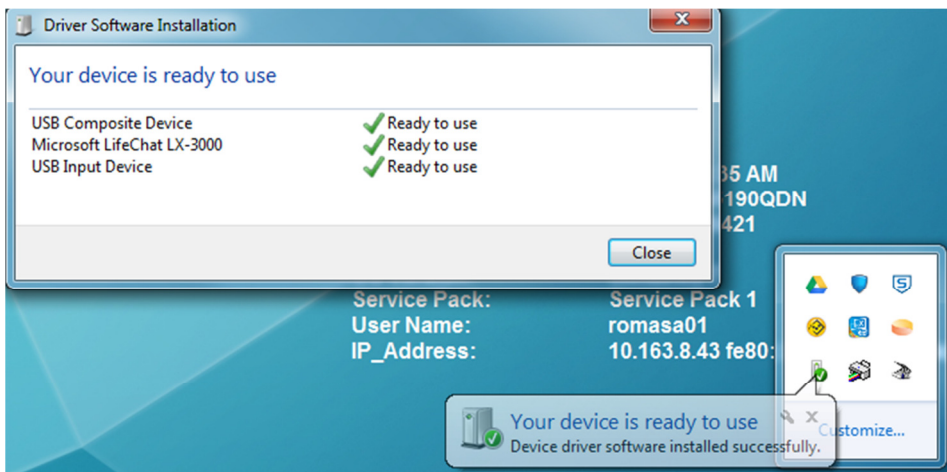
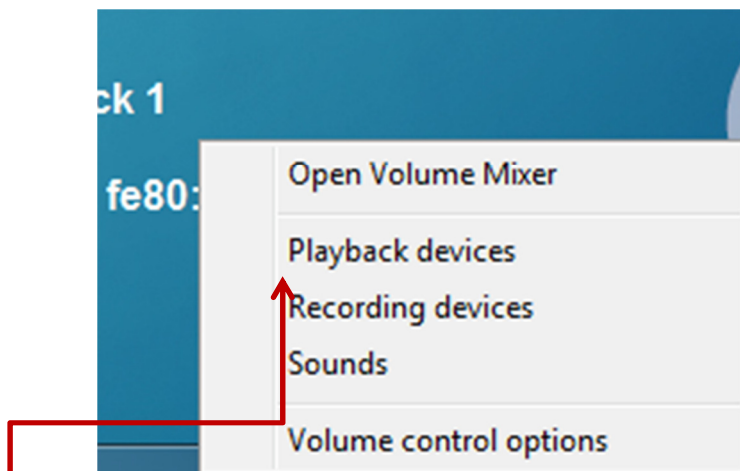


# Setting up a USB headset to work with the Ohio Secure Browser.

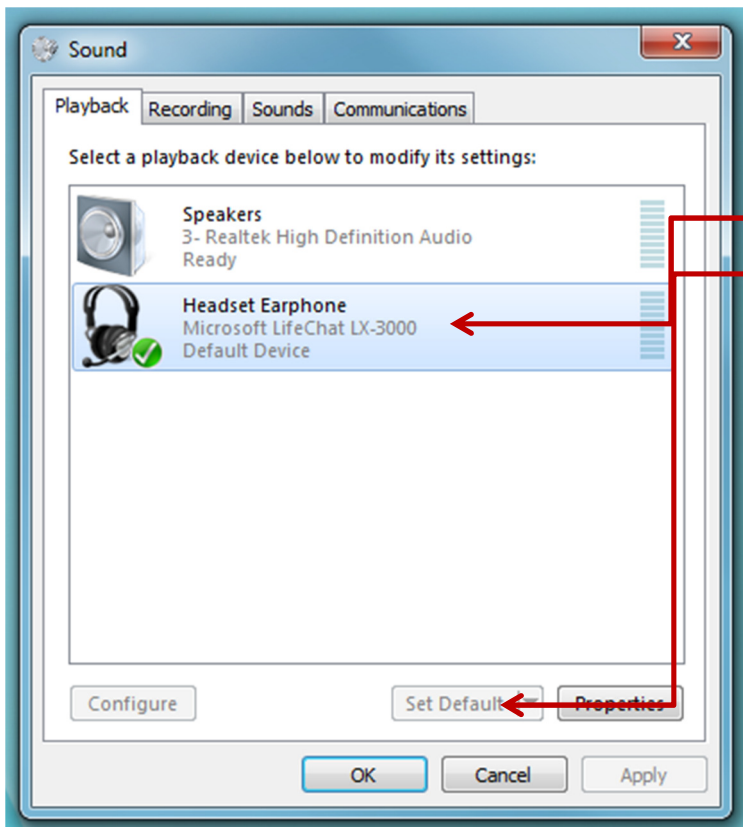
Prepared by Samuel Román, Bilingual Instructional Coach.



