Netop® School

360° computerized teaching

Version 6.0

Quick Guide

Netop

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The document is optimized for double-sided printing.

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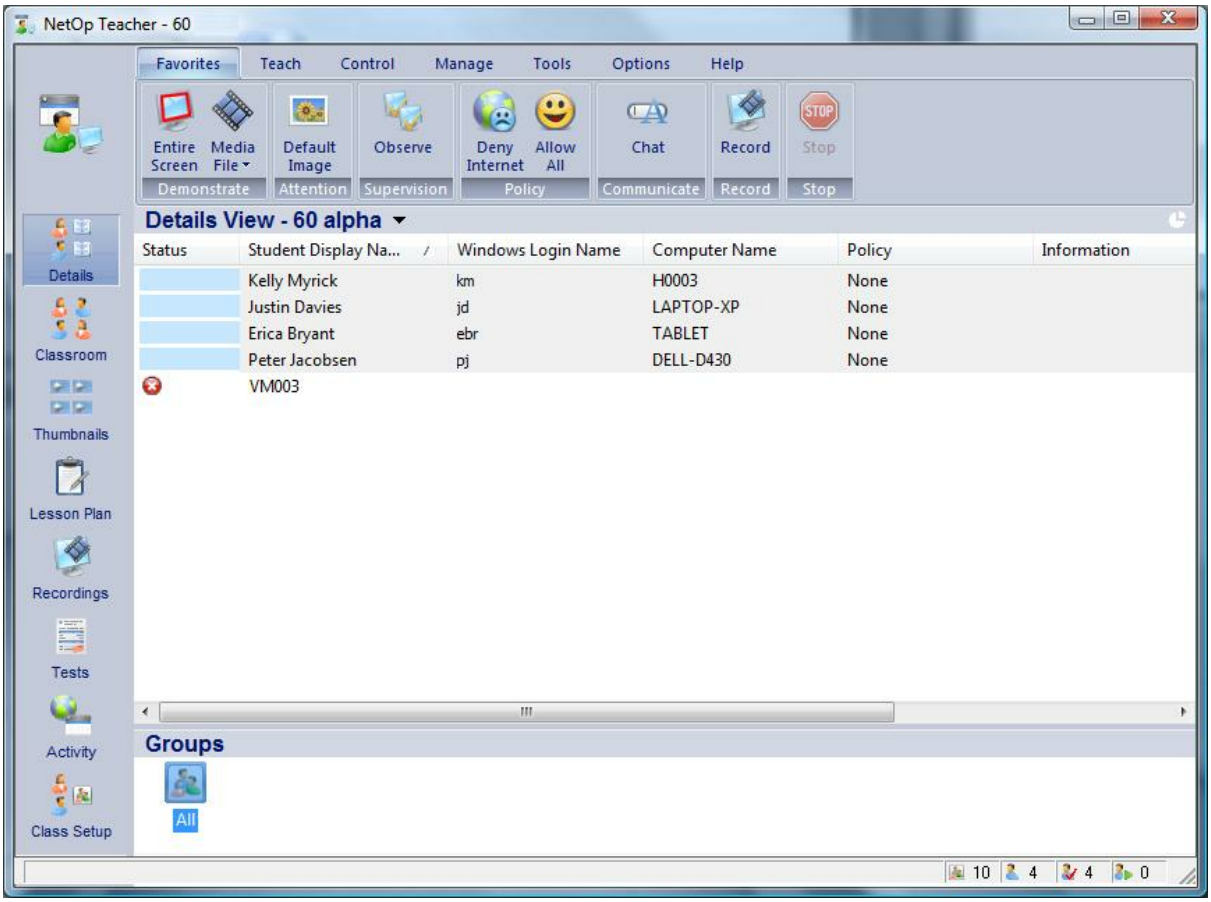
1 Netop School - your interactive classroom

Netop School is created specifically for teachers and trainers who use computers to teach and is designed to help instructors optimize, manage and control their teaching environment.

