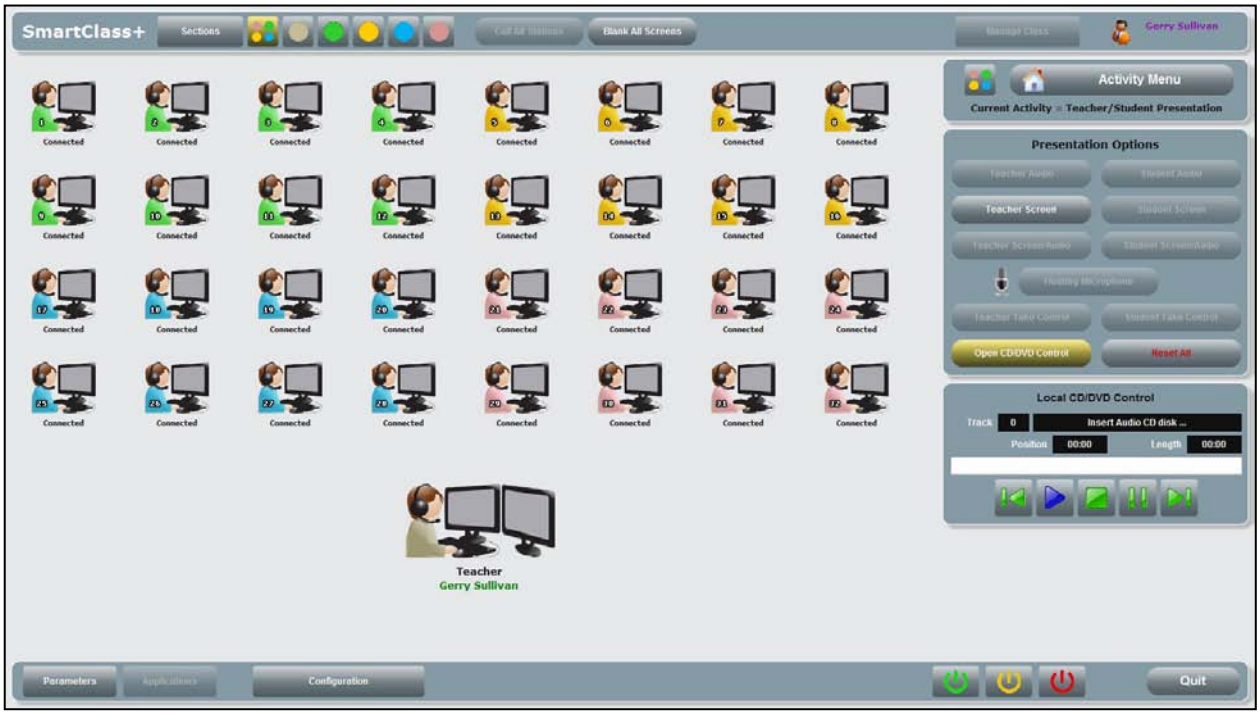
Teacher
Quick Reference Guide

SmartClass+
Live Activities Dashboard



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Getting Connected

Teacher Station

The teacher station will normally include two monitors, the *Control Screen* and the *Teacher Screen*. 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.

