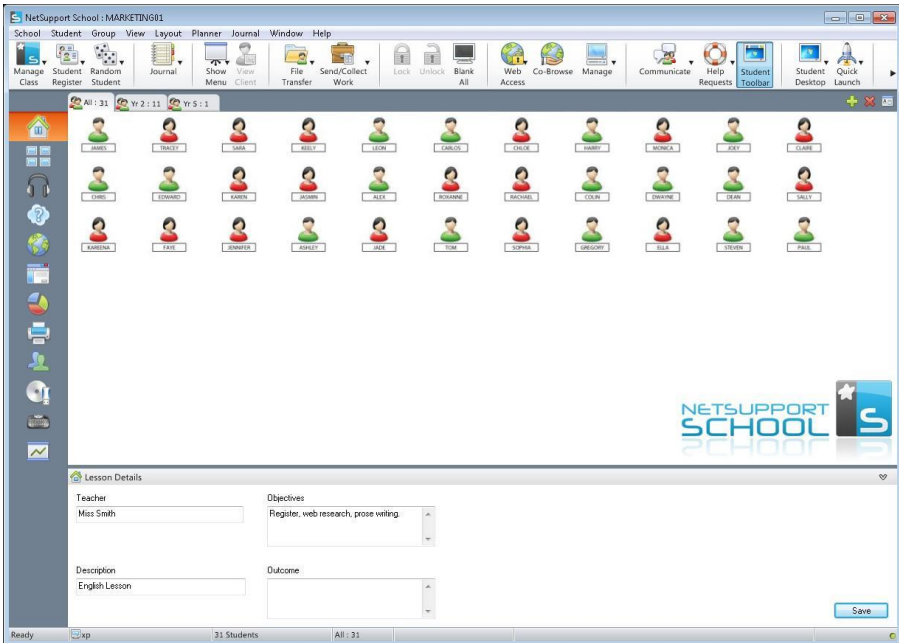


The Control Window

The Control window is the primary interface for:

- Configuring the Control.
- Connecting to Student workstations.
- Maintaining Client information.
- Selecting which Student workstations to work with.
- Selecting tasks to carry out.



The Title bar



This indicates that you are in the Control window and displays the name of the NetSupport School Control workstation.

The Menu bar



The Menu bar contains a series of drop-down menus that can be used to access the various tools and configuration utilities. These menus can be used to select Student workstations to work with, as well as maintaining and organising Student workstations into work groups.

The Toolbar



The Toolbar contains shortcuts to many of the most frequently used tasks and tools. Positioning the cursor over an icon will display a brief description of its function. For convenience, features that are of a similar nature (e.g. Show, Show Video, Show Replay Files) are grouped within the same toolbar icon. However, you can add these as individual icons if you prefer.

Some drop-down menus will have a small pin in the right hand corner. Clicking this pin turns the menu into a floating window, which is displayed until you close the window.

To customise the toolbar choose {View}{Toolbar - Customise} or right click the toolbar and choose **Customise**.

The Quick View bar



The Quick view bar is used to switch between currently connected Clients. Clicking on the button containing the required Client's name enables you to immediately view that Client's window.

To enable/disable the Quick view bar choose {View}{Toolbar – Quick View}.

The Lesson bar



The Lesson bar allows you to create a lesson and provides tools to manage the lesson once in progress. A Progress bar will advise the Tutor on the current activity and time remaining.

To enable/disable the Lesson bar choose {View}{Toolbar – Lesson Plan}.

The Group bar



Until you have defined groups of Clients, only the "ALL" group will appear on this toolbar. Once defined, the group name along with the number of members will appear and the Group tool icons will become fully active, allowing you to add, delete and change group properties.

With the required Student group selected, properties such as the displayed name and icon image can be changed by choosing {Group}{Customise} or {Group}{Properties} from the Control window drop-down menu.

To enable/disable the Group bar choose {View}{Toolbar – Group bar}.

The List view



The List view displays the currently connected Clients or Groups. You can switch the display mode between large and small icons, lists and detailed view from the drop-down {View} menu.

When you mouse over a Client icon, a thumbnail of the Student machine is displayed.

Client properties, such as the displayed name and icon image, can be changed by selecting {Student}{Customise} or {Student}{Properties} from the Control window drop-down menu.

The wireless status and battery power level can be displayed next to the Student icon when in thumbnail mode or list view. You can choose which indicators to display in the Tutor User Interface settings.

Note: Student names can also be customised using the Student Register function.

