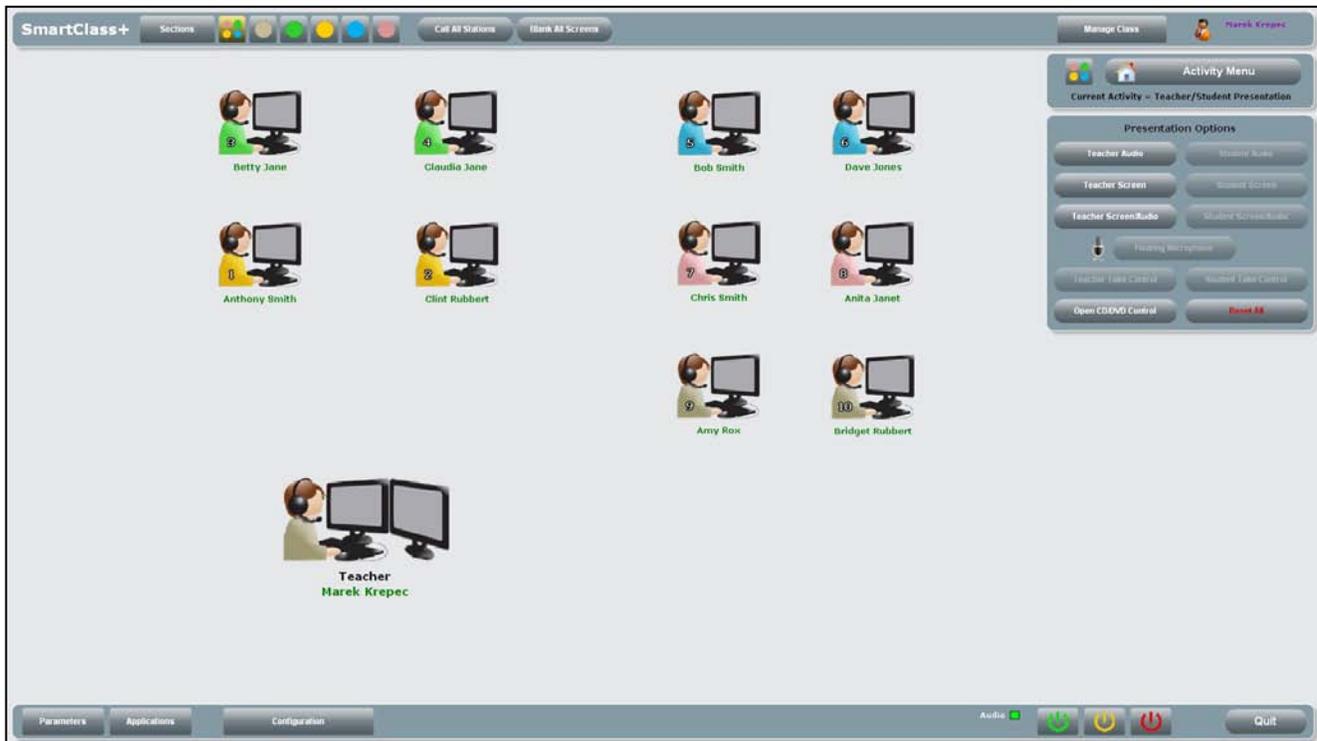


# User Guide

## SmartClass+ Live Activities Dashboard



## Guide Revision History

REVISION DATE	CHANGES
2011-04-18	Initial Release.
2011-05-11	Updated to reflect changes in release Beta 204
2011-06-22	Updated to reflect changes in release Beta 210
2011-07-21	Updated to reflect changes in releases 1-211 through 1-214
2011-08-08	Updated to reflect changes in releases 1-220 and 1-221 <ul style="list-style-type: none"> <li>• Support of the Live Testing activity</li> <li>• Mosaic view of student screens</li> <li>• Button to view CD/DVD control panel in Presentation Mode</li> </ul>
2011-09-20	Updated to reflect changes in release 1-222 and 1-223 <ul style="list-style-type: none"> <li>• Support for hardware intercom mixing in the BIL</li> <li>• Student Recording in Pairing/Grouping</li> <li>• Launch Programs Utility</li> </ul>
2011-10-11	Updated to reflect changes in releases 1-224 and 1-225 <ul style="list-style-type: none"> <li>• Floating microphone</li> <li>• Pairs, triples, and quads with no-child-left-out</li> <li>• Complete function (random the rest) with teacher-selected pairing</li> </ul>
2011-12-13	Updated to reflect changes in release 1-226-5 <ul style="list-style-type: none"> <li>• Initial AP Testing screens</li> </ul>
2012-01-20	Updated to reflect changes in releases 1-226-7 and 1-227 <ul style="list-style-type: none"> <li>• Color Sections</li> <li>• Power-on, Power-off, and Log-off for student computers</li> </ul>
2012-02-17	Updated to reflect changes in release 1-228 <ul style="list-style-type: none"> <li>• Support for AV Stations (e.g. Projector)</li> </ul>
2012-04-11	<ul style="list-style-type: none"> <li>• Guide name changed from Quick Reference to User</li> <li>• Separate Quick Reference Guide and AP Testing Guide created in tandem</li> <li>• Updated to reflect changes in release 1.300 <ul style="list-style-type: none"> <li>• Support for populating a class from the LAD</li> <li>• Manual login support added</li> <li>• Autoscan support added</li> <li>• Login option for AP Testing made optional/configurable</li> </ul> </li> </ul>
2013-04-26	Updated to reflect changes in Version 307 <ul style="list-style-type: none"> <li>• Password protection of Configuration panel</li> <li>• Display of Version on-screen</li> <li>• Mosaic view of all stations</li> </ul>
2013-08-26	Updated to reflect changes in Version 310 <ul style="list-style-type: none"> <li>• Teacher microphone mute</li> <li>• Support for Android based Teacher LAD</li> </ul>

# Contents

## GETTING CONNECTED

<b>Teacher Station .....</b>	<b>1</b>
<b>Launching the Live Activities Dashboard.....</b>	<b>1</b>
Tablet or Second Monitor? .....	2
<b>Do you want to take attendance? .....</b>	<b>3</b>
No Attendance.....	3
Yes, Take Attendance .....	3
AP Testing .....	3
<b>Teacher Login.....</b>	<b>4</b>
<b>Connecting Student Stations .....</b>	<b>4</b>
<b>Courses &amp; Classes .....</b>	<b>5</b>
<b>Select a Class .....</b>	<b>5</b>
Create/Manage Classes.....	6
Select Existing Class – Without Student Roster .....	7
Select Existing Class – With Student Roster .....	8
Student Login Options.....	9
Student Login .....	9
Manual Login.....	10
Auto-login .....	11

## WHAT DO YOU WANT TO DO?

<b>Activity Menu .....</b>	<b>12</b>
<b>Change Activity .....</b>	<b>12</b>
<b>The Dashboard Screen .....</b>	<b>13</b>
Hot Keys Bar .....	14
SC+ Version .....	14
Manage Class .....	14
Hot Keys.....	14
Sections.....	15
Teacher Microphone Mute .....	15

Utilities Bar .....	16
Parameters .....	16
Applications .....	16
Power On-Off & Log-Off .....	17
Hardware Communications .....	17
Configuration .....	17
Quit .....	17
Station Icons.....	18
<b>Make a Teacher or Model Student Presentation .....</b>	<b>19</b>
Presentation Options.....	19
Using the Floating Microphone.....	20
Teacher CD Player Control .....	21
<b>Monitor Student Work.....</b>	<b>22</b>
Monitoring/Support Options.....	22
Open Chat Window .....	23
Autoscan .....	23
View All – Mosaic .....	24
<b>Launch a Pairing/Grouping Activity .....</b>	<b>25</b>
Pairing/Grouping Options .....	25
Partnering Mode.....	25
Group Size .....	26
Teacher-Selected Groups .....	26
Monitoring & Supporting Pairs/Groups.....	27
Recording Pairs/Groups .....	27
<b>Launch a Media Exercise.....</b>	<b>30</b>
Exercise Options .....	31
<b>Launch a Live Testing Activity.....</b>	<b>32</b>
Presentation/Recording Options .....	32

**SECTIONS & UTILITIES**

<b>Color Sections .....</b>	<b>35</b>
Assigning Stations to Sections .....	36
Releasing Stations from Sections .....	38
Choosing a Section .....	38
<b>Applications Utility.....</b>	<b>39</b>
Adding New Shortcuts.....	40

# Getting Connected

## Teacher Station

The teacher station will normally include two monitors, the *Control Screen* and the *Teacher Screen*. With SC+ release 310, it is now possible to use an Android tablet as the control screen instead of a second monitor.

### Teacher Station



When this station is powered-on, the Windows login panel will appear on the Teacher Screen. The teacher must login to Windows on the Teacher Screen using the Login ID and Password information provided by the system administrator

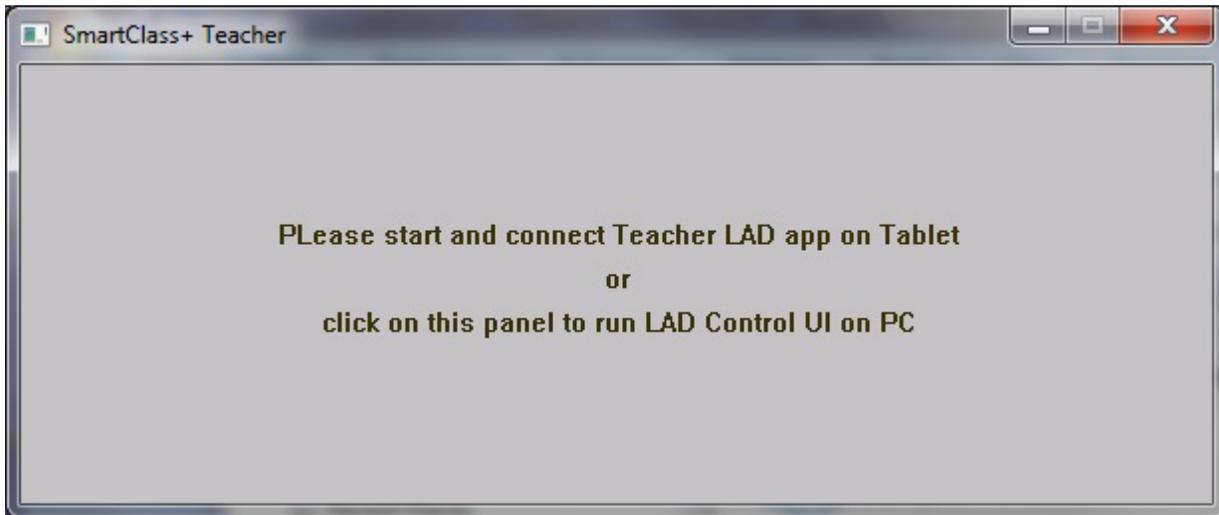
## Launching the Live Activities Dashboard

To launch the SmartClass+ Live Activities Dashboard (LAD) at the teacher station, double-click on the *SmartClass+ Teacher* icon shown below:



## Tablet or Second Monitor?

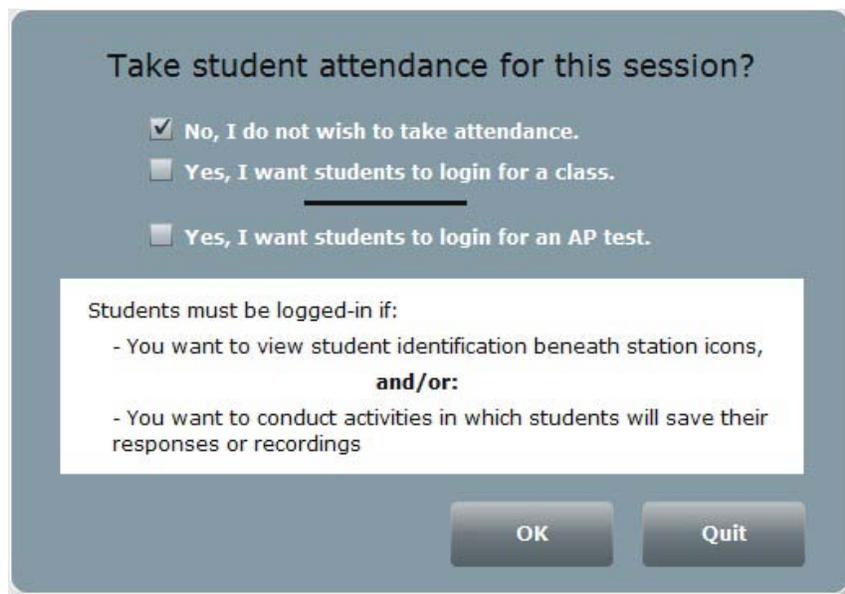
In situations where the Live Activities Dashboard is configured to support an Android tablet, upon launching the LAD, the teacher will see the User Interface (UI) option box presented below:



To use the Android tablet as the control screen, the teacher must launch the Teacher LAD application on the tablet. To use a second desktop monitor as the control screen, the teacher must click on the above panel.