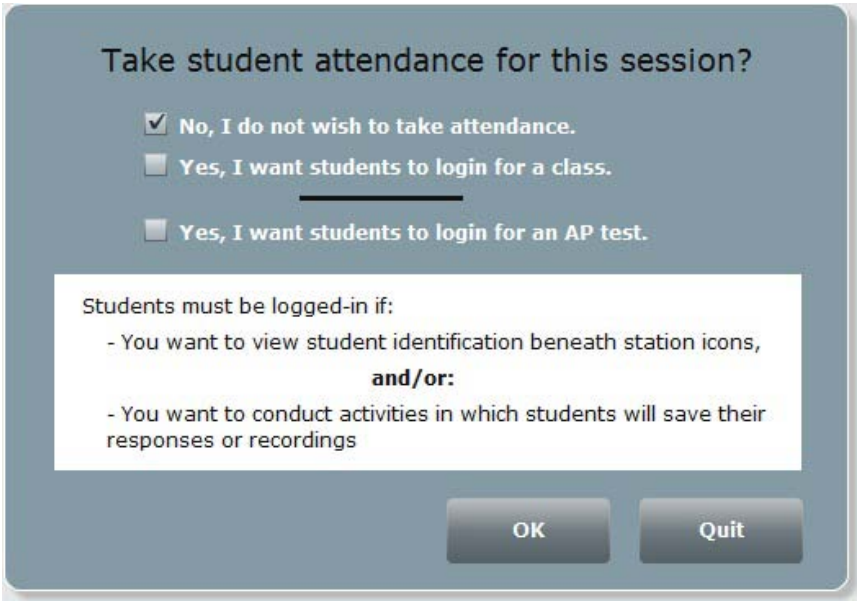
Teacher Station

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:

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. Normally, you will choose *Yes, I want students to login for a class*.



Teacher Login

Enter the Login Name and Password information for your teacher account.

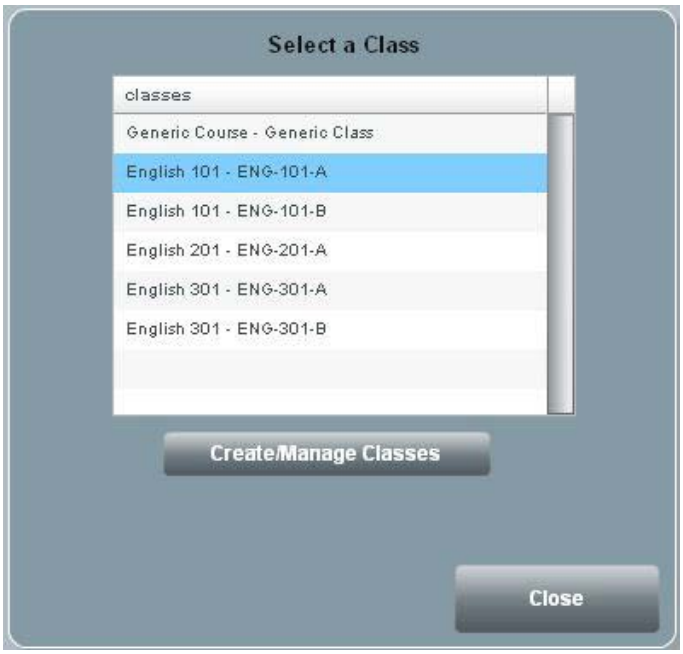
Connecting Student Stations

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.

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.