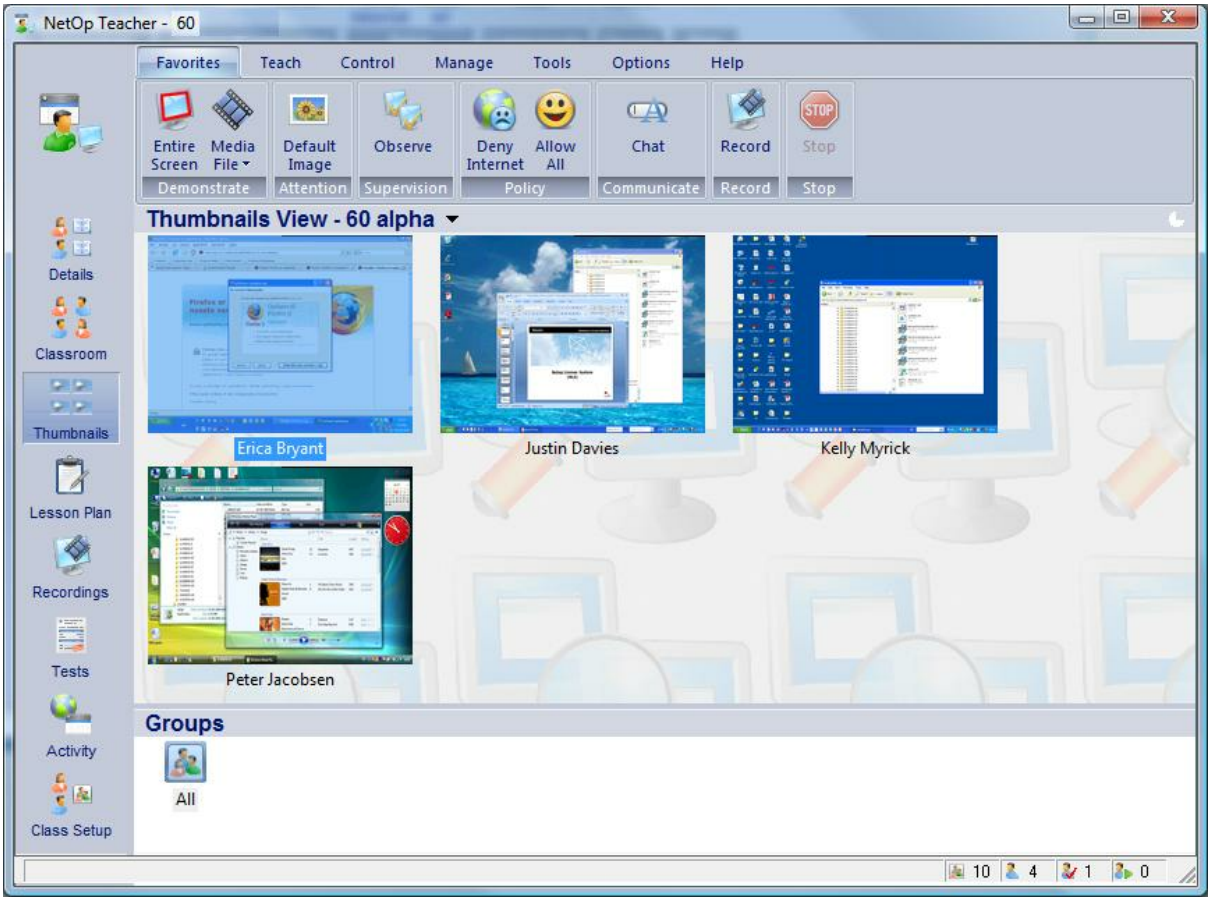
Details View of student computers in a class:



Netop School creates an interactive classroom by connecting teacher and student computers on the network. Using Netop School, teachers can view and supervise student activity, monitor or prevent web browsing, share any computer screen in the classroom and remotely control student computers. Some of the most frequently used features include the ability to:

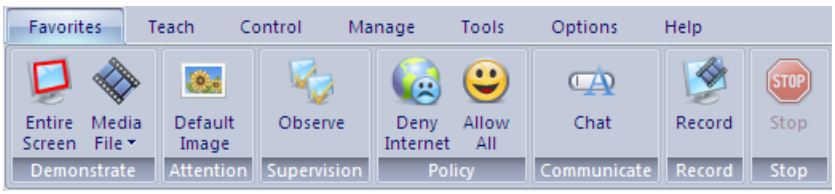
- Lock student computer screens, keyboards and mice.
- Share the teacher desktop on student computers.
- Send and collect files from students.
- Monitor student screens.
- Stop inappropriate Web surfing.
- Share a student's work with the other students.
- Help students by remote controlling student computers.
- Chat with students.
- Shut down all student computers at the end of a class session.

Thumbnails View of student computers in a class:



The Netop School user interface was designed to help users be more productive and efficient while using Netop School to do their daily tasks. One of the reasons users might find programs complex to use is the large number of places to look for commands: menus, shortcut menus, toolbars and toolboxes. This is addressed in Netop School by placing all commands on the Ribbon.

The central Ribbon design is based on the Microsoft Office 2007 design: rather than reinvent the wheel, we chose to rely on the fact that Microsoft Office programs are familiar to a wide range of our users and consequently brought many of the Office design ideas into Netop School.



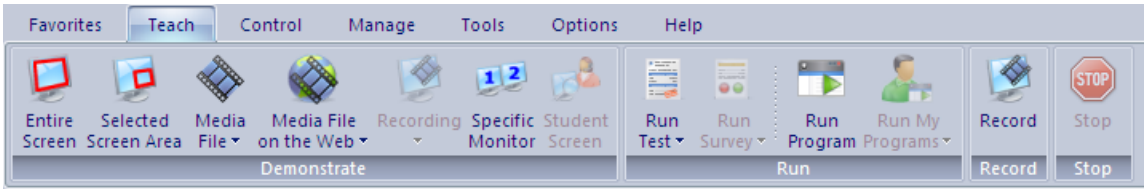
Most commands are accessible from the Ribbon which is organized into a set of tabs that represent the main functionality groups. The Ribbon provides one-click access to commands with clear, unambiguous labels. To further assist the user all commands have enhanced screen tips when the mouse pointer rests on a command.

Each of the tabs represents a context with a set of features to help users perform specific tasks.

The **Favorites** tab is special in that it is a collection of the most frequently used teaching commands. In the majority of everyday teaching scenarios you will likely be using only the

Favorites tab. The **Favorites** tab offers super-efficient access to the most frequently used commands, and the new Netop School personalization features let YOU decide which features are most frequently used.

Teach



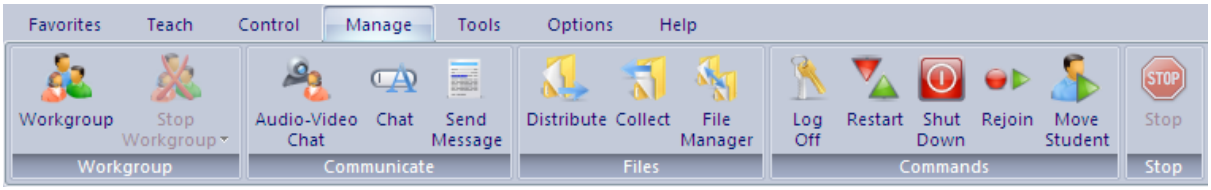
The **Teach** tab holds the full set of commands used in teaching scenarios. These include seven different ways to do a demonstration to students, commands to run a test, a survey or any program on the student computers as well as a recording option that lets the teacher record what goes on the teacher computer and then later play the recording for the students.

The **Stop** button is also available on the **Control** and **Manage** tabs; clicking it stops any ongoing session, whether it is a demonstration, attention or communicate session.