## Do you want to take Attendance?

The *Take student attendance for this session?* panel will be displayed as shown below, and you will be prompted to choose one of the attendance options:



The screenshot shows a dialog box titled "Take student attendance for this session?". It contains three radio button options: "No, I do not wish to take attendance." (which is selected), "Yes, I want students to login for a class.", and "Yes, I want students to login for an AP test." Below these options is a white box with the text "Students must be logged-in if:" followed by two bullet points: "- You want to view student identification beneath station icons," and "- You want to conduct activities in which students will save their responses or recordings". At the bottom of the dialog box are two buttons: "OK" and "Quit".

### No Attendance

If you select the “No” option for taking attendance, skip the following section portions of this chapter, and go directly to the *What do you want to do?* chapter.

When students are not logged in, you will be able to use the basic functions of the system, but activities that require student recording will be grayed-out.

### Yes, Take Attendance

If you select the “Yes” option for taking attendance, then you will be prompted to login.

### AP Testing

For Advanced Placement tests, choose the “for an AP test” option: (Note that the AP option can be disabled from the LAD configuration panel for schools that do not use Advanced Placement testing.)

The topic of AP Testing is covered in full detail in a separate publication titled *AP Testing Guide* and is not addressed herein.

## Teacher Login

If you chose “no” for student attendance, skip ahead to the *What do you want to do?* chapter.

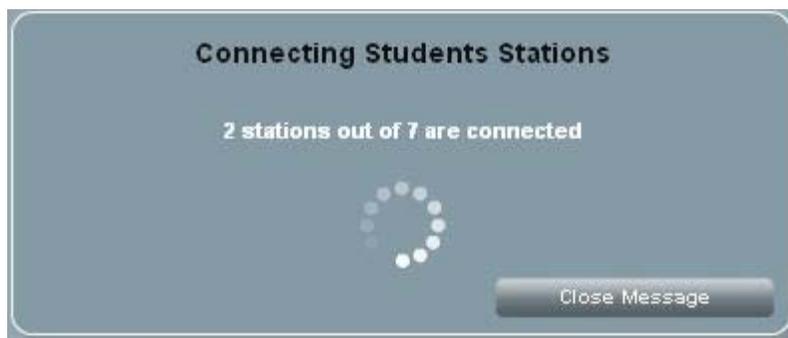
If you chose “yes” for student attendance, you will be prompted to login as shown below. If you do not know your login information, consult the system administrator.



The image shows a 'Teacher Login' dialog box with a title bar. It contains two input fields: 'Name:' and 'Password:'. Below the fields are two buttons: 'Login' and 'Cancel'.

## Connecting Student Stations

After teacher login, the SmartClass+ LAD will attempt to establish a connection with all stations in the classroom. The *Connecting Students Stations* panel will appear as shown below, and the status of how many stations are connected will be updated as this process proceeds.



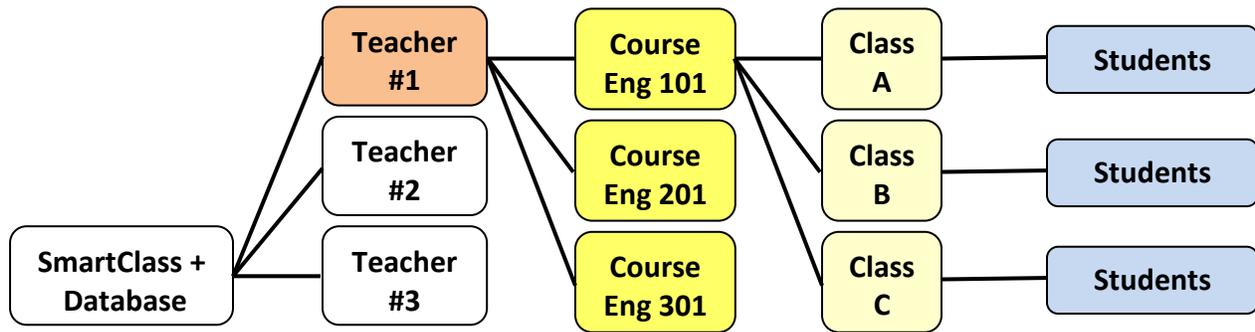
Only those stations that are powered-on and have a student logged into Windows on the local computer will be detected.

After station detection, an icon for each station will appear on the LAD dashboard.

If all stations are occupied, this message will close on its own after detecting the last station. However, if there are any empty stations, when all stations where students are seated and have logged in to Windows have been detected, select the *Close Message* button (above) to preemptively exit this message. If students arrive late, their stations will automatically be detected upon login.

## Courses & Classes

The SmartClass+ system database is organized as shown in the figure below. The hierarchy begins with *teachers*. Each *teacher* has one or more *courses*. Each *course* has one or more *classes*. Each *class* has one or more *students*.



Once a teacher has logged in, her next step is to identify the Course and Class for which she is running the current session.

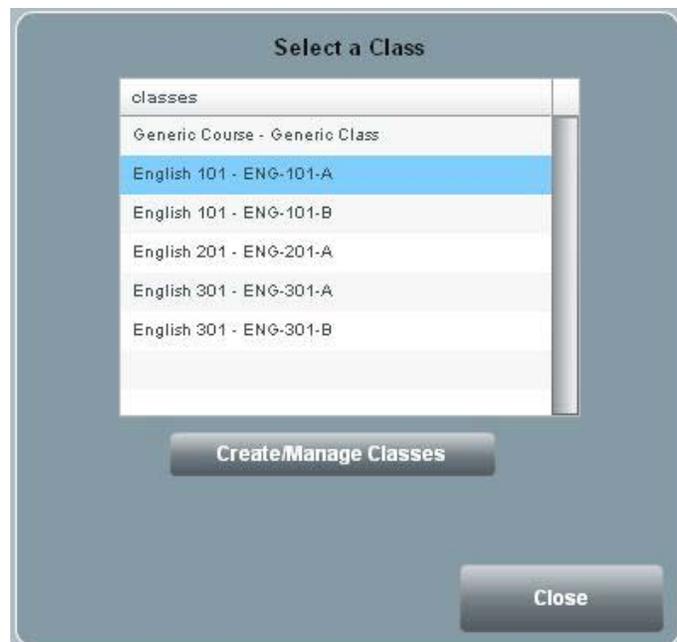
## Select a Class

The *Select a Class* pop-up panel displays a list of the courses and classes previously defined for the current teacher.

If the class you are seeking is in the class list just click on that class to select it.

If the selected class already includes a roster of students, you will be given several options for having those students login. (See page 7)

If the selected class has no students you can ask students to employ an advanced login process called *Populate the Class*. This process creates new student accounts which will then automatically be imported into the class. (See page 6)



If the class you are seeking is not in this list, you can click on the *Create/Manage Classes* button to create a new Course and/or Class. (See page 5)

## Create/Manage Classes

If your target course/class is not yet available in the list of classes, you will select the *Create/Manage Classes* option.

When you do this, the message at right appears on the control screen, and a *Courses & Classes* panel similar to the one shown below appears on the teacher screen.



**New Course:** You can create a new course by choosing the *Create New Course* button at the top of this panel, and by following the prompts in the pop-up panel.

**New Class:** You can create a new class for a given course by selecting the *New Class* button immediately above the name of the course. In the example below, we will add a new ENG-101-C class to our existing English 101 course.

Select *Create* to save the new course.

On the control screen, in the *Create/Manage Classes* panel, select *Cancel* to return to the *Select a Class* menu – which will now contain your newly created course/class.

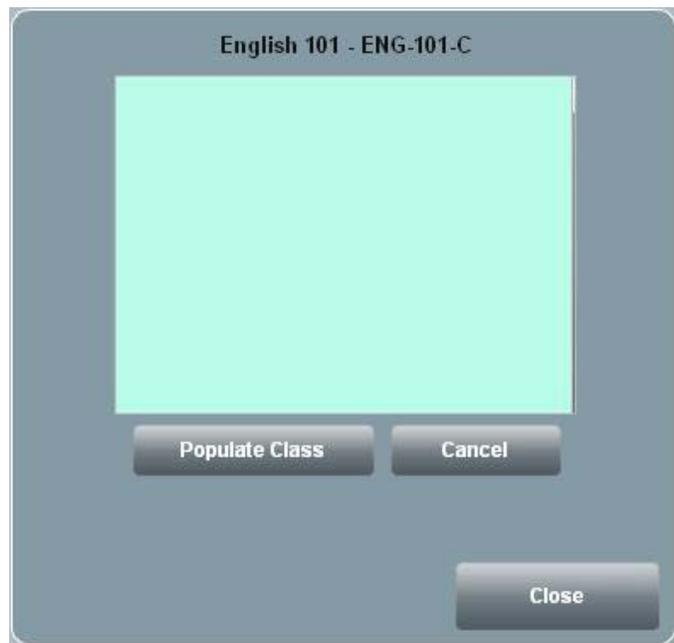
Choose this new class.

Proceed to the next section; *Select Existing Class – Without Student Roster*.

## Select Existing Class – Without Student Roster

In the example at right, (the ENG-101-C class), the student roster is blank.

The teacher must select the *Populate Class* option so that students will have access to the advanced login screen.

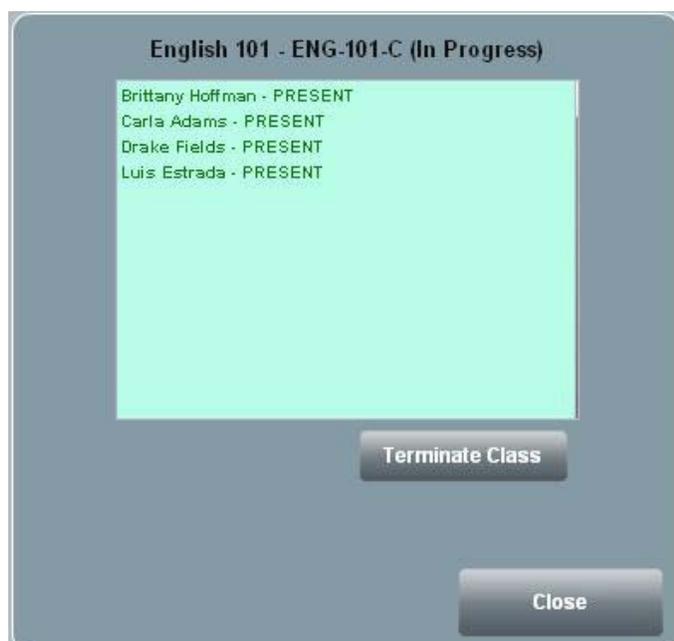


And, the teacher must confirm this selection by choosing *Populate* in the confirmation panel shown at right.