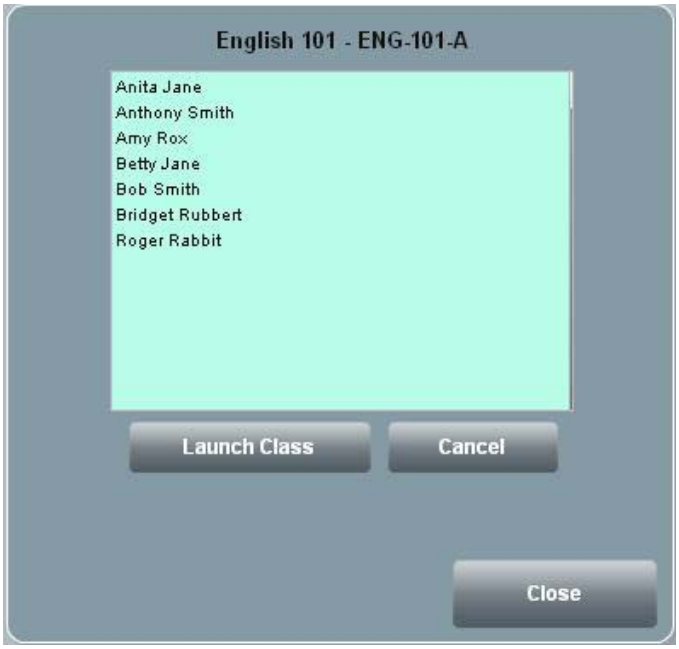
Select a Class

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



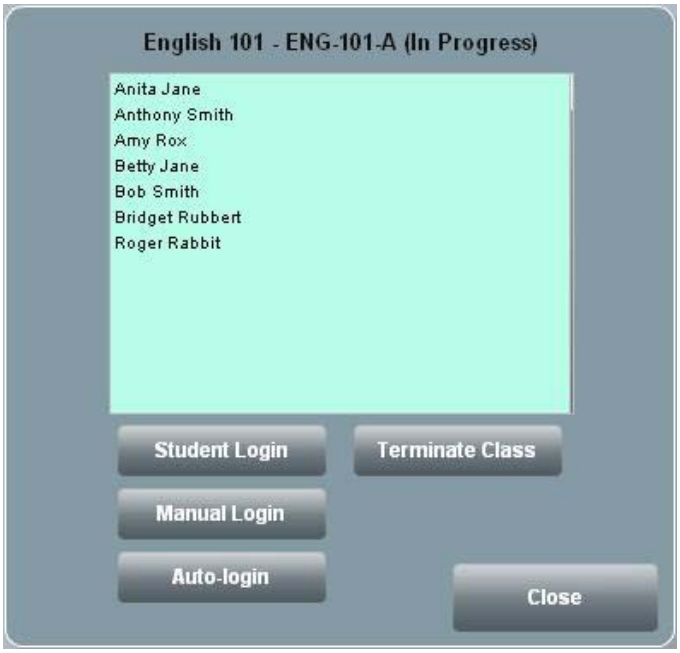
Launch the Class

You need only to select the *Launch Class* button to proceed to student login.



Choose the Login Method

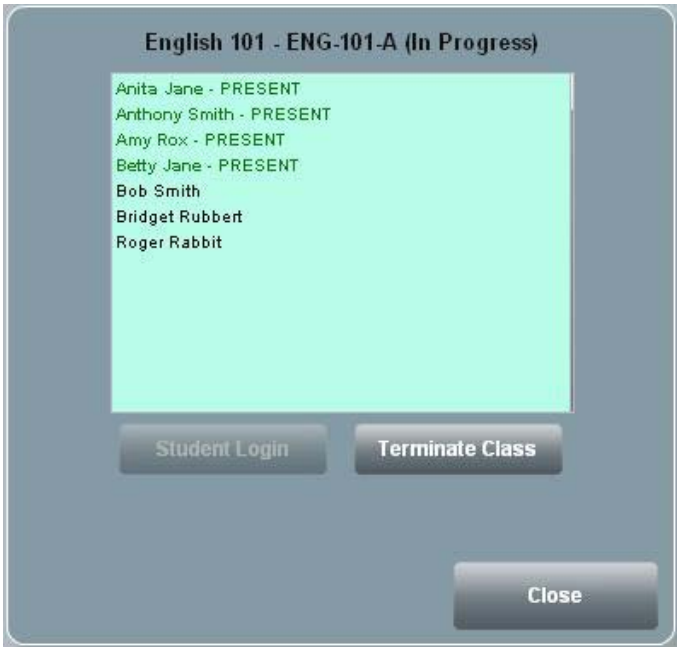
Choose the appropriate login method. Normally this is *Student Login*.



Exit the Login Screen

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 below), 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.

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+. Choose the activity you wish to run.

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.

Currently selected class section

Currently selected activity

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

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.

- ***Teacher Presentation:*** Select *Audio*, *Screen*, or *Screen/Audio* for teacher presentations

- ***Model Student Presentation:*** First select the student, and then select *Audio*, *Screen*, or *Screen/Audio* for model student presentations.

- ***Floating Microphone:*** During teacher or model student presentations, the floating microphone can be assigned to any student to enable comments or questions.

- ***Take Control:*** During a Screen-based presentation, keyboard/mouse control of the source station can be assigned to another station.