Control

The **Control** tab includes five alternatives to locking student computer screens, keyboards and mouse, access alternatives to apply a policy that defines which programs can be used or which Internet sites can be accessed, and supervision alternatives either to view student computers' screens one at a time, or to remote control student computers.

Manage



The **Manage** tab commands are focused on managing the classroom in various ways: by setting up workgroups, communicating with students, distributing and collecting files, and restarting or shutting down student computers.

2 Install and set up Netop School

The Netop School modules are installed from the Downloads section on the Netop site. The Teacher module is installed on the teacher's computer only, while the Student module is installed on all Student computers. The Teacher and Student computers must be connected in a network.

The installation packages are located here:

1. On the Netop site (www.netop.com), click **Downloads** in the menu to the left.
2. On the Downloads page, click **Software** in the menu to the left.

   The KnowledgeBase opens in a separate browser window.
3. On the KnowledgeBase start page, click **Download Products** in the menu to the left, and click Netop School.
4. In the list of versions and languages, click the one you want to install.

   For example, under the Version 6.00 heading, click **Netop School Build 2008XXX English**.

This opens the Netop School Family page where the install links to the two modules are available.

Install Netop Teacher

1. Click the **Download Teacher** link on the Netop School Family page.
2. In the **File Download** dialog box, click **Save** to download the installation package and install from a local computer, or **Run** to start the installation immediately.
3. When the installation is running, follow the installation wizard instructions.

When the installation is complete, Netop Teacher starts automatically and launches the Setup Wizard. You can just click **Next** to accept the default settings, but the wizard must complete for the appropriate setup files to be properly created.

Install Netop Student

The Student module can be installed either by running the installation program on each of the student computers, or by deploying the Student module from the Teacher module after the Teacher module has been installed.

Install manually on each student's computer

Follow the same steps as described above for Netop Teacher, but click the **Download Student** link on the Netop School Family page.

Deploy from the Teacher module

To install on all student computers while at the same time ensuring that all student computers have identical settings, use **Run Student Deployment** from the Teacher module. A Student deployment can be based on default settings, or on a customized Student module setup. The latter requires that the Student module is installed on the same computer as the Teacher module to create custom configuration files.

Tip

Because the installation can be done from one computer and because the installation ensures that all students have identical setup from the outset, this method of installing the Student module is preferred by most users.

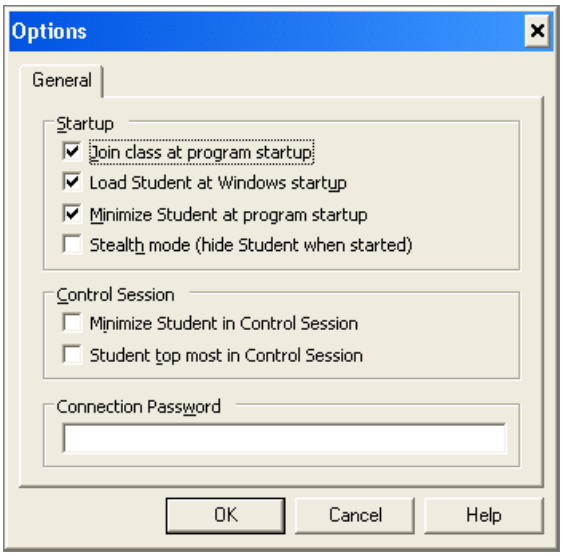
When the Teacher and Student modules have been installed, they automatically have default settings and are fully operational without any further setup. However, both modules have setup options that are presented in three wizard steps the first time the module is started. The default options can be reviewed and changed at first startup or any time later.

2.1 Set up how student computers should run

The Student module will typically be set up to

- Start when Windows starts so that the module is readily available when the teacher starts the lesson.
- Automatically join a class so that students do not have to select class themselves.
- Appear minimized on startup with the program available as an icon in the notification area.

