side of the headset. The volume dial rotates 360 degrees and students should rotate the volume dial slowly until volume level is sufficient for listening. Volume can be reduced but cannot be turned off completely. The student headset microphone can rotate to be worn on the right or left side and may be adjusted to a distance from the student’s face by sliding the microphone boom in or out.

HEADSET TRAY OPERATION

The Topcaster headset trays are lowered by pressing the “up”, “stop”, “down”, buttons located at the top of the teacher console. You do not have to hold the buttons down while you are pressing them. The trays have preset travel limits that stop them automatically just above desk height and just below the ceiling. You may press the stop button at any time to stop the trays at any desired level. After the students have put on their headsets, the trays can be partially raised to get them out of the way by pressing the UP buttons, and then the STOP button.

Students should remember to take the correct headset corresponding to their seat location in the row. They should also use the headsets where the labeling on the plug-in is right side up and not upside down when looking into the tray. The 5th student back from the front of each row should only use the 5th headset counted back on his or her side of the tray.

LISTENING ACTIVITIES

For listening activities, the Topcaster language lab allows you to program the student headsets to various audio program sources or channels, such as cassette players, CD players, and video/TV/DVD. Each audio source corresponds to a program number on the teacher console. For example, the CD player #1 would correspond to program #1, and CD player #2 would correspond to program #2.

Student programming knobs are located on the left side of the console. Each knob represents a student headset position. On a 36-position lab, student rows are labeled A to F from the left side and seat numbers 1 through 6 starting from the front of each row. A 32-position lab will have student rows A to D and seat number 1 through 8 starting from the front of the row.

INDIVIDUAL STUDENT PROGRAMMING

You may individually select which audio source you would like each student to listen to by turning the student programming knobs to the desired program channel. In this manner, the instructor can program the students to multiple level listening or speaking activities.

STUDENT GROUP PROGRAMMING

Student programming knobs also include a “G” setting which refers to a “GROUP PROGRAM”. When all student knobs are set to the “G” position, the instructor only needs to select the audio program source by turning the Group Program knob to the desired program source.

ROW PROGRAMMING

To program the ROWS to various audio program sources, turn all student programming knobs to “G” and select the desired program channel for each

row by turning the 1st student knob in each row to the various channels. Each student in the row will then be programmed to the channel selected for each row.

INSTRUCTOR PROGRAM SELECTOR

The instructor's Program Selector knob is located in the center of the control panel. This knob determines which program channel the teacher will work with when the instructor function button located below the Program Selector knob is set to PROGRAM CALL or PROGRAM MONITOR. Program Call is used when the instructor wishes to speak to the students on the channel and Program Monitor is used when the instructor wishes to just listen in on the program channel.

For example: Assume the students in Row 1 are programmed to listen to a tape on Program Channel 1 tape player and the students in Row 2 are programmed to listen to a CD on program channel 2 CD player. If the instructor would like to listen in on Row 2 and see where they are, she turns the Instructor Program Selector to "2" and then selects Program Monitor.

If the instructor desires to speak to students on a channel, she can turn the Instructor Program Selector to the program channel number and then turn the Function button to Program Call.

SPEAKING TO ALL STUDENTS

If the teacher would like to make an announcement or speak to ALL students who are programmed to various channels, she can select the ALL CALL on the Function button and all students will hear only their instructor and not their program channels. When finished speaking, return the Function button to the Program Monitor position.

LISTENING TO A STUDENT

Student supervision switches are located on the right side of the teacher console.

To "monitor" or listen to a particular student, flip the student's supervision switch **DOWN**, and switch the Function button to **MONITOR**.

SPEAKING TO A STUDENT

To speak to a particular student, flip the student's supervision switch **DOWN**, and switch the Function button to **INTERCOM**.

***Remember to return the Supervision switches to the "center" or "off" position when you are finished----before using another switch. If more than one*

supervision switches are flipped up at any time, the corresponding students will be interconnected into a group.

STUDENT SPEAKS TO CLASS

If the instructor desires for one student to speak or “present” to the class, set all Student **PROGRAMMING** knobs to “**G**”. Set **GROUP PROGRAM** selector to “**S**”, meaning Students will be the group’s program.

Flip the selected student’s **SUPERVISION** switch **UP**.

STUDENT AND TEACHER SPEAK TO CLASS

If the instructor would like to speak to the class or listen to the selected student speaking to the class:

Set instructor’s **PROGRAM SELECTOR** to “**G**”. To listen, set Function button to **PROGRAM MONITOR**. To speak, set Function button to **PROGRAM CALL**.

This feature can be used when various students are reading out loud to the class or when the teacher can call on students to present an oral activity to the class.