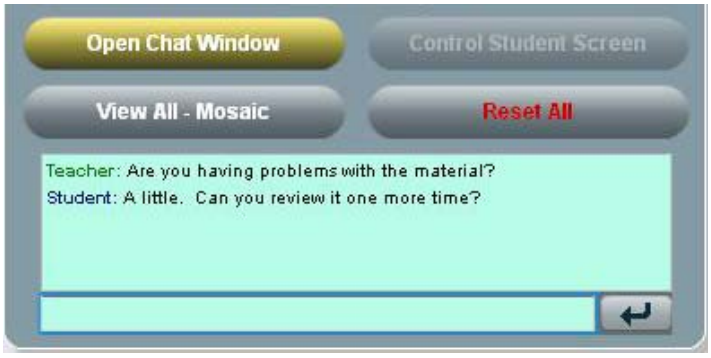
- ***Reset All:*** This function cancels all other presentation functions.

- ***Open CD Player Control:*** This function launches the control panel for the CD/DVD drive on the teacher's station (as shown below):

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.

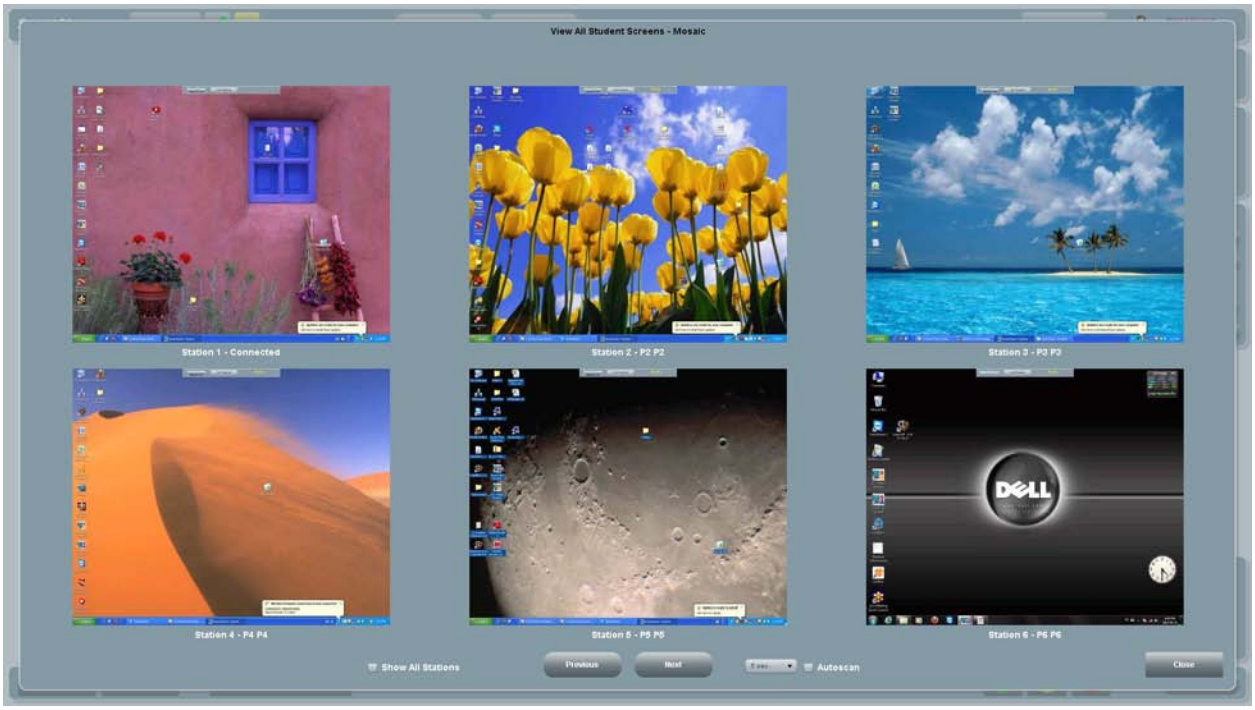
- ***Listen to Student:*** You discreetly listen to the student.
- ***Listen and Talk:*** You dialog with the student one-on-one.
- ***Open Chat Window:*** You chat with the student one-on-one (as shown below)



- ***View Student Screen:*** You view the student's screen.
- ***Control Student Screen:*** When viewing student's screen, you can control his station.
- ***Show Screen to Student:*** The student views your screen.

- **Autoscan:** All currently active functions, (*Listen to Student*, *View Student Screen*, etc.), are applied successively to each student station, using the timer value provided.