These options are set up from the Student module: on the **Tools** menu, click **Options** and then double-click **General**.

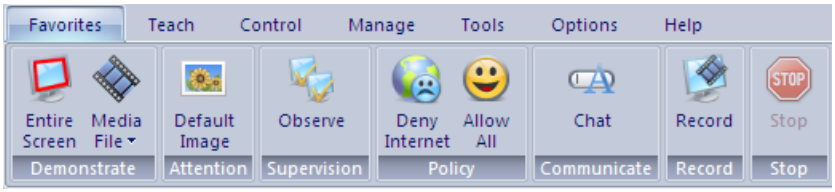


When the program appears minimized, students can double-click the icon to open the program and have access to all Student module program features, including for example to leave the class or to modify setup options.

If the teaching environment requires that students should not have access to the Student module, the Student module can be set up to run in hidden mode. When the Student module is hidden, students will see a life belt icon in the notification area and can use it to request teacher assistance. All other program functionality is hidden from the student.

3 Use Netop School in your daily teaching

The features that teachers will typically use in their daily work are all readily available from the **Favorites** tab:



Demonstrate the entire screen	Probably THE most frequently used teaching tool is for the teacher to share his desktop to show students how to accomplish a task. The Netop School Teacher command to achieve this is the first command on the **Favorites** tab: **Entire Screen**. When the teacher selects one or more student computers in the list of student computers in the current class and clicks **Entire Screen**, the screens on all student computers display the teacher computer's desktop and the students can follow what the teacher is doing.
Show a video	A movie can be a good and efficient way to supplement other teaching methods. Netop School supports these media file formats: .avi, .mpg, .mpeg, and .wmv. When the teacher selects one or more student computers in the list of student computers in the current class, clicks **Media File,** and then selects the film to show, the video is broadcast simultaneously to all student computers. The play function is controlled from the teacher’s computer and the teacher can pause at any time.
Lock student computers	When the teacher needs the students' full attention, it can be useful to be able to lock student screens, keyboards, and mice. When the teacher selects one or more student computers in the list of student computers in the current class and clicks **Image File**, the selected file is displayed on all student computers and their keyboards and mice can no longer be used. The computers are unlocked by clicking the same command again.
Observe what students are working on	While students are working on their assigned tasks, it might occasionally be useful to see how they are getting on without necessarily interrupting by asking them. When the teacher selects one or more student computers in the list of student computers in the current class and clicks **Observe**, each student computer screen displays for a configurable period of time on the teacher's screen and then

the next student screen automatically displays.

Block Internet access

If the teacher discovers that students are surfing when they should not be, or that students are accessing Internet sites that are inappropriate in the current learning context, the teacher can block all Internet access with a single click.

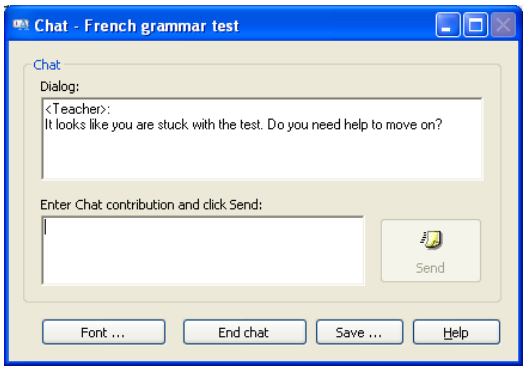
When the teacher selects one or more student computers in the list of student computers in the current class and clicks **Deny Internet**, access to all Internet sites is blocked. This includes any sites that were already open when the teacher blocked access.

When access should no longer be blocked, the teacher can open for general access by clicking **Allow All**.

Chat with a student

If the teacher discovers that a student is having difficulties, for example by using the **Observe** feature mentioned above, the teacher can choose to start a text chat conversation. In this way the rest of the class is not disturbed and the student can receive help unobtrusively.