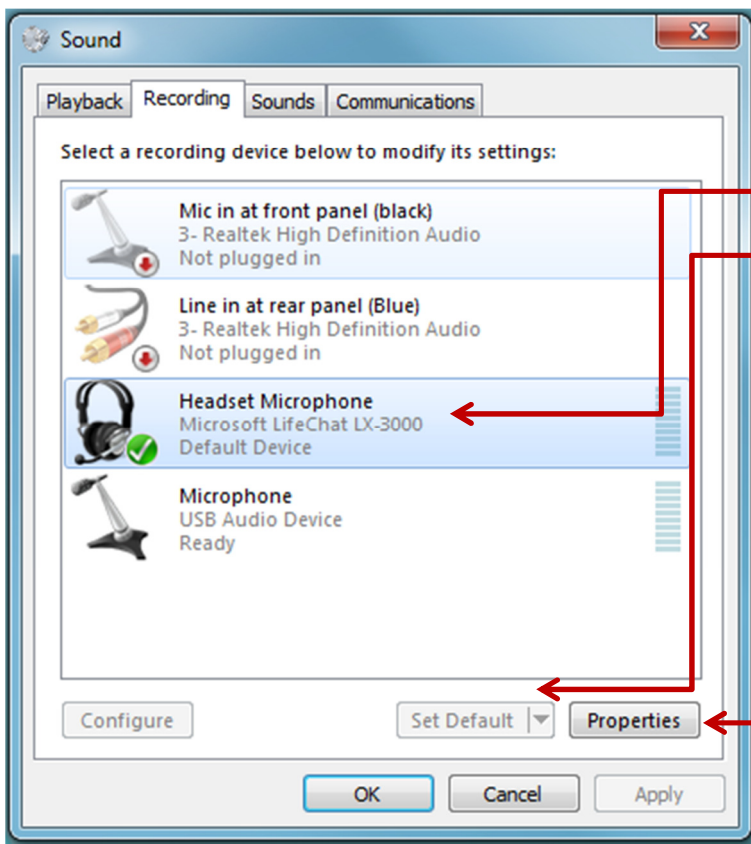
1. **Plug** in the USB headset in any available USB Port.
2. After a few seconds, you will see a message that your device is ready to use.
3. If you **click on the message**, you will see the name of the headset. In this case, Microsoft LifeChat LX-3000.
4. **Close the Window.**



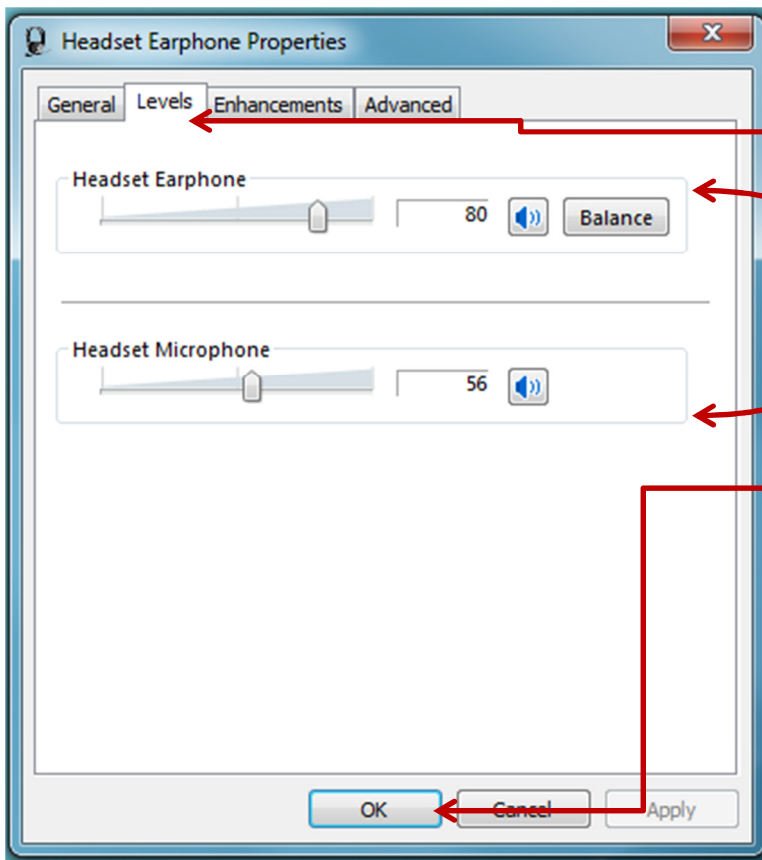
5. **Right-Click** on the **speaker icon** on the status bar at the bottom of the screen.
6. **Choose Playback Devices.**



7. On the Playback Tab, **Click** on the **Headset Earphone** to select it.
8. **Click** on **Set Default**.
9. Then **Click** on the **Recording Tab**.