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



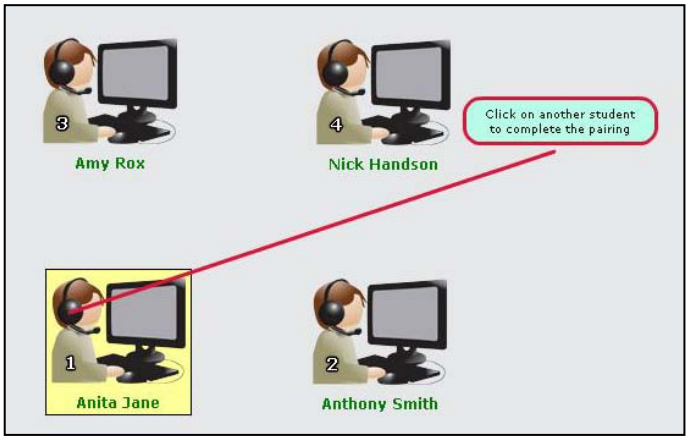
Check the box titled *View all Stations* to see thumbnails of all stations concurrently.

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.

- **Step 1 – Select the Partnering Mode**
  - ***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. If only a few partnerships are critical, you can choose the *Complete* function to randomly assign the remaining partners.
- **Step 2 – Select the Group Size**
- **Step 3 – For Teacher Selected Only**
  - Choose the first student of the partnership
  - Follow the "bubble instructions" as shown below
  - Repeat for each group.

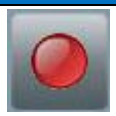


Recording Pairs/Groups

- Begin 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 will launch the controls for the recorders on the teacher station as shown below:

Note that the maximum recording time is currently limited to 10 minutes!

Control	Description
	**Record** – click on this button to begin recording. The Position and Length indicators will increment identically showing the duration of the recording.
	Stop – 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.
	Play – 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.

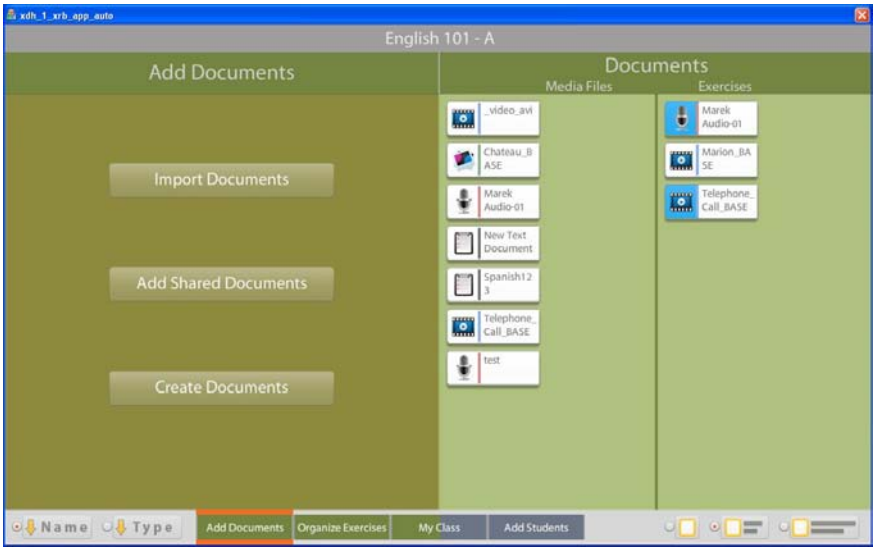
- When the recording has been completed, click on the *Save Recordings* button to save all student recordings. This activity will be saved as a *Live Exercise*, and can be accessed from the *Media Activities Dashboard*.

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).