To start a text chat, the teacher can click **Chat**:



Create a recording

As mentioned above, a popular way of demonstrating how to do a task to students is to share the teacher screen on all student computers. Another way - and one that can easily be prepared from home - is to create a recoding of the task to be demonstrated. The finished recording can subsequently be distributed and shown on all student computers,

To start recording, click **Record**.

When the actions necessary to accomplish the task to be demonstrated have been completed, the recording is saved. The recording is easily made available to the student computer by using drag-and-drop.

3.1 Manage the class

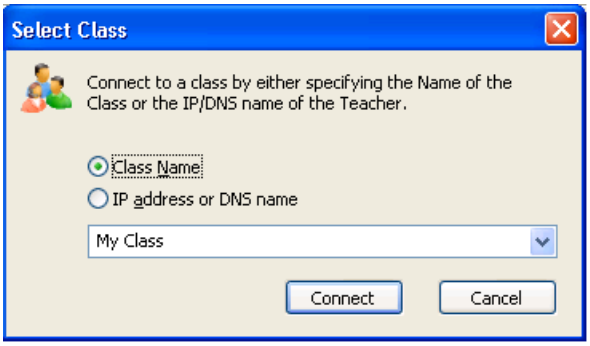
In Netop School you use a class to organize the group of student computers you want to work with at one time. A class can represent a physical classroom or can be used to group computers at different locations, such as a school library. The first class is created

automatically as part of the initial setup; it is called "My Class". When a class exists and you connect to it, you can begin to supervise student work, remotely control computers, share screens, lock keyboards, and use other Netop School features.

When the Teacher module is running, one class is always the active, current one. You can define whether the Teacher module should start with the same class as the active one by default, or whether you want to choose which class should be the current one.

Student options for joining a class

When a student computer starts up, the computer can be set up to join a class in a number of different ways, for example:

Join the same class always	The student computer always joins the same, named class. Using this join method is an advantage in static environments like for example a computer lab.
Look for classes that are already in progress	The student computer scans the network and presents a list of classes that teachers have already started. This join method is frequently used in environments where the student user is allowed to decide which class to join.
Select a class based on name, IP address or DNS name	The student computer opens a dialog box where the student can select a class by typing in the relevant information, for example the teacher computer IP address.  This join method is useful the student computer is on a different subnet from the teacher computer.

Alternatively the student computer can be set up to wait for the teacher computer to invite the student to join a class.

Individual teacher settings

If several teachers are using the same Teacher module, each teacher's personalized Netop School settings are saved as part of the teacher's Windows profile. This could for example be at this location: C:\Documents and Settings\<*user initials*>\Application Data \Danware Data\NetopSchool\Teacher.

The individual teacher settings include startup options like class name and startup policy

as well as display settings like theme and tab names.

If the computer environment where Netop School is installed has not been set up with individual Windows users but with one account that all teachers use, Netop School settings are saved under that one user profile. This means that all teacher users must use the same settings. However, using the Netop School feature called "teacher profiles", individual Netop School Teacher users can still have their personal settings.