10. On the Recording Tab, **Click** on the **Headset Microphone** to select it.
11. **Click** on **Set Default**.
12. **Click** on the **Properties Button**.



13. Click on the **Levels Tab**.

14. Make sure the levels for both Headset Earphone and Headset Microphone are set at appropriate levels. These settings on the screenshot to the left work well for testing.

15. Click **OK**.

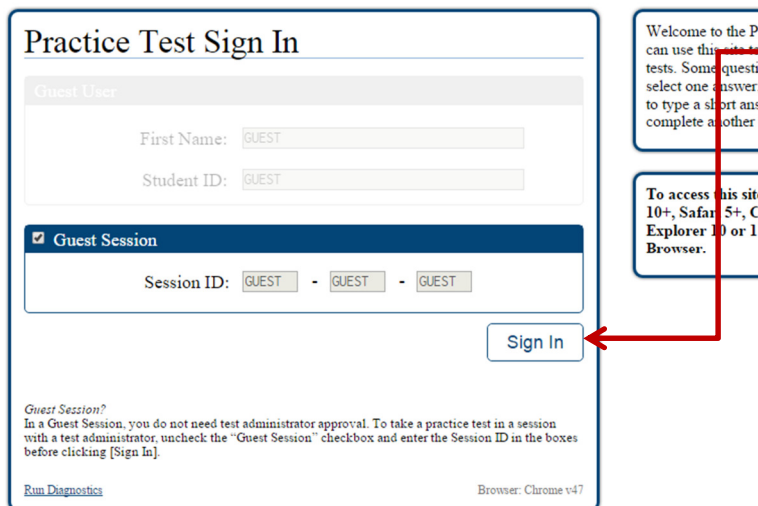


16. Open the **Secure Browser** and click on the link to the Practice Site.

17. Click **Sign in**.

18. Select the grade level and the **ELPA 21** assessment.

19. Continue until the Sound Check window comes up.




Welcome to the Practice Test Site. You can use this site to take practice tests. Some questions require you to select one answer, to type a short answer, or to complete another task.

To access this site, you need a browser that is at least version 10+, Safari 5+, or Internet Explorer 10 or 11.

**Guest Session?**  
In a Guest Session, you do not need test administrator approval. To take a practice test in a session with a test administrator, uncheck the "Guest Session" checkbox and enter the Session ID in the boxes before clicking [Sign In].

Ohio Department of Education  
Student Practice Site

## Sound Check

 Click on the sound icon to hear the sound.  
If you hear the sound, click [Yes]. If not, click [No].

20. Click on the **speaker icon**.

21. **Listen** to the sound through the headsets.

22. If you do not hear any sound, close the browser and repeat the steps to set up the headset and try again.

23. **Click yes** when you hear the sounds.

Ohio Department of Education  
Student Practice Site

## Sound Check: Record Your Voice

1. Press the Microphone button to start recording.
2. Say your name into your microphone.
3. When you are done, press the Stop button.
4. Press the Play button to listen to your recording.
5. If you hear your voice, click [Yes]. If you do not hear your voice, click [Problem (No)].

24. Click on the **Microphone Icon** on the Record Your Voice Window.

25. **Speak** to the microphone and click the **STOP** Sign when you are done recording.

Ohio Department of Education  
Student Practice Site

## Sound Check: Record Your Voice

1. Press the Microphone button to start recording.
2. Say your name into your microphone.
3. When you are done, press the Stop button.
4. Press the Play button to listen to your recording.
5. If you hear your voice, click [Yes]. If you do not hear your voice, click [Problem (No)].

26. Click on the **green speaker icon** to listen to your voice.

27. If you cannot hear your voice, check if the headset has a microphone Mute control and make sure the microphone is not muted. (See last picture Below)

28. Once you can hear your recorded voice, **click Yes** and proceed with the test.

### Sound Check: Record Your Voice

1. Press the Microphone button to start recording.
2. Say your name into your microphone.
3. When you are done, press the Stop button.
4. Press the Play button to listen to your recording.
5. If you hear your voice, click [Yes]. If you do not hear your voice, click [Problem (No)].



Problem (No)

Yes

30. Once you can hear your recorded voice, click the **stop** button and then click on **Yes** to proceed with the test.



Some headsets have a **Microphone Mute Button**. In this example on the left, the Mute button can be easily pressed and could stop the microphone to record.

Unmute the microphone and try recording again.