- 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:



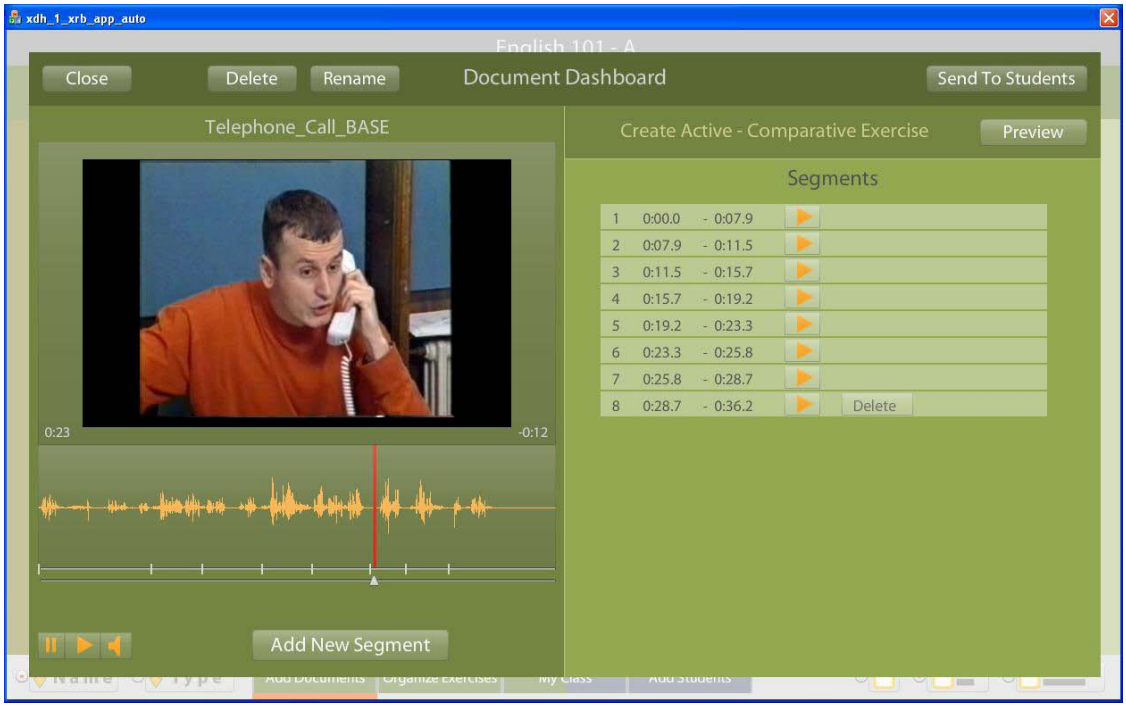
- ***Exercise Options:***

  - ***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

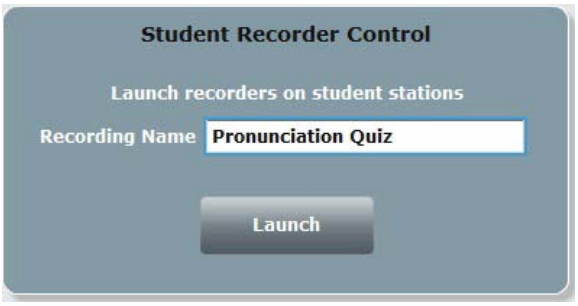
Teachers choose this activity when they want to record students who are responding to a live stimulus such as the teacher's microphone or an electronic stimulus such as a CD-Audio.

- ***Microphone-based Audio Source:*** 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.

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

Recording Students

- Begin 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 will launch the controls for the recorders on the teacher station as shown below:

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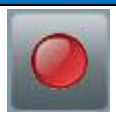	**Record** – click on this button to begin recording. The Position and Length indicators will increment identically showing the duration of the recording.
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- When the recording has been completed, click on the *Save Recordings* button to save all student recordings. This activity will be saved as a *Live Exercise*, and can be accessed from the *Media Activities Dashboard*.

