

Welcome to NetOp School Version 3.02

Table of Contents:

Introduction.....	1
The Teacher Window	2
The “Tool Bar”.....	3
Teacher Control Options.....	6
The Student.....	6
Common Functions.....	7
Important Notes	8

Introduction

NetOp School consists of a Teacher and a Student module – together forming an interactive classroom on the network. As NetOp School is a teacher’s tool, the Teacher is the controlling part of the environment. The program enables you to broadcast the activity on your screen to any student PC running the Student program. And as a teacher you can choose to control the student PCs in two ways: Full control or releasing students’ keyboards to let them work along with you as you demonstrate – true interactivity.

Using the NetOp School

If you are familiar with the Windows interface, we trust you will find NetOp School’s interface fairly easy to use.

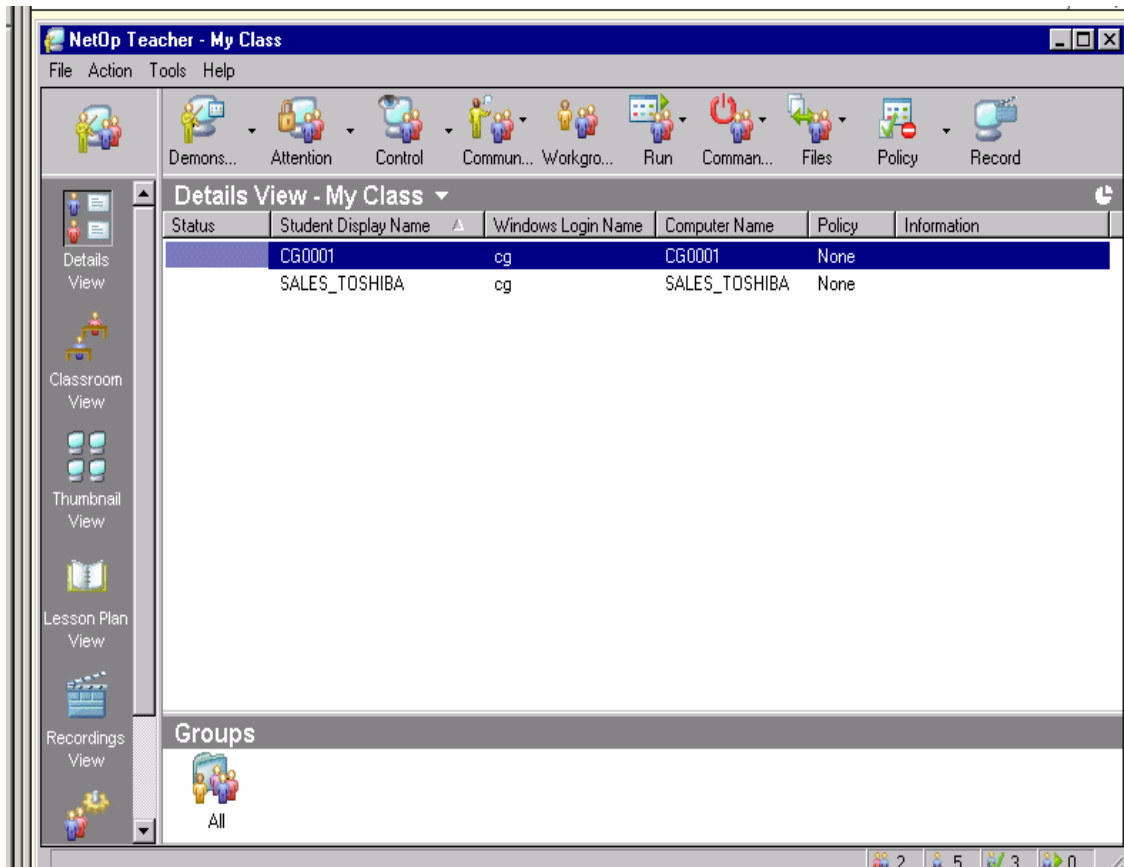
You can click with the mouse on elements on the screen to activate them. If an element has an underlined letter, that element can also be activated, by pressing ALT combined with the underlined letter on your keyboard.

The On-line Help System

NetOp School for Windows contains an on-line Help system. The Help system is opened on a relevant topic by selecting one of the *Help* menu items or clicking one of the *Help* buttons that are found in the program windows.