PAIRING STUDENTS

To pair students in horizontal pairs, (with neighbors seated beside them) flip the **HORIZONTAL GEMINATION** switch **UP** to the **ON** position. Verify the **VERTICAL GEMINATION** switch is **DOWN** or **OFF**.

To pair students in vertical pairs, (with neighbors seated behind or in front of them), flip the **VERTICAL GEMINATION** switch **UP** to the **ON** position. Verify the **HORIZONTAL GEMINATION** switch is **DOWN** or **OFF**.

GROUPING STUDENTS IN GROUPS OF FOUR

To group the students in groups of four, flip the **VERTICAL GEMINATION** and **HORIZONTAL GEMINATION** switches to **UP** or the **ON** position.

LISTENING TO A PAIR OR GROUP

To listen to a Pair or Group, flip one of the partner’s or group member’s **SUPERVISION** switch to **DOWN** and switch the Function button to **MONITOR**.

SPEAKING TO A PAIR OR GROUP

To speak to a Pair or Group, flip one of the partner’s or group member’s **SUPERVISOR** switch to **DOWN** and switch the Function button to **INTERCOM**.

RECORDING STUDENTS

To record on the language lab, the instructor will use the **RECORD INPUT** knobs located in the center of the teacher control panel.

To record a student to a cassette tape, place a blank cassette tape in the cassette recorder labeled as Channel #1, Channel #2, or Channel #3.

Set the **RECORD INPUT** knob corresponding to the cassette recorder you are recording to on the “**G**” position.

Press the **RECORD** button or **PLAY+RECORD** on the cassette recorder. Press the selected student’s **SUPERVISION** switch **UP**.

Press stop when you are finished, and return the student’s **SUPERVISION** switch back to the center position.

LISTENING WHILE STUDENT IS RECORDING

To listen in while a student is recording, set the **PROGRAM SELECTOR** to the channel # cassette recorder.

Set the **Function** selector to **PROGRAM MONITOR**.

RECORDING PAIRS & GROUPS

If students are placed in pairs or groups, they may be recorded in the same manner as recording an individual student by pressing **any student’s SUPERVISION** switch **UP** who is in the pair or group.

RECORDING INSTRUCTORS ’VOICE TO CASSETTE

The instructor can record her own instructional tapes in the following manner:

Place a blank tape in cassette recorder Channel #1, Channel #2, or Channel #3.

Set the **RECORD INPUT** knob for the Cassette being used to **Channel 8**.

Set the instructor’s **PROGRAM SELECTOR** knob to **Channel 8**.

Set the Function selector to **PROGRAM CALL**.

When ready to begin, press record or play+record on the cassette recorder and speak into the microphone.

USING THE EXTERNAL SPEAKER

The **External Speaker** knob is located at the top of the teacher control panel in the center. Set the **EXTERNAL SPEAKER** button to the desired **Channel #** that the source of audio is being played.

The volume control is located to the right of the External Speaker knob.

When audio is complete, turn the **EXTERNAL SPEAKER** knob to “L”, and then press the STOP button on the audio source. This will eliminate feedback from the external speaker.

ENDING THE CLASSROOM SESSION

Instruct the students to place the headsets and cords in the tray with the cords tucked in and with microphones turned away from the headset plug-in plate. The headset plug-in plate stores the amplifier and will cause the headset to make a “squeaking” noise if the microphone is too close to the amplifier. This situation is similar to placing a microphone too close to a radio or speaker system and causing the microphone to shriek loudly.

Raise the trays up by pressing the UP buttons for the trays.

RECORDING STUDENTS ON CASSETTE RECORD MODULE

SETTING UP EQUIPMENT

The cassette record module allows the instructor to record multiple students at the same time to cassette tape. Connect the recorder by plugging in the power cord to the record module and the Alco cord to the teacher console. This type of recorder is used to record 18 students at the same time. Operation procedures will be the same if you are equipped with a recorder that houses only 16 cassette recorders for a 32-student position lab.

On the recorder control box, turn the RUN/STANDBY switch to the STANDBY position.

RECORDING STUDENTS –Left Side / Right Side

The following procedures should be used when 18 students on the left side of the room are to be recorded first and then 18 students on the right side of the room are to be recorded next.

Label blank cassettes with student seat assignments, names, or ID numbers. Load blank cassette tapes in the cassette recorders and press rewind to make sure all tapes are at the beginning.

The student seated in the A1 position will be recorded to recorder RA, the student seated in the A2 position will be recorded to recorder RB and so on in the A row. The student seated in the B1 position will be recorded to recorder RG, the student seated in the B2 position will be recorded to recorder RH and so on in the B row. The third column of recorders RM to RR correspond to the students seated in seat positions C1 to C6 respectively. If desired, you might choose to have students say their name or ID# at the beginning of their recordings.

Press RECORD on all student cassette recorders.