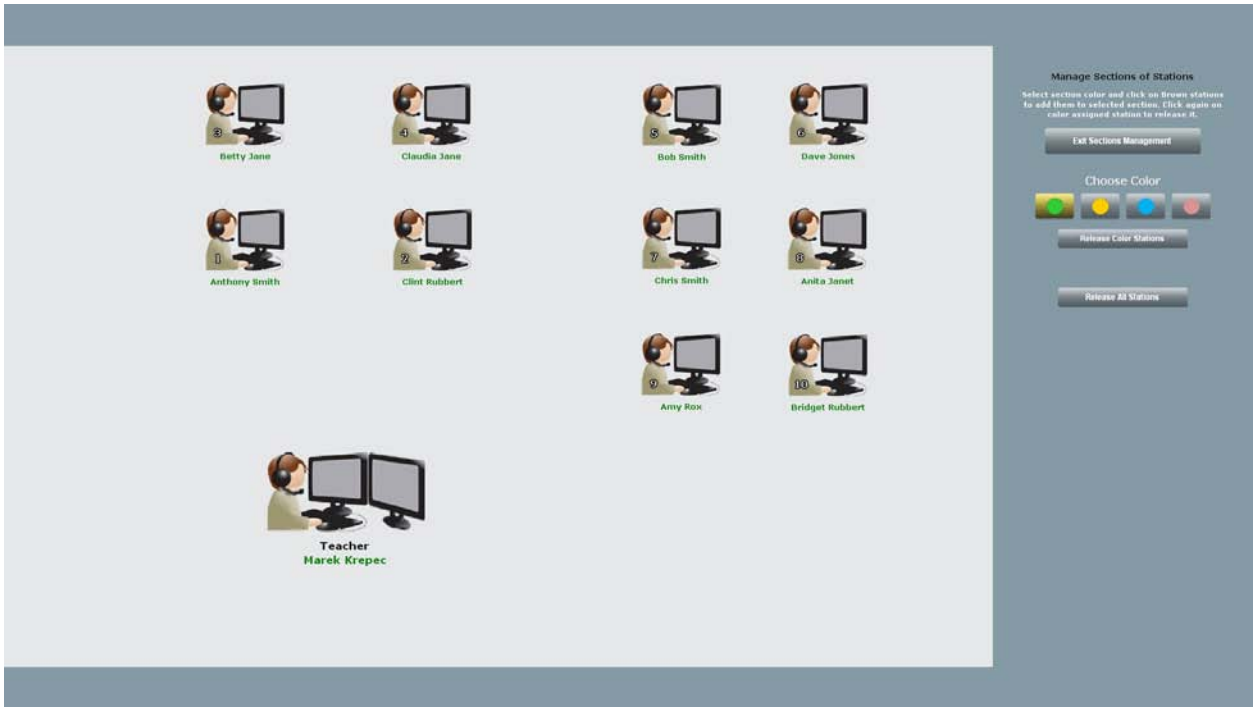
Sections & Utilities

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.

Assigning Stations to Sections

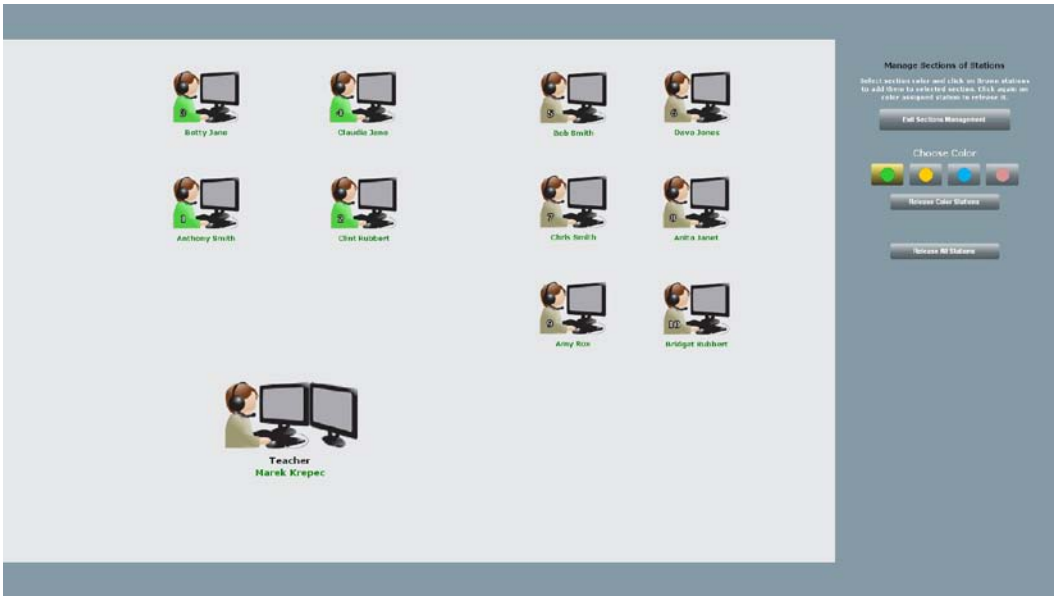
When the LAD is first launched, all students belong to the Brown *Rest-of-Class* section. Click on the *Sections* button to change this default assignment.