The Teacher Window

To start the Teacher, select the Teacher NetOp icon on the desktop. When you start the Program, you will see the Teacher window, which is called the Class Control Panel as shown in the following figure. The Class Control Panel displays class Students in different ways for executing teaching actions, creates and executes lesson plans, manages recordings and sets up classes.



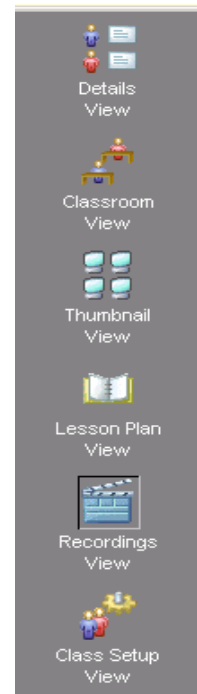
The Class control panel is your control center. It contains:

The “Views Pane” – (see picture on next page)

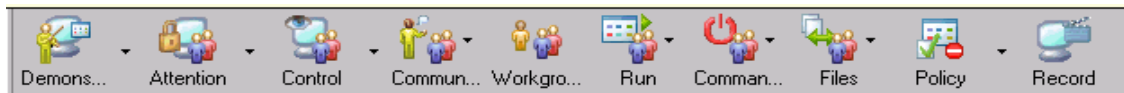
On the left side of the Class Control Panel, you have six different Views, each with its own special purpose. The default view is the Details View.

- ▶ **Details View:** Displays Students as records with details in columns. Student groups are displayed as icons or records.
- ▶ **Classroom View:** Displays Students as named moveable icons on an optional bitmap image background that can resemble the classroom layout. Student groups are displayed as icons or records.

- ▶ **Thumbnail View:** Displays Students as named miniature images (thumbnails) of their computer screens. Optionally, moveable thumbnails can be displayed on an optional bitmap image background that can resemble the classroom layout. Student groups are displayed as icons or records.
- ▶ **Lesson Plan View:** Creates, manages and executes lesson plans with lesson actions and supporting notes.
- ▶ **Recordings View:** Manages Teacher screen image recordings. Student groups are displayed as icons or records.
- ▶ **Class Setup View:** Displays class Students as named icons and Student groups as folders for setting up classes. Available Students can be connected to or invited to connect to the class.



The “Tool Bar”

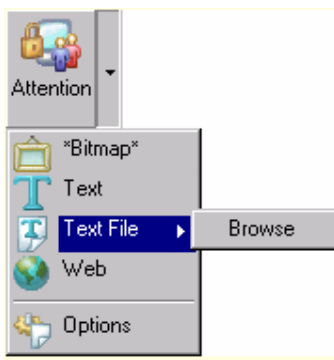
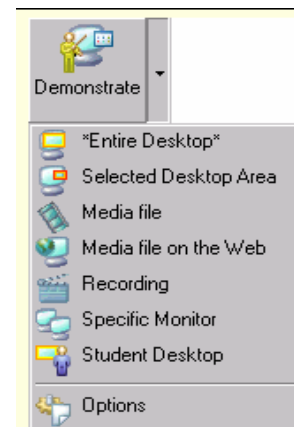


The Tool Bar contains the teaching action buttons that can execute actions on Students selected in the class control panel. Matching commands are available in the Action menu. Buttons with “down” arrows expand into multiple teaching action commands. Please note that all the tool bar buttons are grayed out until at least one Student is selected.

By default, the tool bar contains the full range of buttons in the order: Demonstrate, Attention, Control, Communicate, Workgroup, Run, Commands, Files, Policy, Record.

Demonstrate

Use this feature to show any screen to one or more students. By broadcasting your screen to the rest of the class, they see your screen and your mouse/keyboard entries just as you do. You can demonstrate an “Entire Desktop,” “Selected Desktop Area,” “Media File,” “Media File on the Web,” “Recording,” “Specific Monitor,” “Student Desktop.” **Detailed training is available to cover these topics.**



Attention

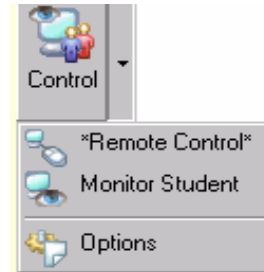
With this one-click button feature you can easily lock screen, keyboard and mouse on the selected students. You can choose to send either a bitmap, text, text file, or Web page of your own choice to the screens. A default bitmap file is already set up to be sent to the students’ machines when the Attention function is activated.