As students login, their names will appear in the class roster panel with the word *Present* beside each entry, and the student names will also appear immediately beneath the workstation icon in the workstation layout panel.

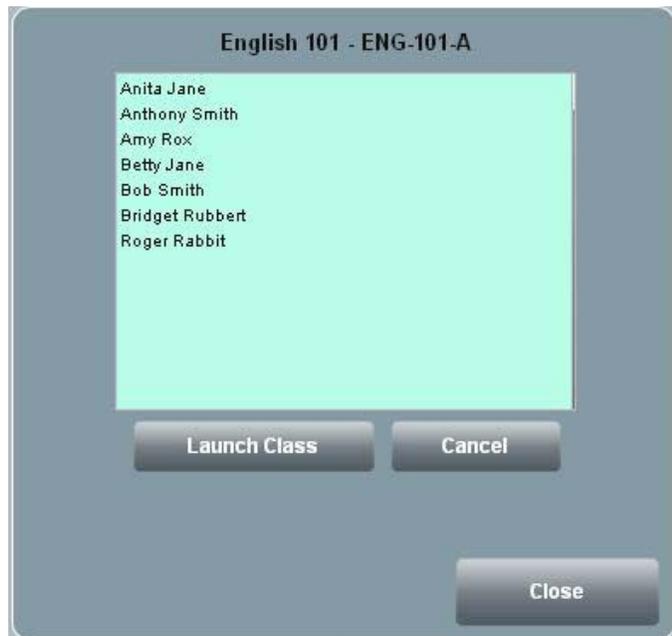
When all students have logged in, the teacher will select *Close* to close this panel and proceed with the class.



## Select Existing Class – With Student Roster

In the example at right, (the ENG-101-A class), the students had been previously imported into the class.

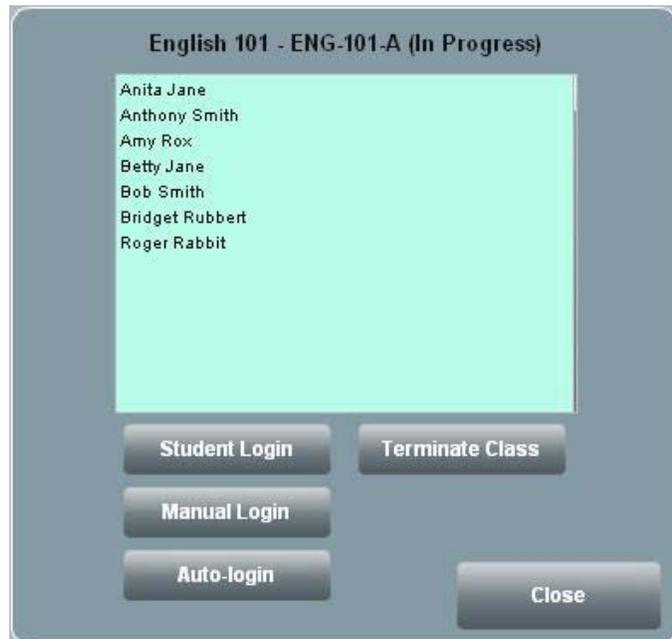
The teacher needs only to select the *Launch Class* button to proceed to student login.



When you select *Launch Class*, the *Class in Progress* panel (as shown at right) will appear.

You are prompted to select one of three different student login methods:

- Student Login
- Manual Login
- Auto-login



## Student Login Options

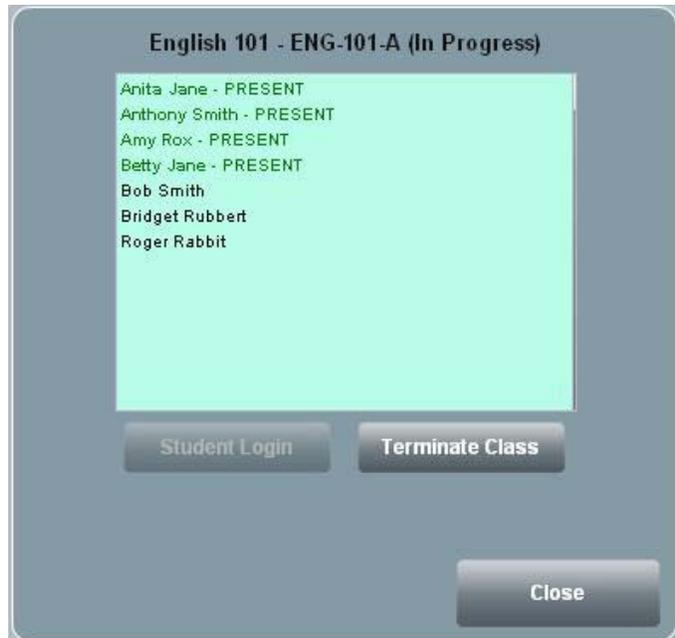
### Student Login

When you select the *Student Login* method, a login prompt appears on the screens of all logged-in students.

As students login with their Login ID and Password, the word *Present* will appear beside their name in the roster panel, (as shown at right), and beneath their workstation icon on the main part of the screen.

When all students have finished logging-in, select the *Close* button to exit this menu and proceed with the class.

Note that if some students have not yet arrived for class, the SmartClass+ login prompt will be automatically shown when they login to Windows.

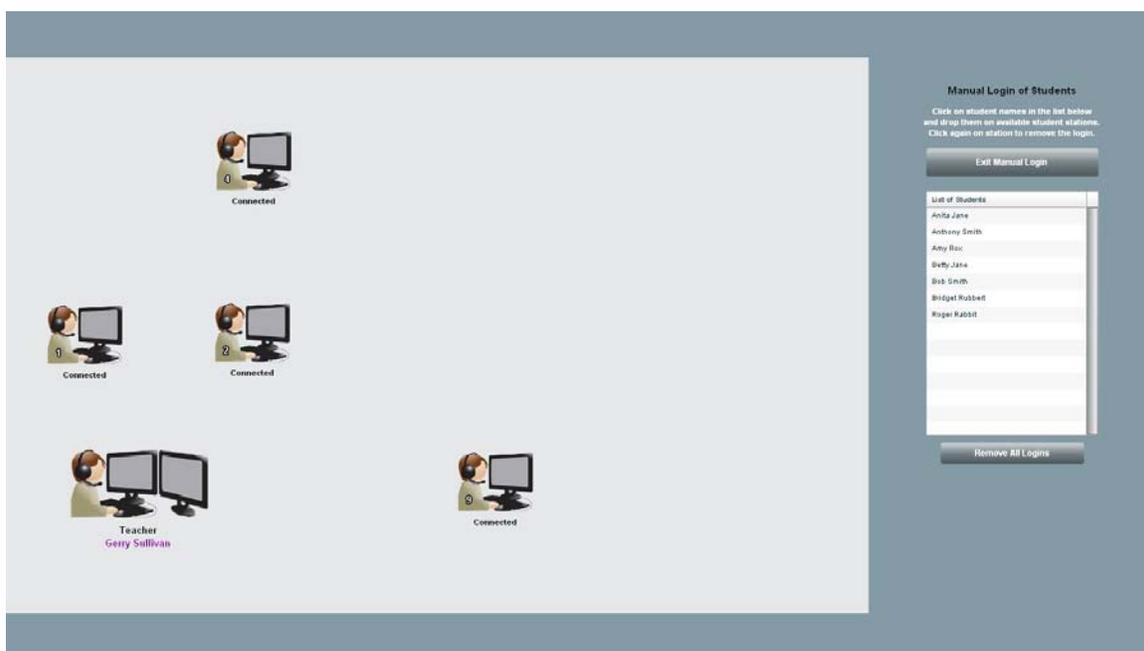


## Manual Login

When you select the *Manual Login* method, the teacher will manually assign students to workstations. This works well for classrooms that used fixed seating assignments.

Also, SmartClass+ remembers the seating chart from the previous class session, so that successive manual logins are essentially just fine-tuning the seating assignment to accommodate absences or new students.

The Manual Login screen is shown below. On the right is the class roster panel while on the left is the workstation layout area.



**Login** – To log a student into a workstation, click on his name in the roster panel. A balloon showing the student's name will attach itself to your cursor. Drop this balloon on the target workstation as shown at right by hovering your cursor over the workstation and clicking on your mouse.



As students are assigned to workstations, their names are removed from the roster panel at the right, so that after completing the manual login operation, only those students who are absent should remain in the roster panel.

**Logout** – To log a student out of a workstation, click on the workstation and the student will automatically be removed. Note that if you attempt to place a student at a workstation where there was previously another student logged in, the new student will be added and the previous student removed. Alternately, you can select *Remove All Logins* to remove all students from all stations.

Click on the *Exit Manual Login* button to return to the main screen.

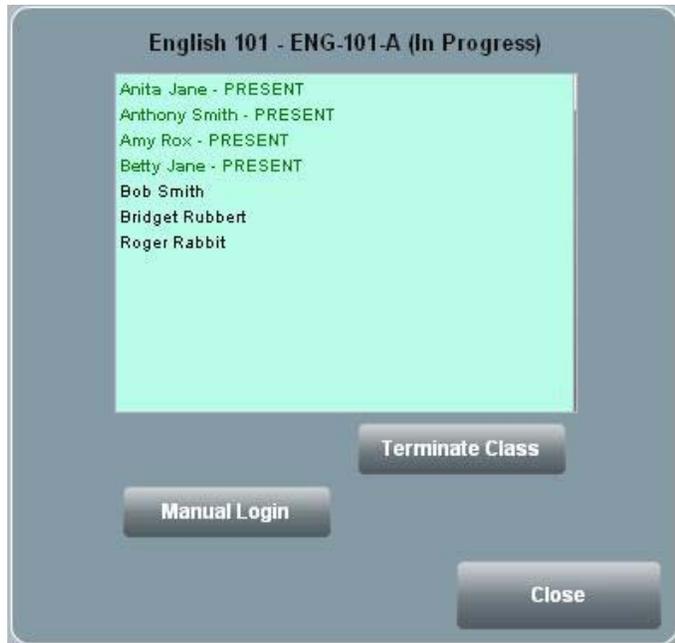
The *Class in Progress* panel (at right) shows a summary of student attendance.

Select the *Close* button to exit from this menu and proceed with the class.