The List view can be viewed in the following modes:



Normal View



Monitor Mode



Audio View



Q&A View



Web View



Application View



Survey View



Print View



IM View



Device View



Typing View



Whiteboard View

Click the individual icons on the left hand side of the Control window, or choose {View}{Normal/ Monitor/ Audio/ Q&A/Web/ Application/ Survey / Print/ IM/ Device/ Typing/ Whiteboard view} from the Control window drop-down menu to change mode. The default view Mode is Normal View.

Note: Student thumbnails can be viewed full screen by pressing **F11**.

The Status bar



The Control Status bar is displayed at the bottom of the Control window. It shows the Status of the Control and the number of currently connected Clients. The current status of the Journal will be displayed when it is turned on.

To enable/disable the Status bar choose {View}{Status bar}.

Tutor Toolbar

The Tutor Toolbar provides details of the current lesson to the Tutor and access to key NetSupport School functions when the Tutor program is minimised. The Tutor can mute sound at all of the Students, add notes to the Student Journal, Scan, Chat, Message, Announce, Show, Lock/Unlock Students, Blank Student screens and block all Internet access by clicking the relevant icon. When the Tutor program is maximised the Tutor Toolbar will disappear and any settings applied will show in the Control window.



Note: The Tutor program can be maximised by double clicking the NetSupport School Tutor desktop icon.

To disable the Tutor Toolbar choose {View}{Current Settings - User Interface - Tutor} from the Control window drop-down menu and uncheck **Show Tutor Toolbar on minimizing**.

Note: There is also a Student Toolbar that can be activated at the Student, providing feedback on the current lesson.

Student Automatic Login

If a generic naming convention is used for your classroom PCs, you can automatically log the Students in to save time at the start of a lesson.

To automatically login Student machines

1. Select the Student machine(s) you wish to login.
2. Choose {Student}{Power Management - Login} from the Control window drop-down menu.

Or

Click the **Manage** icon on the Control toolbar and choose **Login**.

3. The Auto Login dialog will appear.



4. Enter the user name, password and domain and click **Login**. The user name will appear once the login has been successful.
5. You can also view Student screens from this dialog, select the required Student and click **View**.
6. Click **Close** when complete.

Student Register

By default, NetSupport School will display the computer name of the Client workstation in the Control window. However, there may be times when you want the control to display the actual name of the student and request additional information.

The Student Register option enables the Tutor to prompt the Students for their details.

Note: You can also change the name of the Client workstation by editing the Client Properties Details tab.

To prompt Students to log in:

1. If specific Student details are required select the relevant Client icons in the Control window. Alternatively, to prompt all connected Students leave the icons unselected.
2. Choose {School}{Student Register} from the Control window drop-down menu.
Or
Click the **Student Register** icon on the toolbar.
3. Select **Sign In** from the available options.
4. The Student Register dialog will appear. The Tutor can then select the information that the Student will be required to complete.

Note: The Student Register will also appear if you check **Create a Student Register** on the Class wizard.

Student Register Dialog

This dialog enables the Tutor to create a customised Registration form, which will prompt Students for their details. By selecting a name, the Tutor can also interact with Students using the View and Chat options.

Client Name	Name	Surname
CB-EA9734C7		
INVH288		
INVH368		
XP-SP3		

Successful Unsuccessful

Class Details

Teacher Name: Mrs. Wijnga

Lesson Title: History

Room: Eval

Objectives:

Auto save Register

Required Student Details

Get Logged on User Name

First Name Surname

Class Student ID/No.

Custom Fields:

Class Details

If required, the teacher name, lesson title, room number and lesson objectives can be included on the Registration form that is sent to Students.

Note: By default, the start-up mode is Connect to Student in Room(s). In this mode, the Room field displays the room specified at start-up, and cannot be changed.

Required Student Details

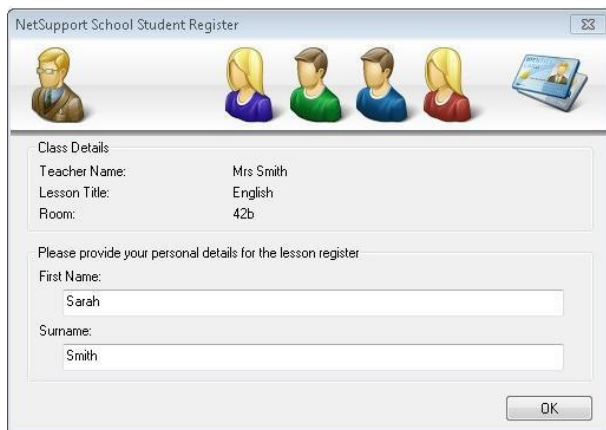
Decide which details to prompt the Students for. You can also add two custom fields to the form.