To use the Attention command, select which students to draw attention from and click the *Attention* button. Release the students' PC's by clicking the same button and let them carry on working from where they were locked. *Tip*: You are able to use *Chat* while *Attention* is in progress. The keyboard and mouse input from the students will be limited to this dialog.

Control

With this feature you can "Remote Control" the Student PC's mouse and keyboard or "Monitor" a student screen discreetly.

The toolbar below is used when in control or monitoring a student station. From here you can end the session, toggle between window and full screen, send windows keystrokes, restart the pc, lock and unlock the keyboard and mouse, and record a controlled session.



Communicate

The Communicate button has three commands to interact with the student machine.

Use "**Audio Chat**" to communicate via headphones and/or microphones with one or more student PCs. Choose from the list which students you want to include and click the *Audio Chat* button. Talk to all participants or assign the microphone to any participant. Users can request the microphone themselves. You're identified as *Teacher* or by name; student name identifies other participants. The teacher ends the Audio Chat.



You can start an online text conference, "**Chat**", for a written conversation with one or more student PCs. Choose from the list which students you want to include and click the *Chat* button. Write the line you want to send and click the *Send line* button or simply press the Return key. Your input reaches the students you have selected with the notification *Teacher*> attached to your line. Student name identifies other participants. The teacher ends the Chat.

The "**Send Message**" function allows you to send a simple message to student users.

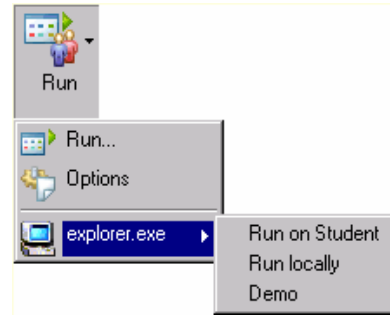
Workgroup

The workgroup function allows you to group computers into groups and assign an assistant teacher to the group which can then take over the group as the teacher, which shares the same controls as the main Teacher.



Run

This feature allows you to quickly open a program on one or multiple student stations. Choose from the list to select the students you want to include and press the *Run* button. The Run function has been preconfigured to show the programs that have been installed on the teacher and student's stations, which will be listed under the "Options" command. If a new program is installed, a CNS administrator can only add it to the list.

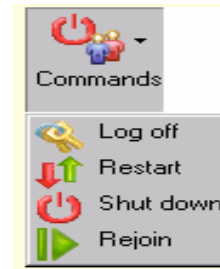


When selecting a program from the list in the Run feature, you have the option of running that program on the student, locally on the Teacher station, or by demonstrating that program to the selected students.

Commands

The Commands button expands to display the following Windows commands:

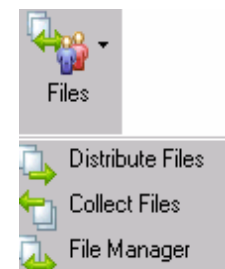
- ▶ **Log Off:** Select this command to log off the current user from Windows on selected Student computers.
- ▶ **Restart:** Select this command to restart (reboot) selected Student computers.
- ▶ **Shut Down:** Select this command to shut down selected Student computers.
- ▶ **Rejoin:** Select this command to make selected Students leave class and join class.



Files

The Files feature will allow you to do the following:

- ▶ **Distribute Files:** will distribute specified Teacher computer files to a specified location on selected Student computers.
- ▶ **Collect Files:** will collect specified files from a specified location on selected Student computers to a specified location on the Teacher computer.
- ▶ **File Manager:** will start a File Manager session with a selected Student.



Detailed training is available to cover these topics.

Policy

This command allows you to create specific application or Internet policies that prohibit access to specific programs and web addresses. Policies can be applied and changed on the fly to match a specific teaching situation. Select one of the commands to apply that policy to selected Students.



Record

This feature allows you to record and playback all activity on the Teacher's and Student screens. Audio can be added to create a more dynamic presentation for a lesson.