If some students are late in arriving for class, you can re-open this menu by choosing the *Manage Class* button at the top of the screen



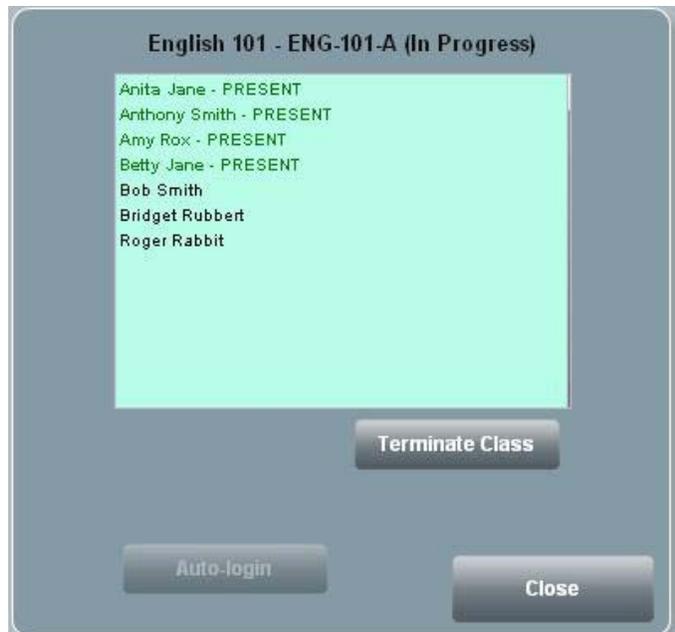
If you then select Manual Login from the panel at right, you can edit the current seat assignment.



### Auto-login

When the Auto-login method is selected, students are sequentially assigned to available workstations with “Amy” getting station 1 and “Zack” getting the last available station (as long as there are more stations than students). If some stations are powered-off or if no-one is logged-in at certain stations, then these stations are just skipped in the assignment process.

This Auto-login method is useful when teachers are practicing with the system or technicians are running tests with the system, and want a quick way of assigning students to workstations without too much concern for who is seated where.

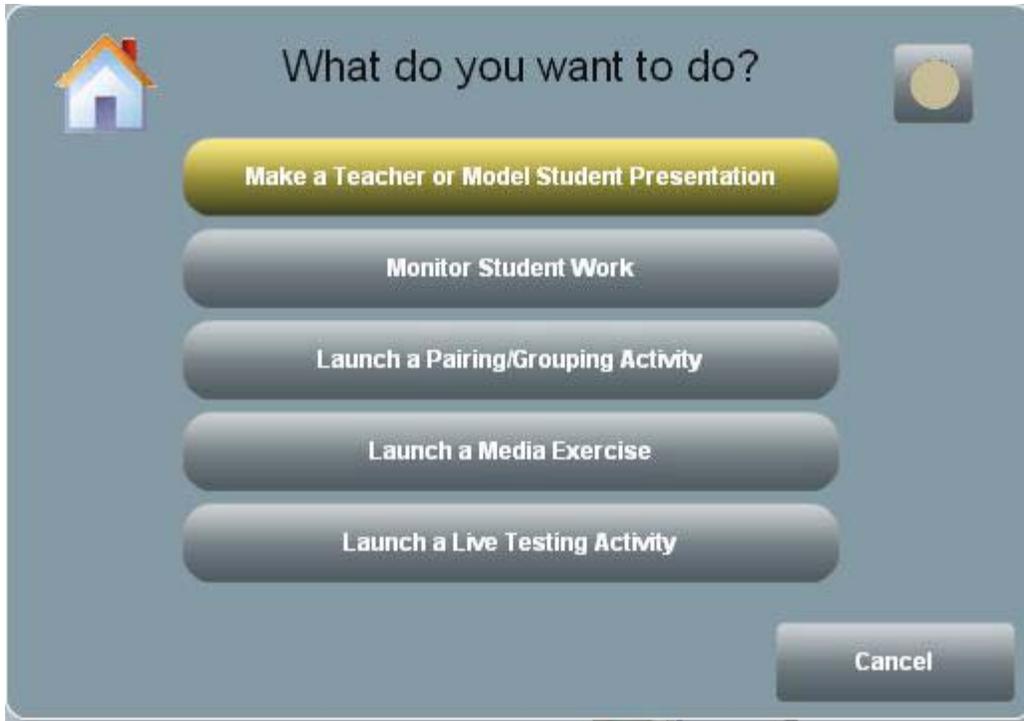


Select *Terminate Class* to abort the current class and return to the *Select a Class* menu, or choose *Close* to exit the menu and proceed with the current class.

# What do you want to do?

## Activity Menu

The *What do you want to do?* activity menu, (e.g. Home), lists the major teaching activities that you are able to select with SmartClass+.

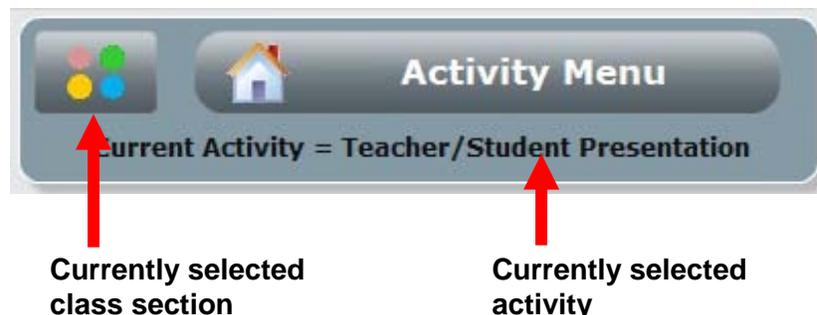


Note that the last two activities listed above, *Launch a Media Exercise* and *Launch a Live Testing Activity* both include student recordings. If you had chosen not to take student attendance, these would be grayed-out to indicate that they are not available.

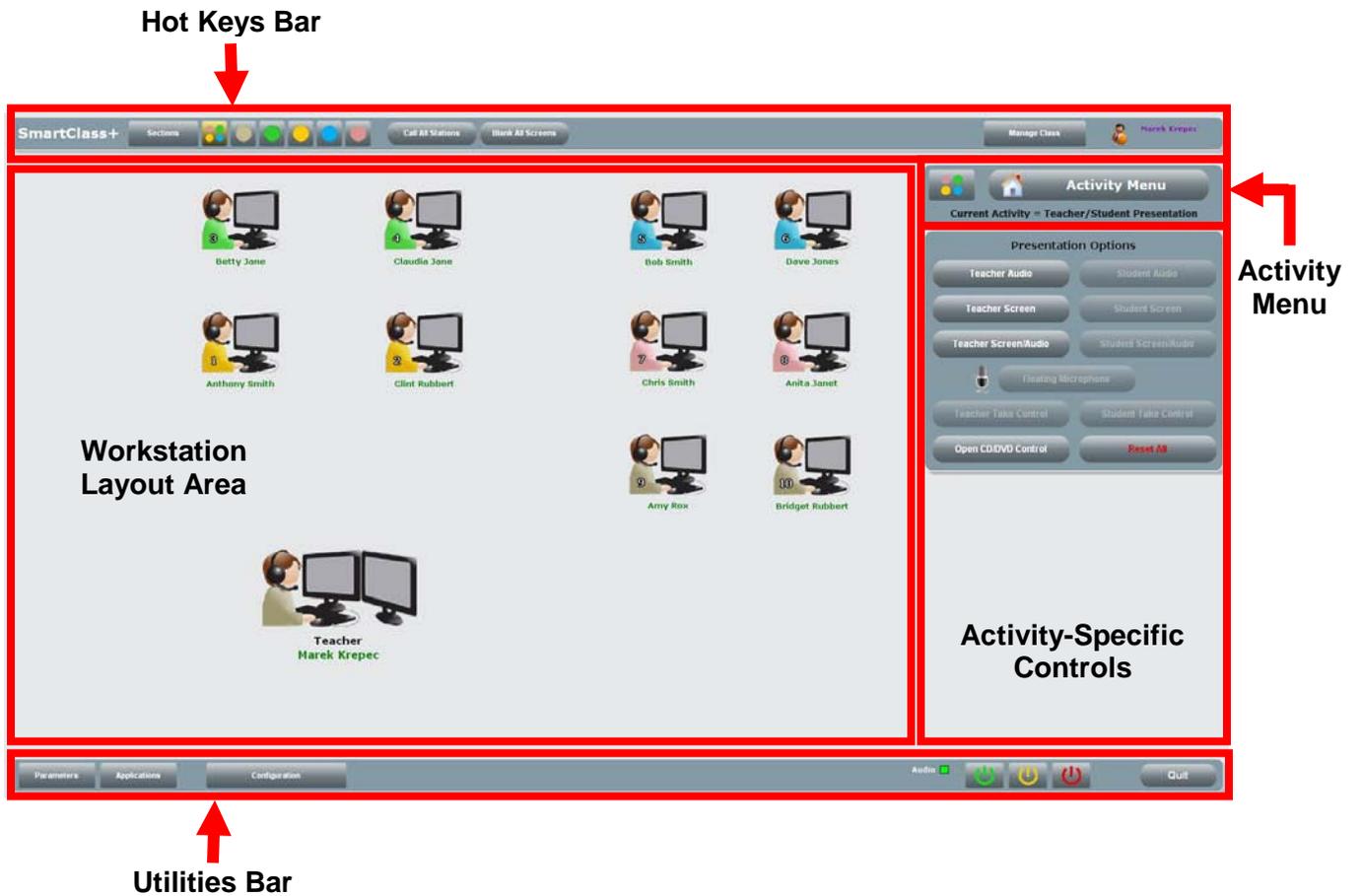
## Change Activity

Once you have selected an activity, the *Activity Menu* module (shown at right) will always appear at the top of the right-hand side control modules.

When you click on the *Activity Menu* button, the *What do you want to do?* activity menu will re-appear.



# The Dashboard Screen



## Hot Keys Bar

The hot keys are located in the horizontal menu bar, (aka “the hot keys bar”), at the top of the screen.

## SC+ Version

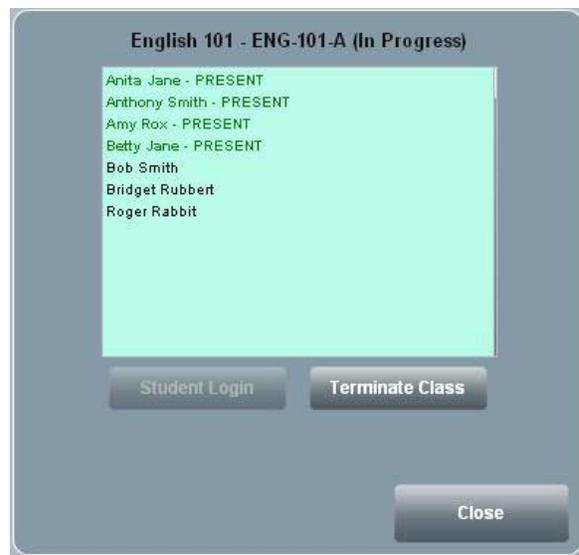
The SC+ software version is displayed immediately below the SmartClass+ logo at the left of the hot keys bar.

## Manage Class

The *Manage Class* button may also be labeled *Start Class* depending on whether there is an active class in progress.

This button is used to change the currently selected class or modify the student seating plan for this class.

Select *Terminate Class* to end this class session. Or, click on the *Close* button to exit this window and return to the main screen.



## Hot-Keys

There are currently two hot-keys located in the horizontal menu bar, (aka “the hot-key bar”), at the top of the screen. These hot-keys, described below apply to the entire class, not only to the currently selected section.



**Call All Stations:** Teachers use this button, also known as “All Call”, to make an audio announcement to all students.



**Blank All Screens:** Teachers use this button to hide the display of the local student computers on their local monitors, (e.g. turn the screens black), and lock all keyboards & mice. This is used to focus student attention on the teacher.

## Sections

SC+ provides the ability to partition the class into multiple sections and run a different activity in each section. The section controls are shown below.