Note: If the **Get Logged on User Name** option is selected, the first name and surname will be greyed out and the Student name will automatically default to the login name.

Auto Save Register

Student registration details can be viewed in a report, but this will be lost when the Control disconnects. If you want to store a copy of the report check this option. You will be prompted for a file name, location and file format (CSV, HTML or XML).

Click **Register** to send the form to Student machines. You can monitor progress as the Students respond. Click **Close** when all Students have Signed In, the Client icon in the Control window will now display the registered name.



The screenshot shows a dialog box titled "NetSupport School Student Register". At the top, there is a toolbar with several icons: a male student icon, a female student icon, a male student icon, a female student icon, a female student icon, and a stack of papers icon. Below the toolbar, the dialog is divided into sections. The first section is "Class Details" with the following information: Teacher Name: Mrs Smith, Lesson Title: English, Room: 42b. The second section is "Please provide your personal details for the lesson register" and contains two text input fields: "First Name:" with the value "Sarah" and "Surname:" with the value "Smith". An "OK" button is located at the bottom right of the dialog.

Sign out

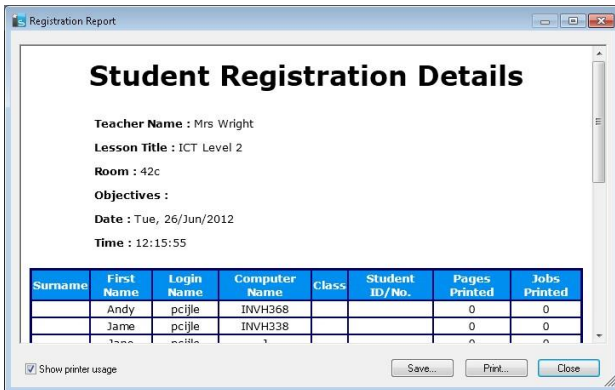
At the end of a lesson, you can reset the Client names using the Sign Out option.

1. Choose {School}-{Student Register} from the Control window drop-down menu.
Or
Click the **Student Register** icon on the toolbar.
2. Select **Sign Out** from the available options. Confirm that you want to unregister the Students.

Registration report

Student registration and printer usage details can be viewed in a report, but this will be lost when the Control disconnects.

1. Choose {School}{Student Register} from the Control window drop-down menu.
Or
Click the **Student Register** icon on the toolbar.
2. Select **Registration Report** from the available options.



Notes:

- If you want to store a copy of the report ensure that the **Auto Save Register** option is enabled on the Student Register dialog when requesting the Student details. The report can be stored in CSV, HTML or XML format.
 - To quickly print a copy of the report, click the **Student Register** icon and then click **Quick Print**.
-

To display the login name of Students

When registering Student details, rather than prompt them for their actual name you can default to their login name.

1. Choose {View}{Current Settings – User Interface - Tutor} from the Control window drop-down menu.
2. Check **Display Student User Names**.
3. Click **OK**.

To save Students login name

Enable this option to permanently store the Students login name.

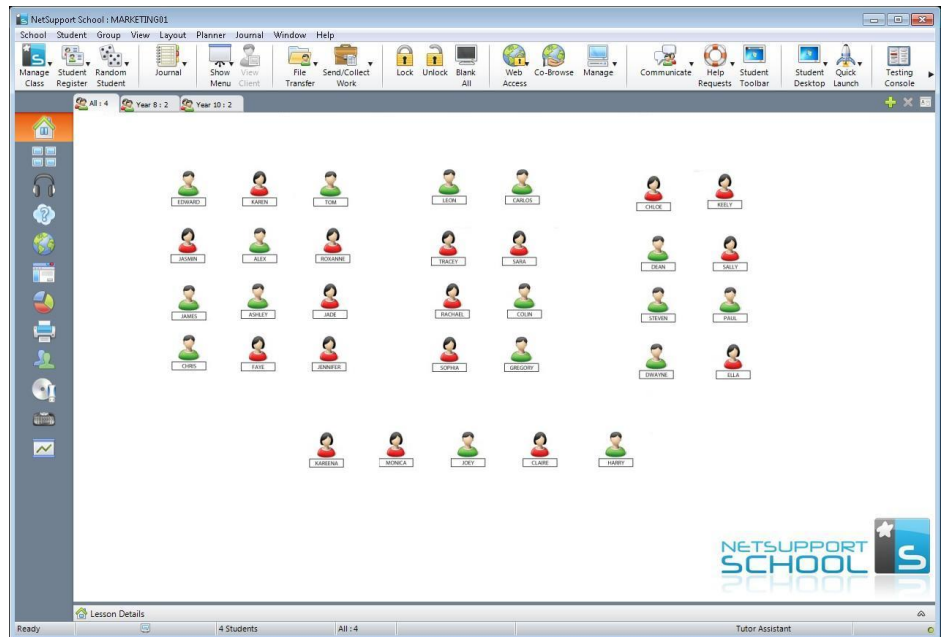
1. Choose {View}{Current Settings – User Interface} from the Control window drop-down menu.
2. Check **Remember Student User/Login names.**
3. Click OK.