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.

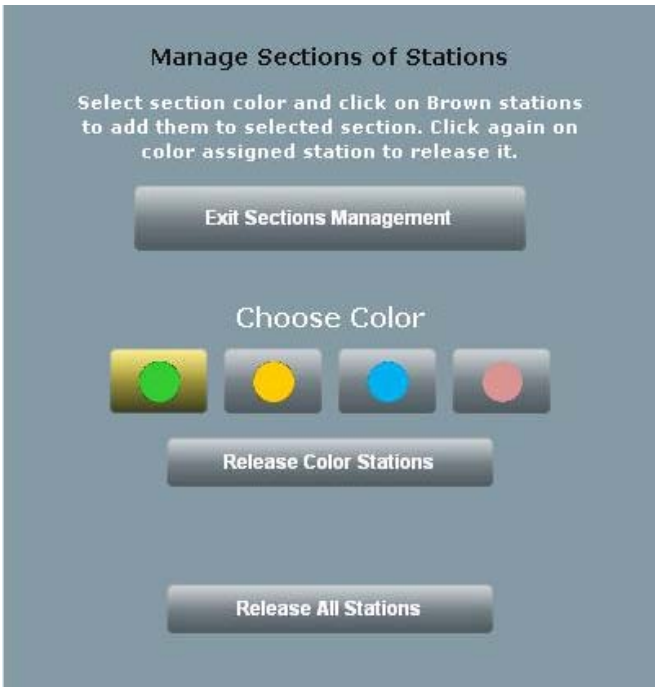
For this example, we choose stations 1 through 4.



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.

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 below).



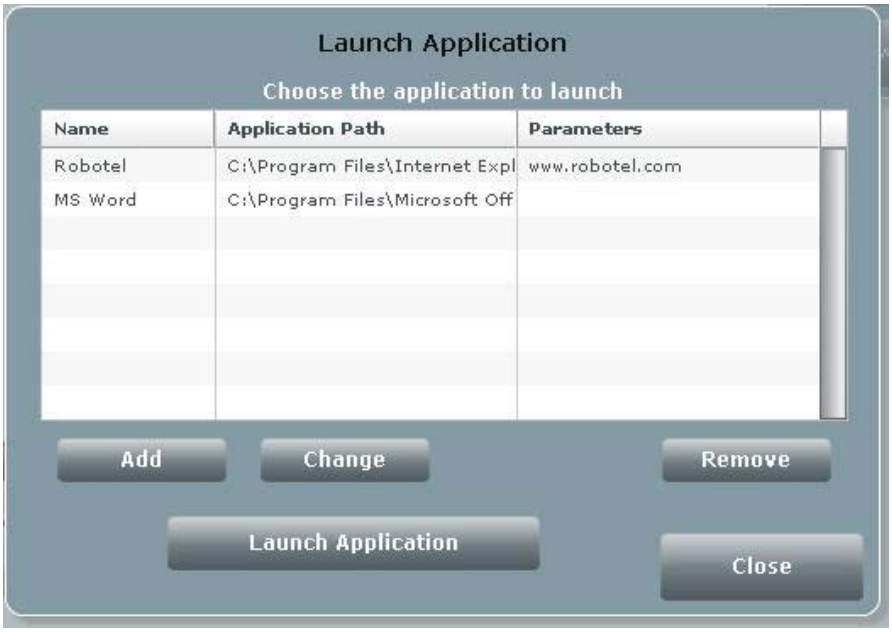
Choosing a Section

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

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 .

Adding New Shortcuts

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

- ***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 Locater) 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.

Power On-Off & Log-Off Utility

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.

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2012-04-12
Printed in Canada

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