The *Sections* button is used to configure and modify the assignment of stations to sections, and the color buttons are used to select a specific section. Note that the button with four color dots is the *All Sections* button and the button with the Brown dot is the *Rest-of-Class* button.

For more details regarding sections, please refer to the *Sections & Utilities* chapter of this guide.

## Teacher Microphone Mute

The *Teacher Mic* function manages local audio mixing at the teacher station. By default, this function is enabled so that the teacher's microphone audio is mixed with local audio sources on the teacher's computer.

If the teacher is using any of the audio sharing functions of the LAD, this means that both her microphone audio and her computer audio are shared.

In situations, such as AP Testing, where the teacher wants to share audio from her computer – but without having her microphone active, the mic can be muted by clicking on the Teacher Mic button.

The Teacher Mic button is shown below left with local microphone mixing enabled, and below right with the teacher's microphone muted.



## Utilities Bar

The utilities are located in the horizontal menu bar, (aka “the utilities bar”), at the bottom of the screen.

## Parameters



**Parameters:** The “Parameters” button provides access to a number of teacher-specific preferences for the configuration of the SmartClass+ Live Activities Dashboard and associated functions.

Currently, these options include:

- **On-screen language**
- **Screen color scheme**
- **Intercom mixing/recording** (hardware audio option only)

Click on the Choose Language button to gain access to the list of available languages.

Normally, the Intercom Recording option is set to *Enable*, which allows student to record the intercom audio (teacher or another student) when they record audio.

Use the *Disable* setting only if you want only the local audio recorded at the student stations during recording activities.



## Applications



**Applications:** The “Applications” button provides access to a set of teacher-defined shortcuts for launching software applications on student computers. For example, it is possible to program a shortcut for a web browser and link this to a specific URL. (For details, refer to the chapter titled *Sections & Utilities*.)

## Power On-Off & Log-Off



**Power-On Student Computers:** This button is used to remotely power-on student computers at the beginning of class.



**Power-Off Student Computers:** This button is used to remotely power-off student computers at the end of class.



**Log-Off Student Computers:** This button is used to remotely log students out of Windows at the end of class.

## Hardware Communications



**Hardware Communication:** These indicators only appear if the system includes a hardware-based Audio intercom module or a hardware-based KVM screen-sharing module. Green indicates proper communication, while red indicates a problem. The indicators are shown in gray when attempting to establish communication with the hardware.

## Configuration



**Configuration:** This button provides access to a number of important configuration details about the system. Normally, it will be displayed only when the system administrator is connected. Temporarily, it is being displayed when teachers are connected. (Details can be found in the SmartClass+ Installation Guide.)

Note that effective with version 307, access to this button requires the user to input the administrator's password.

## Quit



**Quit:** The Quit button is used to exit the SmartClass+ Live Activities Dashboard application. To prevent accidental closures, a two-step protection scheme is used, so that teachers must confirm their intent by clicking on a second *Quit* button in the *Quit SmartClass* pop-up Window.

## Workstation Icons

The coloring of station icons is used to convey the status of each station. The default icon for a student station is shown at right. Note that the student’s shirt is colored brown to reflect his membership in the brown section.



**Intercom Status** - When the intercom system is used to communicate between two or more stations, an audio source station is identified by coloring the headset red. Similarly, an audio receiving station is identified by coloring the headset blue, as shown in the icons at right.



Intercom Source



Intercom Receiver

**Screen Sharing Status** - When screens are shared between two or more stations, a screen source station is identified by coloring the screen red. Similarly, a screen receiving station is identified by coloring the screen blue as shown in the icons at right.



Screen Source



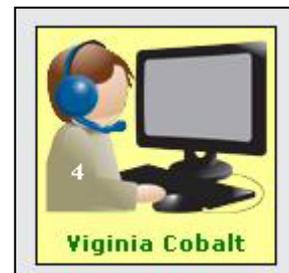
Screen Receiver

In the example shown below right, the teacher station is acting as both an intercom source and a screen source.



Intercom & Screen Source

**Selecting a Student** - When orchestrating an activity in which a student will serve as an active participant, (e.g. modeling a student screen for a presentation), the specific student must be selected by highlighting his station icon in the workstation layout area. A highlighted icon is shown at right.



Selected Student

**Student Call** – When a student presses his Call Teacher button, the icon for his station will appear as shown at right. Note that the first call in the queue will have a flashing icon.



Student Call

## Make a Teacher or Model Student Presentation

*Teachers choose this activity when they want to make a presentation to the class, or when they want a model student to make a presentation to the class.*

### Presentation Options

When this activity has been selected, the *Presentation Options* menu appears in the activity-specific controls area at the right. This menu is shown below:



- **Presenter Selection:** The six upper buttons are used to select the presentation source. On the left is the teacher station. On the right is a model student station, which must be selected in the workstation layout area.

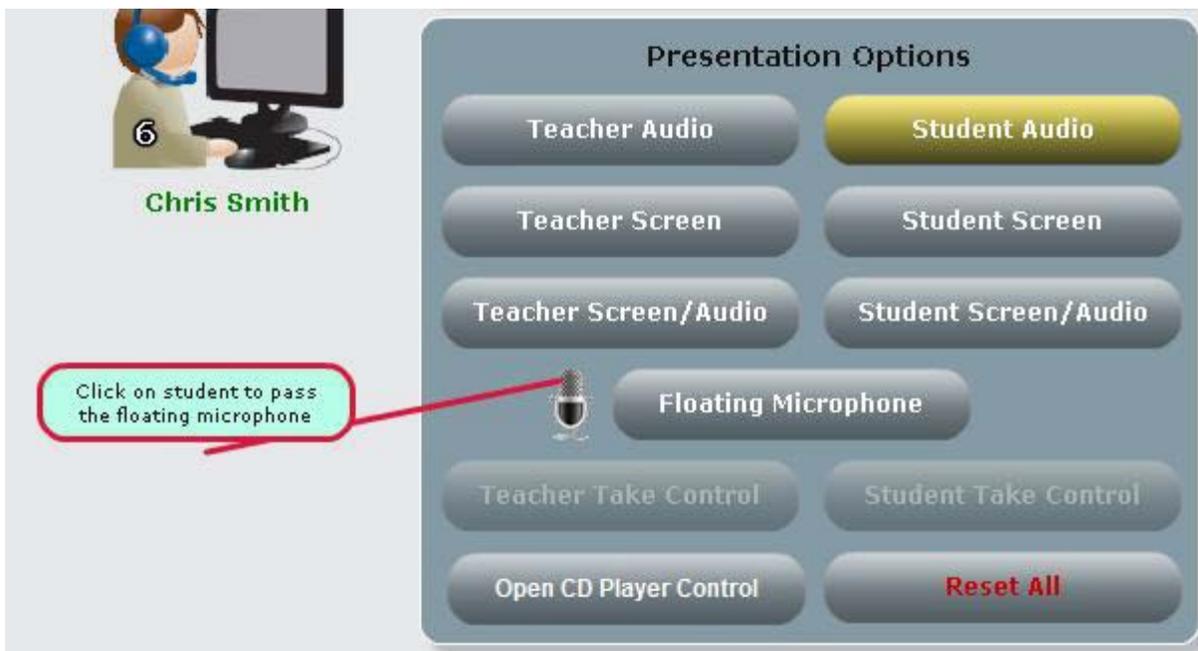
There are options for a sound presentation (microphone + PC audio), for a screen presentation, or for both sound & screen together. The selected source is highlighted in yellow.

- **Function Reset:** The function can be cancelled by clicking on the active button a second time, or by clicking on the *Reset All* button at the bottom.
- **Floating Microphone:** The floating microphone enables the teacher to assign an extra microphone to any student. This is normally done to enable comments from other students during a presentation.

- **Intervention:** The buttons that are clustered in the center are used to intervene in some way with an on-going presentation.
  - The *Student Take Control* button is used to assign keyboard/mouse control of the teacher station to a selected student when the teacher is making a screen or sound & screen presentation.
  - The *Teacher Take Control* button is used to assign keyboard/mouse control of a model student station to the teacher when a student is making a screen or sound & screen presentation.

## Using the Floating Microphone

The floating microphone button is available only when the teacher or one of the students is giving an oral presentation. To select this function, click on the *Floating Microphone* button.



A small text window will appear (as shown above). As the window suggests, click on the student station to which you wish to assign the floating microphone. The red “tether line” will show which station has been assigned the floating microphone.

Click on the *Floating Microphone* button once again to cancel the assignment.

## Teacher CD Player Control

If the *Open CD Player Control* button is selected, the Teacher CD Player Control module (shown below) appears in the activity-specific controls area on the right of the screen.



This panel is used to manage the playing of a CD-Audio (that is loaded into the local CD/DVD drive on the teacher's computer).

When an audio CD (such as an AP Testing CD) is loaded into the local CD drive, the SmartClass+ software automatically detects its presence and displays the information relevant to the CD, (e.g. Audio CD with 13 tracks).



**Next Track** – The *Next Track* button is used to jump to the next track.



**Previous Track** – The *Previous Track* button is used to jump to the previous track.



**Play** – The *Play* button is used to play the currently selected track.



**Pause** – The *Pause* button is used to freeze the playback at the current position in the selected track.



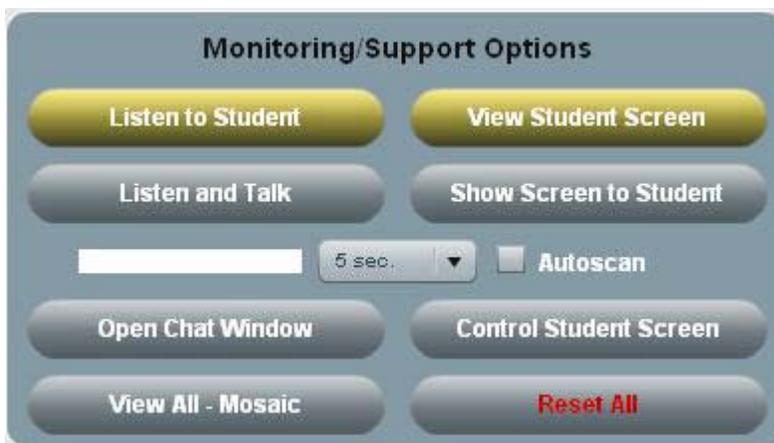
**Stop** – The *Stop* button is used to stop the playback and re-index the cursor to the beginning of the first track

## Monitor Student Work

*Teachers choose this activity when they have assigned students a task such as researching the Internet, and want to be able to discreetly monitor student screens & audio.*

### Monitoring/Support Options

When this activity has been selected, the *Monitoring/Support Options* menu appears in the activity-specific controls area at the right. This menu is shown below:



- **Student Monitoring & Viewing:** The upper two buttons are used to listen to the student's audio and/or view the student's screen.
- **Function Reset:** The function can be cancelled by clicking on the active button a second time, or by clicking on the *Reset All* button at the bottom.
- **Intervention:** If you witness some type of behavior that requires intervention, the lower four buttons provide various intervention options:
  - **Talk with the Student:** The *Listen and Talk* button enables you to speak with the student one-on-one.
  - **Show Screen to Student:** If the student does not understand the assignment materials, you can send your screen to the student and give him a small remedial one-on-one presentation.
  - **Control Student Screen:** If you are viewing the student screen, you can click on *Control Student Screen* to take remote keyboard/mouse control of the student screen.