The Recording toolbar is used when doing a recording. You can start, stop, and use the Marker Utility and Microphone with the toolbar.



Detailed training is available to cover these topics.



Teacher Control Options

The Marker Utility

NetOp Marker Utility enables creating figure and text markers on top of the screen image and magnifying a rectangular section of the screen image to highlight details. The Marker Utility is indicated by an icon of a red pencil when controlling or monitoring a student station.



The Student

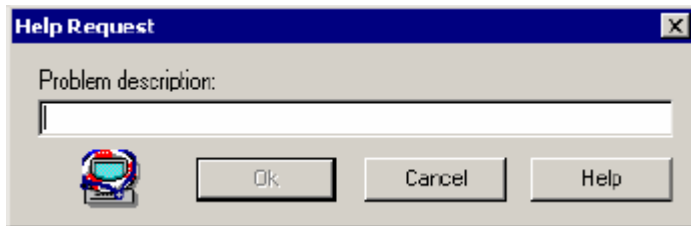
The student's module runs in **Stealth mode**. This option hides the Student program from view. This insures that the student configuration will be unchangeable. There is no need for the student to manipulate the student program. All commands and options can be done from the teacher program.

Help request

The Student can request for help by clicking the Life raft Student icon in the system tray.

It is not possible to request help while being remotely controlled however.

Whenever a call for help is made, a dialog box is shown where the students can enter a question for the teacher to view immediately.



The request appears in the Teacher Control Panel next to the student's name, and the teacher is notified by a sound signaling a pending Help request. The teacher can service the Help Request for instance by starting a chat or a remote control session. The teacher can also clear the Help request. It is also possible for the student to clear the Help Request by selecting *Utilities/Cancel help* or by pressing the *Cancel Help* button.

Common Functions

Demonstrating:

- **Teacher to all students**
 1. Select the "Class Setup View" in the Class Control Panel.
 2. Select the "All Students" folder.
 3. Select the "Demonstrate" command from the Toolbar.
 - ▶ The teacher station is now being demonstrated on all students' workstations.
 4. To stop the Demonstration, click on the "End Session" button on the "Teacher Control" toolbox, in the bottom right hand corner of the screen indicated by the computer icon with a red X over it.

- **Teacher to selected student or students**
 1. Select the "Details View" in the Class Control Panel.
 2. Select the student or students you wish to demonstrate to. To select multiple students, hold down the "Ctrl" key and click on the students you wish to demonstrate to.
 3. Select the "Demonstrate" command from the Toolbar.
 - ▶ The teacher station is now being demoed on your selected student or students' workstations.
 4. To stop the Demonstration, click on the "End Session" button on the "Teacher Control" toolbox, in the bottom right hand corner of the screen indicated by the computer icon with a red X over it.

- **Selected Student to all Students**
 1. Select the "Class Setup View" in the Class Control Panel.
 2. Select the "All Students" folder.
 3. Select the Demonstrate down arrow command from the Toolbar.
 4. From the list, select "Student Desktop" and when the student list appears to the right, select the student station you wish to demonstrate.
 - ▶ That student station is now being demonstrated on all students' workstations.
 5. To stop the Demonstration, click on the "End Session" button on the "Teacher Control" toolbox, indicated by the computer icon with a red X over it.

- **Selected Student to Selected Student or Students**
 1. Select the "Detail View" in the Class Control Panel.
 2. Select the student or students you wish to demonstrate to. To select multiple students, hold down the "Ctrl" key and click on the students you wish to demonstrate to.
 3. Select the Demonstrate down arrow command from the Toolbar.
 4. From the list, select "Student Desktop" and when the student list appears to the right, select the student station you wish to demonstrate.
 - ▶ That student station is now being demoed on your selected students' workstations.
 5. To stop the Demonstration, click on the "End Session" button on the "Teacher Control" toolbox, indicated by the computer icon with a red X over it.

Important Notes

Many of the options in the teacher's module can be changed in the program options section of the program. To keep all users on the same level, the options have been password protected and some have been removed for ease of use. If compromised, **Please do not change these settings!** These settings affect the whole program and without telling other users of the program, this can create problems. If you would like to experiment with new options, please let us know and we can then set up an appointment to learn the new functions.