If a recording test is to be given using tapes supplied from a testing agency, then the students must also be set up to hear the testing audio sources.

Load the **SPEAKING** test cassette tape to Channel 1 tape player. On the Instructor Control Panel, program Rows A, B, & C to Channel 1 by programming all student knobs to "G" and then turning the 1st student in rows A, B & C to "1".

Load the **LISTENING** test cassette tape to Channel 2 tape player. On the Instructor Control Panel, program Rows D, E & F to Channel 2 by programming all student knobs to "G" and then turning the 1st student in rows D, E, & F to "2".

Turn Recorder Control Box to "**ROW A, B, C**".

Turn RUN/STANDY switch to RUN.

Press PLAY on teacher cassette players 1 & 2.

When finished, turn RUN/STANDBY switch back to STANDBY position. Rewind test tapes on console cassette players and switch tapes between Channels 1 & 2.

Turn Recorder Control Box to "**ROW D, E, F**".

Turn RUN/STANDBY switch to RUN.

Press PLAY on teacher cassette players 1 & 2.

RECORDING STUDENTS –Alternate Rows

The following procedures should be used when 18 students in rows A, C, & E are to be recorded first and then 18 students in rows B, D, & F are to be recorded.

Turn RUN/STANDBY switch to STANDBY position.

Students in the A row will be recorded to recorders RA to RF and students in the C row will be recorded to recorders RG to RL. Students in the E row will be recorded to recorders RM to RR.

Load blank cassettes to the recorders and rewind all cassettes.

Press RECORD on all cassette recorders.

Load the **SPEAKING** test cassette tape to Channel 1 tape player.
On the Instructor Control Panel, program Rows A, C, & E to Channel 1 by programming all student knobs to “G” and then turning the 1st student in rows A, C & E to “1”.

Load the **LISTENING** test cassette tape to Channel 2 tape player.
On the Instructor Control Panel, programs Row B, D & F to Channel 2 by programming all student knobs to “G” and then turning the 1st student in rows B, D, & F to “2”.

Turn Recorder Control Box to “**ROW A, C, E**”.

Turn RUN/STANDBY switch to RUN.

Press PLAY on teacher cassette players 1 & 2.
When finished, turn RUN/STANDBY switch back to STANDBY position.
Rewind test tapes on console cassette players and switch tapes between Channels 1 & 2.

Turn Recorder Control Box to “**ROW B, D, F**”.

Turn RUN/STANDBY switch to RUN.

Press PLAY on teacher cassette players 1 & 2.

RECORDING STUDENTS –Horizontal Pairs

The following procedures are used to record pairs of students who are seated in HORIZONTAL PAIRS.

Turn RUN/STANDYB switch to STANDBY position.

Load blank cassettes to the cassette recorders.

Student pair seated in A1/B1 will be recorded to recorder RA, student pair seated in A2/B2 will be recorded to recorder RB, and so on for student rows A & B.

Student pair seated in C1/D1 will be recorded to recorder RG, student pair seated in C2/D2 will be recorded to recorder RH, and so on for student rows C & D.

Student pair seated in E1/F1 will be recorded to recorder RM, student pair seated in E2/F2 will be recorded to recorder RN, and so on for student rows E & F.

Press RECORD on all cassette recorders.

Turn Recording Control Box to HORIZONTAL PAIRS.

Turn RUN/STANDBY switch to RUN position.

RECORDING STUDENTS –Vertical Pairs

The following procedures are used to record pairs of students who are seated in VERTICAL PAIRS.

Turn RUN/STANDYB switch to STANDBY position.

Load blank cassettes to the cassette recorders.

Student pair seated in A1/A2 will be recorded to recorder RA, student pair seated in B1/B2 will be recorded to recorder RB, student pair seated in A3/A4 will be recorded to recorder RC, and so on for student rows A & B.

Student pair seated in C1/C2 will be recorded to recorder RG, student pair seated in D1/D2 will be recorded to recorder RH, student pair seated in C3/C4 will be recorded to recorder RI, and so on for student rows C & D.

Student pair seated in E1/E2 will be recorded to recorder RM, student pair seated in F1/F2 will be recorded to recorder RN, student pair seated in E3/E4 will be recorded to recorder RO and so on for student rows E & F.

Press RECORD on all cassette recorders.

Turn Recording Control Box to VERTICAL PAIRS.

Turn RUN/STANDBY switch to RUN position.

RECORDING STUDENTS - Quads

Turn the RUN/STANDBY switch to STANDBY.

Load blank tapes to student recorders.

ONLY LOAD TAPES TO THE FOLLOWING RECORDERS:

RA – RC – RE – RG – RI – RK – RM – RO – RQ

Press RECORD on ONLY those recorders listed above.

Turn Recording Control Box to QUAD.

Turn RUN/STANDBY switch to RUN position.