### Open Chat Window

The *Open Chat Window* button provides an alternate way of communicating with the student. Enter new messages in the field at the bottom, and then click on the *Send* (back arrow) button. The image below shows a one-on-one chat session:



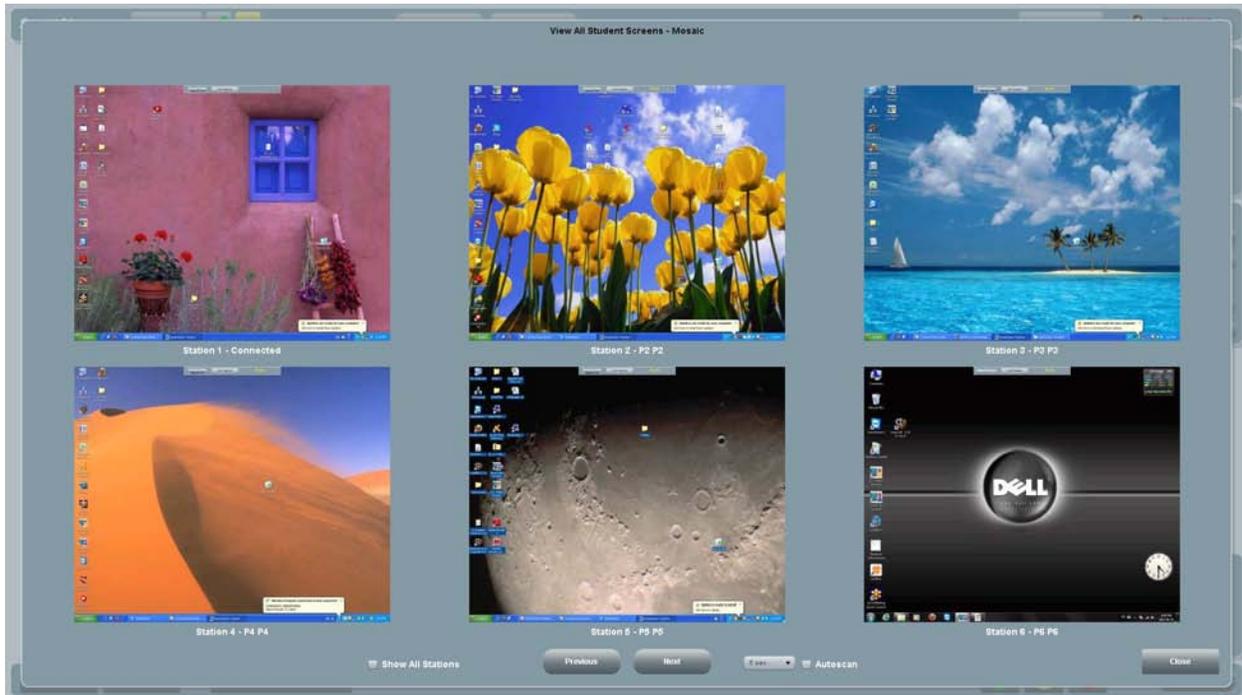
### Autoscan

When the *Autoscan* box is checked, SmartClass will apply all currently active functions, (Listen to Student, View Student Screen, etc.), successively to each student station, using the timer value provided. In the example below, the timer is set to 15 seconds.



## View All - Mosaic

The *View All – Mosaic* button is used to view a set of thumbnails of the screens of multiple students concurrently. The mosaic view is shown below:



The teacher can view stations in groups of 6, or by checking the box for *View all Stations*, can view thumbnails of all stations concurrently.

When using the groups of 6 and there are more stations than can be viewed on a single screen, use the *Next* and *Previous* buttons at the bottom of the screen to page through all stations. Alternately, you can enable the Autoscan option, and choose a scan time from the menu.

A close-up of the "Show All Stations" checkbox, which is checked. The text "Show All Stations" is displayed to the right of the checkbox.

Click on the *Close* button to exit the mosaic view.

## Launch a Pairing/Grouping Activity

*Teachers choose this activity when they want their students to practice speaking in pairs or small groups.*

### Pairing/Grouping Options

When this activity has been selected, the *Pairing/Grouping Options* menu appears in the activity-specific controls area at the right. This menu is shown below:



#### Partnering Mode

Begin by choosing the partnering *mode* that you want; Sequential, Random, or Teacher Selected.

- **Sequential** – The system will automatically pair station 1 with station 2, station 3 with station 4, etc.
- **Random** – The system will automatically pair stations on a random basis.
- **Teacher Selected** – The teacher manually selects which stations will be paired.

A no-student-left-out algorithm is now provided so that if pairing an odd number of students, the last “pair” will comprise 3 students.

For teacher-selected partnering, the teacher need only select the partners that are critical, and she can then click on the *Complete* button to randomly assign the remaining partners.

## Group Size

Select a group size, (e.g. 2), for the activity. Note that in the diagram below, all student headsets are red, reflecting that all students have speak and listen capability.

If you had selected *Sequential* or *Random* as the mode, the pairs/groups will be immediately assigned and launched by the system at this point. Note also that a small letter is overlaid on the headsets to show group membership as shown in the image below. The red coloring of the headsets indicates that students are able to speak with their partners.

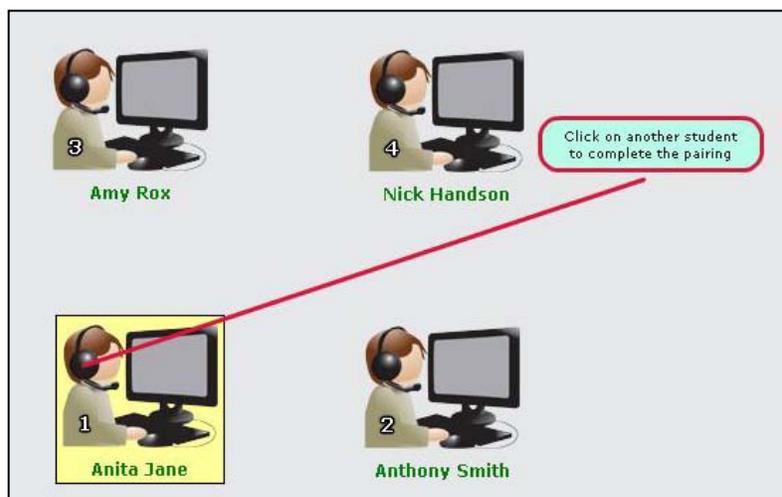


## Teacher-Selected Groups

If you had chosen *Teacher Selected* grouping, you must now manually define the groups. To do this, begin by highlighting the first student for the first group. The system will prompt you to choose all remaining group members (as shown in the image below).

Once the first group has been selected, their headset icons turn red and the students are able to speak with their partners.

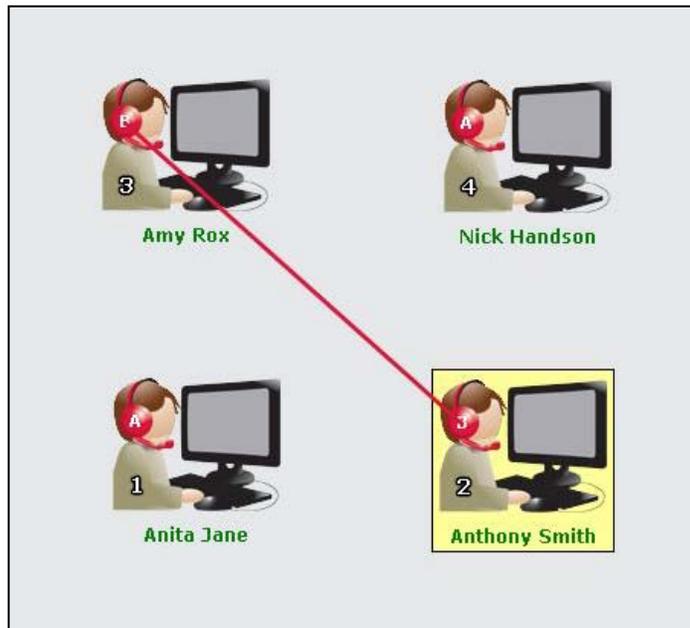
Next, you select the first student of the second group. Again, the system will prompt you to complete this group. Proceed in this fashion until all students have been grouped, or click on the *Complete* button to randomly assign the other partners.



## Monitoring & Supporting Pairs/Groups

The *Monitoring/Support Options* menu is also displayed to enable the teacher to monitor student work. When any student is monitored, the teacher will automatically be able to listen to and/or speak with all students in the group.

Additionally, the system will highlight all group members when any group member is selected. This is shown in the image below.



## Recording Pairs/Groups

Teachers have the option of recording students when they are participating in a pairing/grouping activity. To do this the teacher begins by filling in the *Recording Name* field in the *Student Recorder Control* module, and selecting the *Launch* button.



This will launch a local recorder on each of the student stations, and students will be able to view a status panel for this recorder. Also, the controls for the recorders will appear in the Student Recorder Control panel on the teacher station as shown below:



Control	Description
	<b>Record</b> – click on this button to begin recording. The Position and Length indicators will increment identically showing the duration of the recording.
	<b>Stop</b> – click on the stop button to pause or suspend the recording. Note that if you re-select the Record button, the new recording is just appended to the previous material in the same file.
	<b>Play</b> – in situations where you must replay the recording (or a portion of the recording) to students, click on the Play button. After playing, you can Stop or resume recording.

The image shown below depicts a recording activity in progress:



The image shown below depicts a playback activity in progress:



When the recording has been completed, click on the Save Recordings button to save all student recordings. This activity will be saved as a Live Exercise, and can be accessed from the Media Activities Dashboard.

## Launch a Media Exercise

*Teachers choose this activity when they want students to execute a media exercise, such as a recording, that has been produced using the Media Activities Dashboard (MAD).*

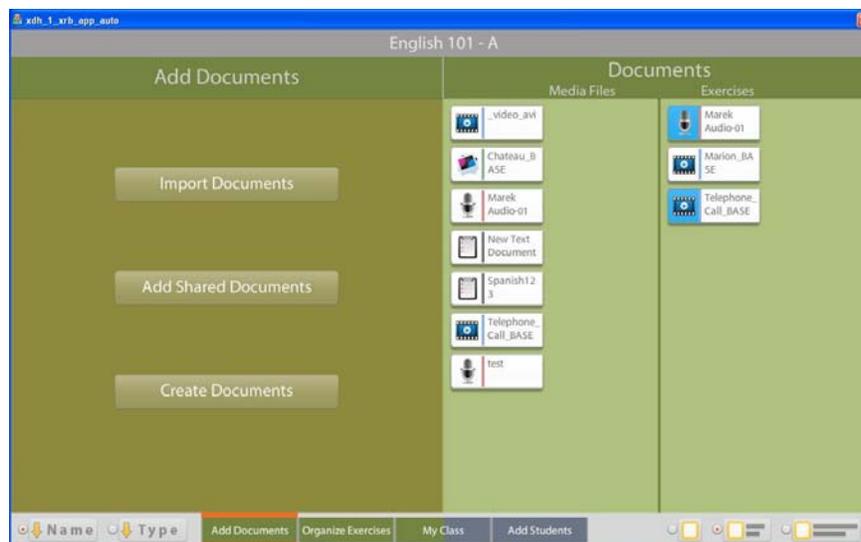
When this activity has been selected, the *Choose a Media File or Exercise* menu appears in the activity-specific controls area at the right. This menu is shown below:



- The teacher clicks on the *Select an Exercise* button. If this is a test activity, teachers can also check the *Block Applications* box. This prevents students from viewing additional applications while working on the media exercise. On the Live Activities Dashboard, the following temporary window will appear:



- As the text on this button suggests, a segment of the Media Activities Dashboard is automatically opened on the teacher's main monitor. This is shown below:



- **Exercise Options:**
  - **Exercises:** If the target exercise has already been saved in the right-hand panel, just double click on the exercise to open.
  - **Media Files:** If the target media file for the exercise has already been saved in the center panel, drag the media file to the right-hand Exercises panel. This will automatically launch the Exercise Wizard and allow you to save the work as a new exercise.
  - **Add Documents:** If the target media file for the exercise is not present, you can import a new media file, access a shared media file, or digitize a new media file. Use the procedure described above to convert this new media file to an exercise.
- **Distributing an Exercise:** To distribute an exercise, just click on the *Send to Students* button in the upper-right corner.