Working with Classroom Layouts

Once you have selected a classroom or group, you can rearrange the individual Client icons in the Control List view to reflect the layout of the classroom. A background image can also be added to further customise the Control view.

When using Room mode, the classroom layout will be automatically saved against the Room selected. When you start the Tutor and select your Room the layout will automatically load.

Note: For information on how to save and load layouts when not in Room mode, see our knowledgebase article TD730 at www.netsupportsoftware.com/support.



To arrange icons

1. Select the Client icon and drag it to the desired position.

To lock a layout

1. Arrange the Client icons to the required positions.
2. Choose {Layout}{Lock Layout} from the control window drop-down menu.
3. Client icons will be fixed in position and unable to be moved.

Note: The current classroom layout can be printed, select {Layout}{Print Layout} from the Control window drop-down menu.

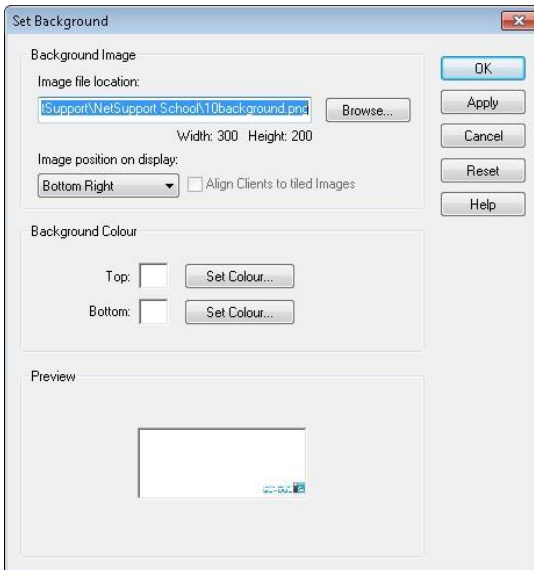
Setting a background

As well as tailoring the position of Client icons in the Control List view to reflect the layout of the classroom you can choose alternative images to decorate the background and enhance the layout of the icons.

Note: Background layouts support .BMP, .PNG and transparent images.

To set a background

1. Choose {Layout – Set Background) from the Control window drop-down menu.
2. The Set Background dialog will appear.



3. Select the location of the image you wish to use. The default BMP files are stored in the NetSupport School program folder. A preview of the selected image is provided.
4. Choose **Image position** on display to select the position of the image. If you select **Tile**, you can also choose to centre the Client icons on the image.
5. If required, select a background colour.
6. Click **OK** to add the background to the Control window.
7. If you are adding the background to an existing layout, choose {Layout – Save Layout} to update. To create a new layout, select {Layout – Save Layout As}.

If you wish to clear the currently set background, choose {Layout – Clear Background}.

Power Management – Power on/Power off

Power consumption equates largely with heat generation and increased energy consumption. With millions of workstations in use, and sometimes hundreds located within the same company or School, the desire to conserve energy has grown from a minor-issue to a major issue over the last ten years.

Power Management is a technique that enables hardware and software to reduce system power consumption. It works by shutting down portions of the hardware during periods of downtime, meaning that the workstation is ready to work when you are and conserve energy when you are not.

Student Power On

To power on a NetSupport School Student, the workstation must have a Wake-on-LAN network adapter and a BIOS that will support it (consult your network adapter documentation for more information), the Student must also be 'Known' to the Tutor. The Tutor sends a Wake-on-LAN packet to the Student network adapter, which instructs the workstation to power on.

To power on a NetSupport School Student

1. Select the icon(s) of the Students you wish to power on.
2. Choose {Student}-{Power Management – Power On} from the Control window drop-down menu.
Or
Click the **Manage** icon on the toolbar and choose **Power On**.
3. The Student workstations will now power on.

Student Power Off

NetSupport School uses the Advanced Power Management (APM) features of the Windows Operating System (where supported), to provide Student power down capabilities. APM relies on the Student workstation having an ATX motherboard and ATX power supply.

A Tutor can remotely power off a Student workstation using the NetSupport School Power Management function.