- **Terminating an Exercise:** Once an exercise has been distributed, the following modified menu appears on the Live Activities Dashboard. Click on the *Terminate Exercise* button to end the activity.



## Launch a Live Testing Activity

*Teachers choose this activity when they want to record students who are responding to a live stimulus such as the teacher's microphone or an electronic stimulus such as a CD-Audio.*

### Presentation/Recording Options

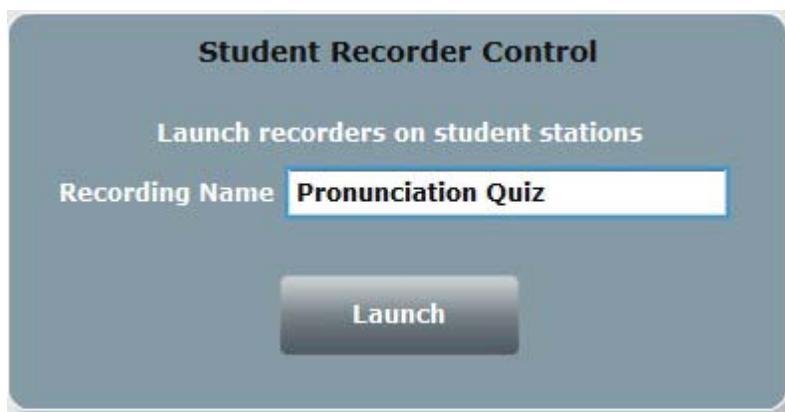
A control module titled *Presentation/Recording Options* will appear in the activity-specific controls portion of the screen. Normally, the teacher will first select the *Teacher Audio* button to send the audio from his station to all students to advise them how the activity will proceed.



The teacher can select the *Open CD Player Control* button if the source for the activity is the local CD/DVD player.



If student responses are to be recorded, the teacher must first assign a name to the recording exercise that will be made, using the *Student Recorder Control* panel.



When ready, click on the *Launch* button: This will launch a local recorder on each of the student stations, and students will be able to view a status panel for this recorder. Also, the controls for the recorders will appear in the *Student Recorder Control* panel on the teacher station as shown below:



Control	Description
	<b>Record</b> – click on this button to begin recording. The Position and Length indicators will increment identically showing the duration of the recording.
	<b>Stop</b> – click on the stop button to pause or suspend the recording. Note that if you re-select the Record button, the new recording is just appended to the previous material in the same file.
	<b>Play</b> – in situations where you must replay the recording (or a portion of the recording) to students, click on the Play button. After playing, you can Stop or resume recording.

The image shown below depicts a recording activity in progress:



The image shown below depicts a playback activity in progress:



When the recording has been completed, click on the *Save Recordings* button to save all student recordings. This activity will be saved as a *Live Exercise*, and can be accessed from the *Media Activities Dashboard*.

#####

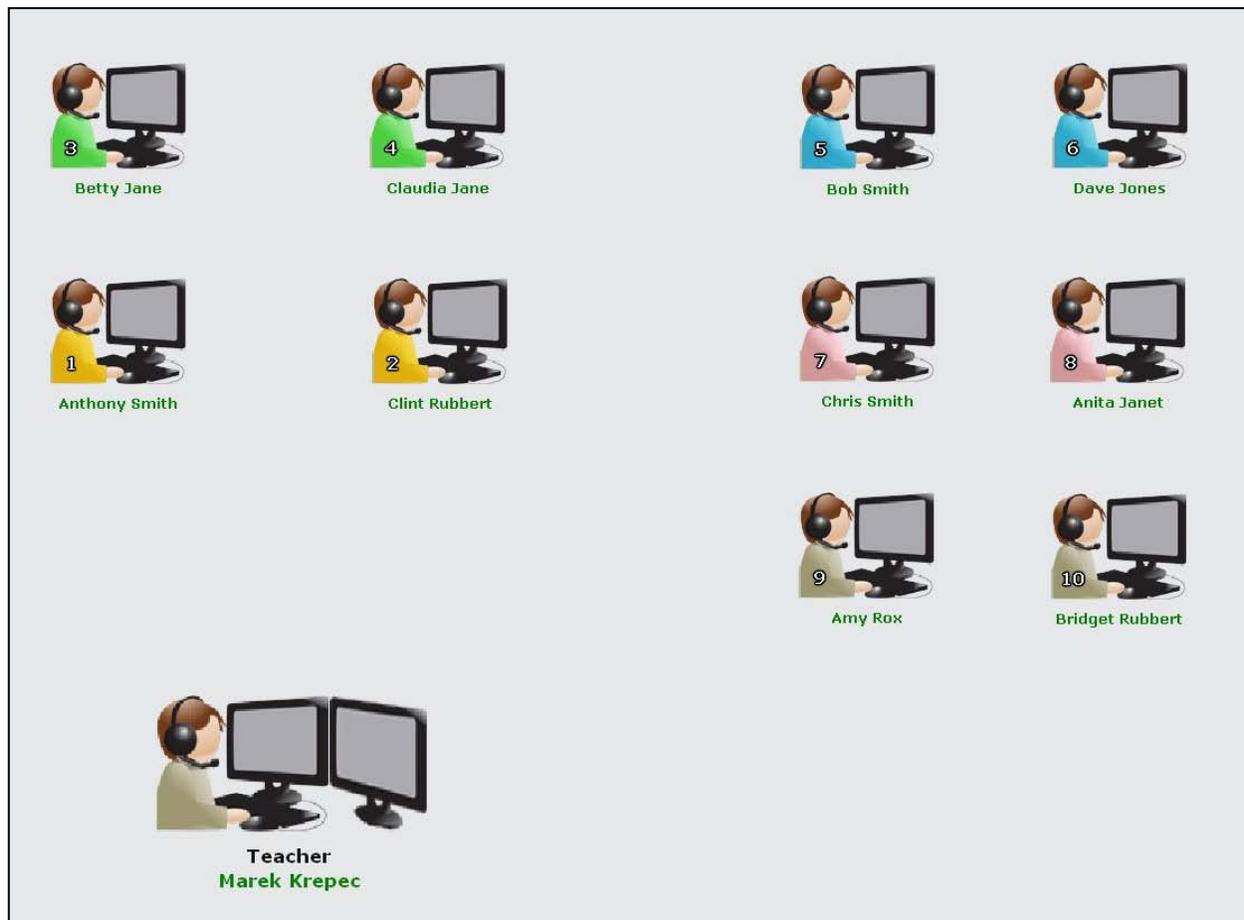
## Color Sections

***Color sections are used to partition the class so that different activities can be run with the students in each section. This capability can be used for remedial support of a subgroup of the class or for differential teaching where advanced students are given a more challenging activity than the rest of the class.***

In the current release, there are some restrictions on the ways in which color sections can be used:

- There is no problem running multiple activities that only involve local student stations, (e.g. launching different exercises in different sections)
- Currently, you can only run applications involving screen sharing or audio intercom in a single section – and the teacher must be in that section. (This includes presentations, monitoring, and pairing.)
- These restrictions will be relaxed in a future release.

The screen below shows the class partitioned into five different sections, Green, Yellow, Blue, Red, and Brown; (Brown is the default *Rest-of-Class* section):



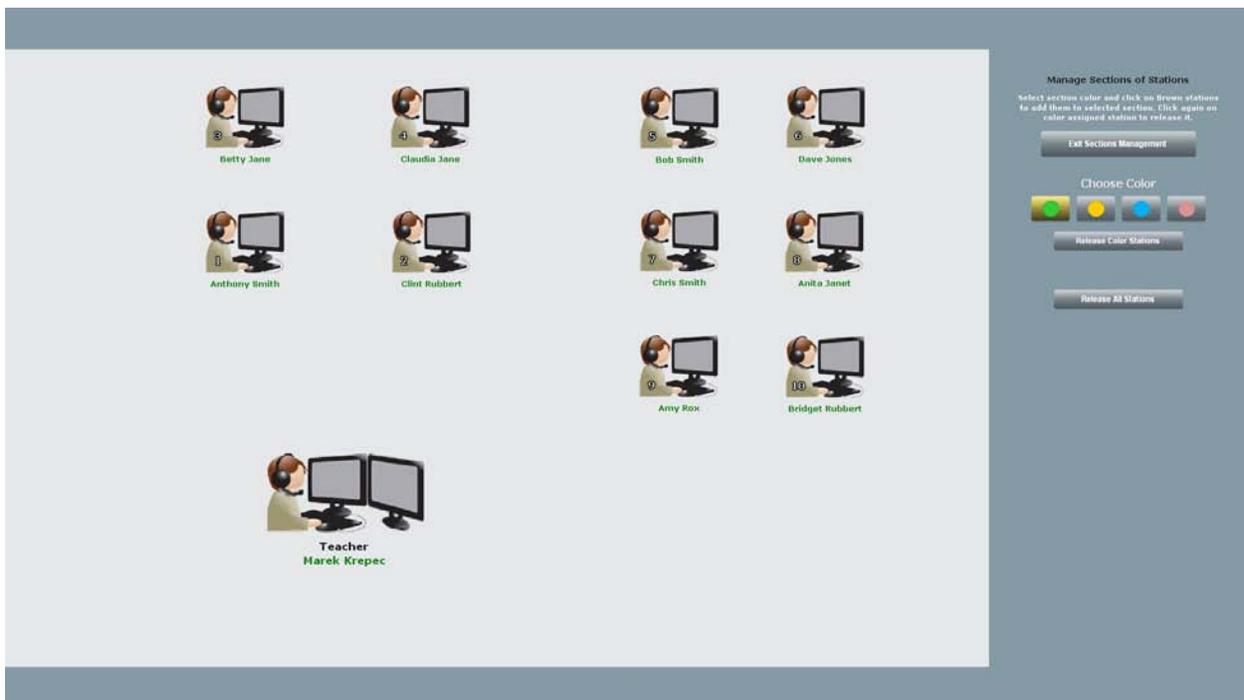
## Assigning Stations to Sections

When the LAD is first launched, all students belong to the Brown *Rest-of-Class* section. In the left part of the Short-Cuts bar (at the top of the screen), the section buttons pictured at right will be visible.



Note that the Brown section is automatically selected. The teacher can select the *All Sections* button (with the four color dots), but this is redundant as there is currently only one section.

To assign students to one or more of the color sections, you first click on the *Sections* button. This will open the *Manage Sections* panel as shown below:



To assign stations to one of the four color sections, first highlight the color button on the right. (In the above image, note that the Green button has been highlighted.)

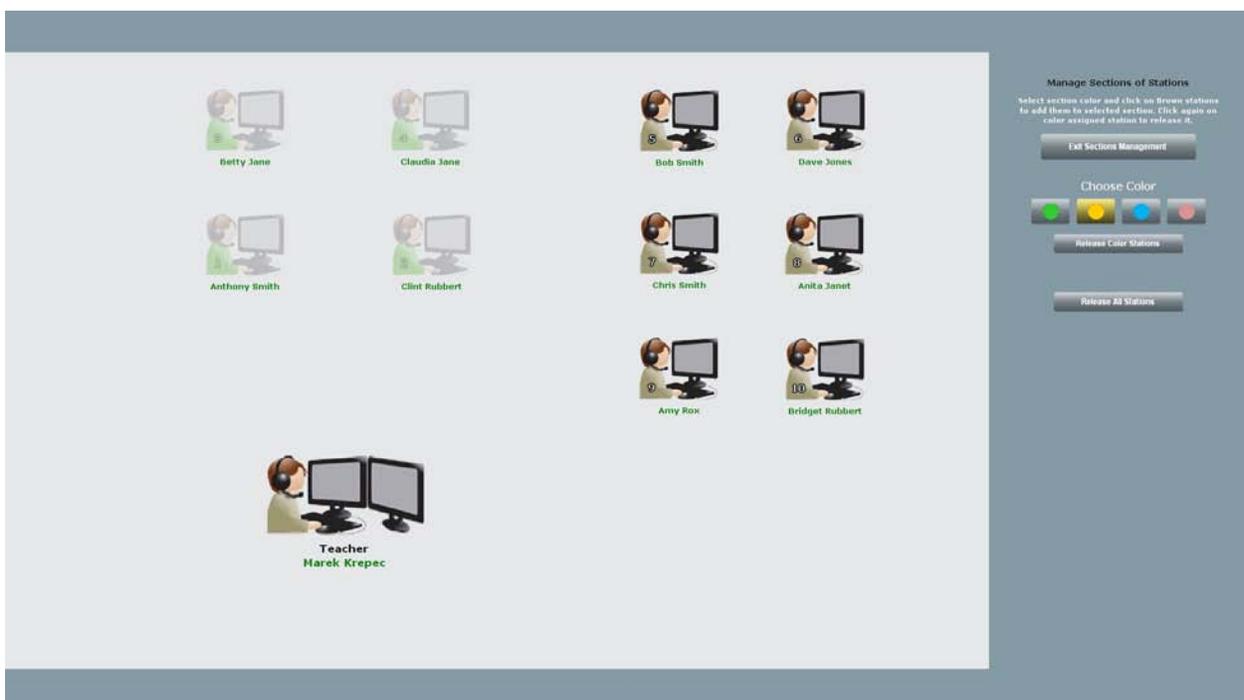
Next, in the workstation layout area, you click on the stations that you want to include in the new color section.

For this example, we choose stations 1 through 4.



Note that you can click on a station a second time to remove it from the section. When your selection is complete, choose the *Exit Sections Management* button, in the upper right corner of the display, to return to the main LAD screen.

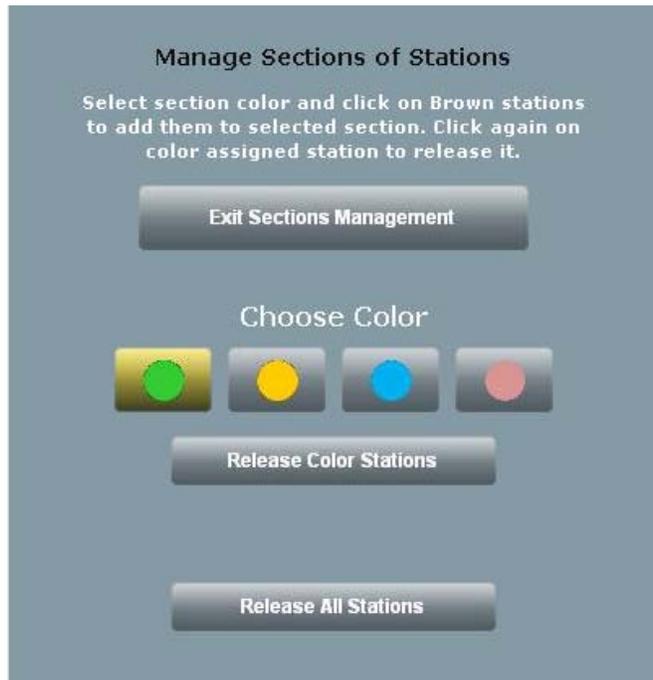
Alternately, you can choose another color and assign a second color group, (e.g. Yellow).



In the diagram on the previous page, note that the stations that were previously assigned to the green group are not available for assignment to a new color group.

### Releasing Stations from Sections

To release stations from their current color section assignment, you can either pre-select the color and click on the *Release Color Stations* button, or click on the *Release All Stations* button (as shown at right).



### Choosing a Section

When all sections have been assigned, the section controls will appear as shown at right.



Just click on the section button to select a specific section. Note that if you choose the *All Sections* button, you will see a warning message (shown at right) advising you that any activities currently running will be cancelled if you proceed.



#####

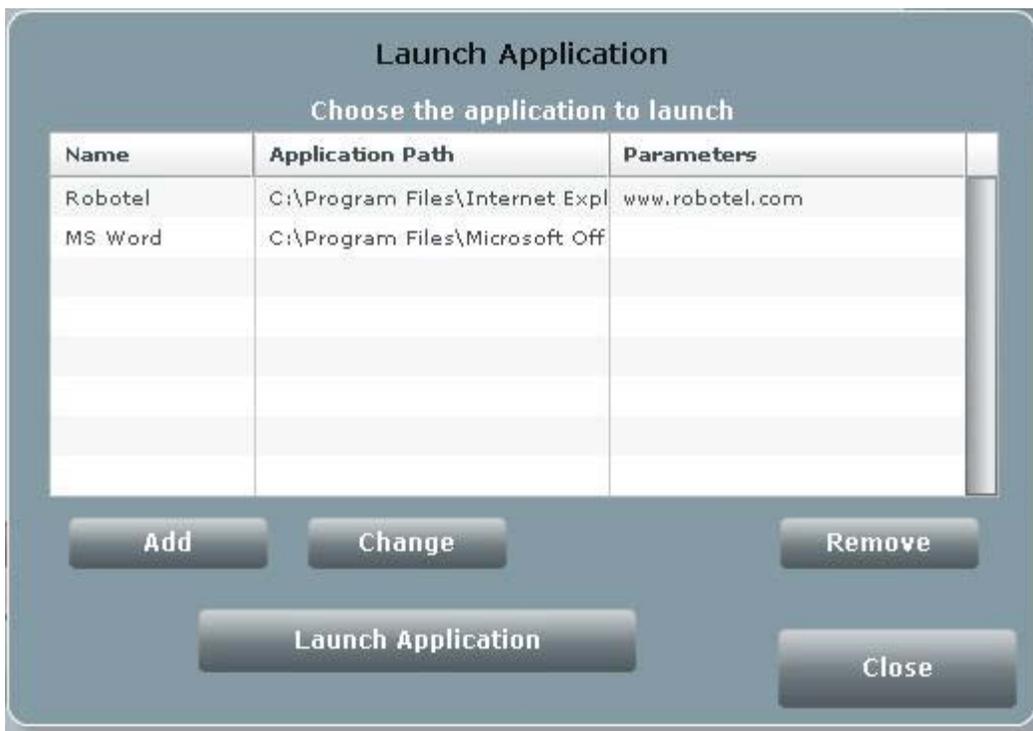
## Applications Utility

### Applications

The *Applications* utility can be found at the bottom of the screen on the *Utilities Bar*.

This utility is used to launch programs – such as a web browser – on student stations. Additionally, you can associate a specific file or URL with the program.

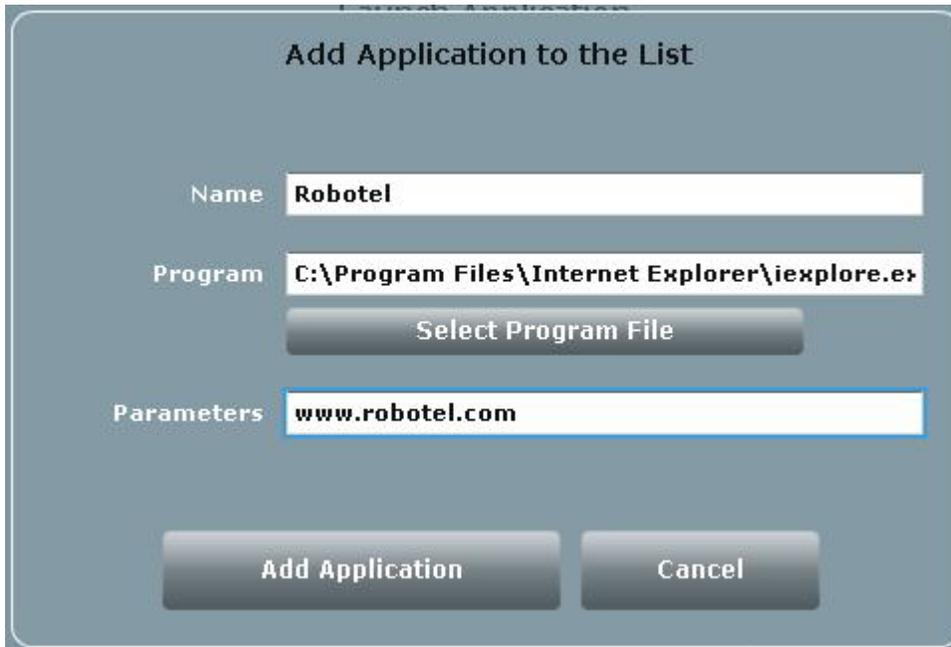
When you click on the *Applications* button, the *Launch Application* panel appears, as shown below:



This panel contains a list of shortcuts that teachers can use to have all students quickly navigate to the same location. For example, if the teacher highlights the “Robotel” shortcut and clicks on the *Launch Application* button, this will launch the Microsoft Internet Explorer program on all student stations, and will open the browser at the URL, [www.robotel.com](http://www.robotel.com).

## Adding New Shortcuts

To add a new shortcut, click on the *Add* button. This opens the *Add Application to the List* panel shown below:



The screenshot shows a dialog box titled "Add Application to the List". It contains three input fields: "Name" with the text "Robotel", "Program" with the text "C:\Program Files\Internet Explorer\iexplore.exe", and "Parameters" with the text "www.robotel.com". Below the "Program" field is a button labeled "Select Program File". At the bottom of the dialog are two buttons: "Add Application" and "Cancel".

**Name** – In the *Name* field, enter the name of the shortcut that you wish to use.

**Program** – In the *Program* field, enter the path to the target program that you wish to launch, (in this case Internet Explorer). If you know the path, you can just enter it directly. Alternately, you can copy the path from another location – or you can browse to the program (using the *Select Program File* browser).

**Parameters** – In the *Parameters* field, you can enter a URL (Universal Resource Locator) for a specific website (if launching a browser application) or you can enter the path information for a specific file. For example, if I wanted students to open Microsoft Word with a specific DOC file, I would have to enter the path information for finding that file – **and the file would need to be in a location to which students have authorized access.**

When you have completed the three fields, click on the *Add Application* button to save the shortcut.

#####



[www.robotel.com](http://www.robotel.com)

3185 rue Delaunay  
Laval, Quebec  
CANADA H7L 5A4

Toll Free (USA & Canada) (800) 680-1448  
Telephone +1 (450) 680-1448  
Facsimile +1 (450) 680-1928  
Email [sales@robotel.com](mailto:sales@robotel.com)

2011-10-11  
Printed in Canada

SmartClass and Robotel are registered trademarks of Robotel Inc