To power off a NetSupport School Student

1. Ensure all open applications at the Student workstations are closed.
2. Select the icon(s) of the Students you wish to power off.
3. Choose {Student}{Power Management – Power Off} from the Control window drop-down menu.
Or
Click the **Manage** icon drop-down arrow on the toolbar and select **Power Off**.
Or
If displayed, click the **Power Off** icon on the toolbar.
4. The Student workstations will now power off.

Finding and Connecting to Students

The Class wizard enables the Tutor to select the connection mode that best suits their requirements. The Class wizard is displayed when the Tutor program is initially started and when a class is restarted. You can also specify how Students are connected to and configure these settings in the Tutor Configuration, select {School}{Configuration - Student Selection} from the Control window drop-down menu.

The connection methods available are:

- **Room Mode**
Connect to Student computers by Room(s).
- **PC Mode**
Connect to a fixed list of Student computers by machine name.
- **User Mode**
Connect to a fixed list of Students (by logged on user name).
- **Browse Mode**
Browse the network and connect to Student computers with a specific machine name.
- **Publish Class**
Create a class and enable Students to connect to it.

Note: Publish Class is only available for selection in the Tutor Configuration.

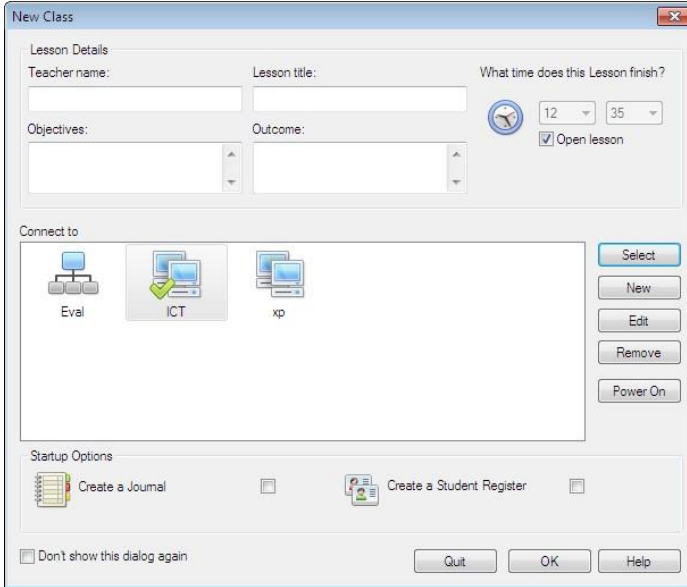
The default method is 'Room Mode'.

Notes:

- If the expected Students are not found it may be because NetSupport School has not been configured to browse the required networks. See *Configuring NetSupport School for Subnet Browsing* for more information.
 - If a 'Name Server/Gateway' has been configured, the Tutor program will use the details registered here rather than perform a browse across the network.
 - It is essential that you have a logical naming convention for the Student workstations. If you need to change the names of any Student workstations see *Configuring the Student workstations*.
-

Class Wizard

The Class wizard enables you to enter the general properties of a new lesson and allows you to choose how to locate and connect to your Students. You can create multiple classes using different connection methods. The required class can then be loaded at the start of the lesson and you can quickly connect to Student machines.



Lesson Details

You have the option to input the Teacher name, Lesson title, Lesson objectives and outcome. If these details are completed they will form part of the Student Register should you require one.

What time does this Lesson finish?

Enter the time you want the class to finish, a timer will appear while the lesson is in progress. If you do not want the lesson to be timed enable the **Open Lesson** option.

Connect to

Select the method to locate and connect to Students.

Click **New** to create a connection method for your class. The Select Start-up Mode dialog will appear: you can connect by a Room, a list of PC names, a list of Student logon names or browse the local network to locate Students.

When the connection method for your class has been defined it appears in the Class wizard and is available for selection. Highlight the required mode and click **Select**, a green tick will appear showing that it is the current method of connection.

To modify an existing class select the required class and click **Edit**. The dialog relating to the method of connection will appear allowing you to modify the details.

To delete a class select the required class and click **Remove**.

Power On

Turns on all computers when connecting by Room or PC names.

Startup Options

Create a Journal

Allows you to start or open an existing Student Journal.

Create a Student Register

Before the lesson starts, you can prompt the Students to login with their names. These will be displayed at the Tutor instead of the machine names.

Don't show this dialog again

By checking this box, the Class wizard will not appear at start-up.

Note: To re-activate the Class wizard to appear at start-up, set the **Display Class Wizard** option in the start-up section of the configuration.

Click **OK** to start the lesson. The Tutor will now browse and connect to Students using the selected connection mode. If you have asked for Students to register their names, the Register Student dialog will appear.