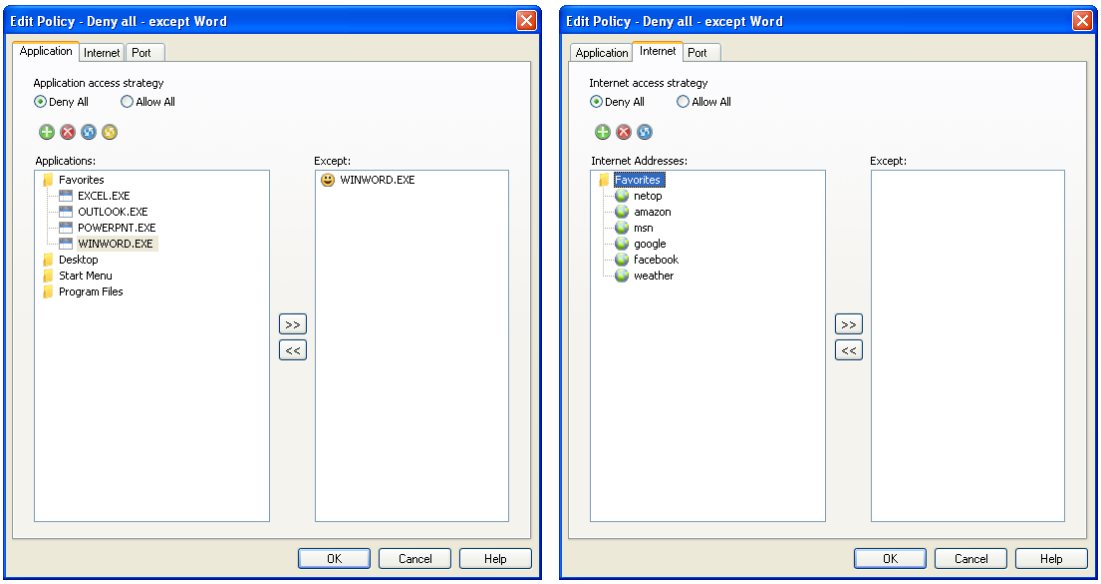
Teacher profiles are settings for each individual user of a Teacher module, including authentication by user name and password.

Manage student access to the Internet and to using programs

In some teaching scenarios it might be useful to be able to control student Internet access as well as access to using the programs installed on the student computers. For example, if the students are working on an essay assignment where they are not supposed to use any other sources of information than the ones handed out to them by the teacher, the teacher might want to block Internet access and allow the use of a text editing program only.

This can be accomplished by creating and applying a policy in Netop School.

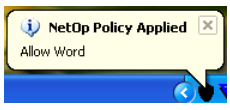
A policy in Netop School defines which programs student computers can use and which Internet sites student computers are allowed to visit. Definition of the one mentioned above which blocks access to all programs except Microsoft Office Word and to all Internet sites would look like this:



When a policy has been defined, it is applied on all student computer with a single click.

If a student computer leaves the class and then re-joins, the class policy is automatically reapplied to the student computer. This also happens if the student computer is physically disconnected from the class and then re-connects.

Students are notified when a policy has been applied.



All program shortcuts remain visible but can no longer be activated. Any programs that are running when the policy is applied are hidden. When the policy is subsequently removed, the programs appear again in the same state they were when the policy was applied so that any

data the students were working on is left intact.

A number of standard policies are available out-of-the-box. One of then is **Deny Internet** which can be applied from the **Favorites** tab with a single click.

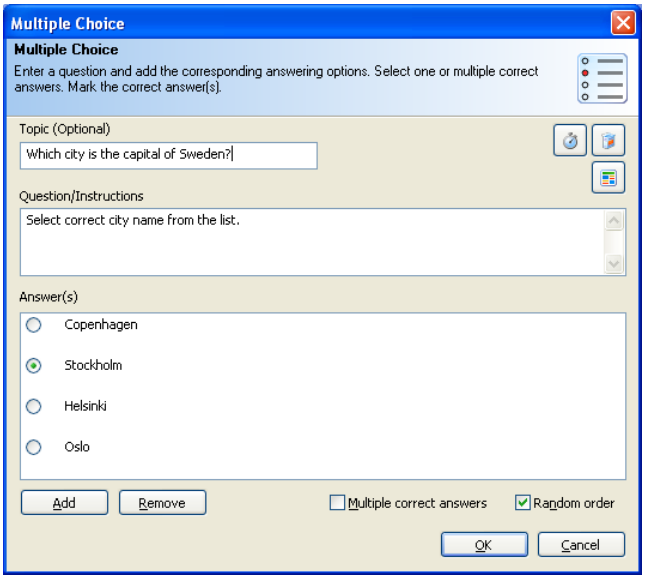
3.2 Create and run tests

When students have been introduced to a new subject area, it might be relevant to test what they have learnt. One way to do this is to create a test and have the students complete the test online.

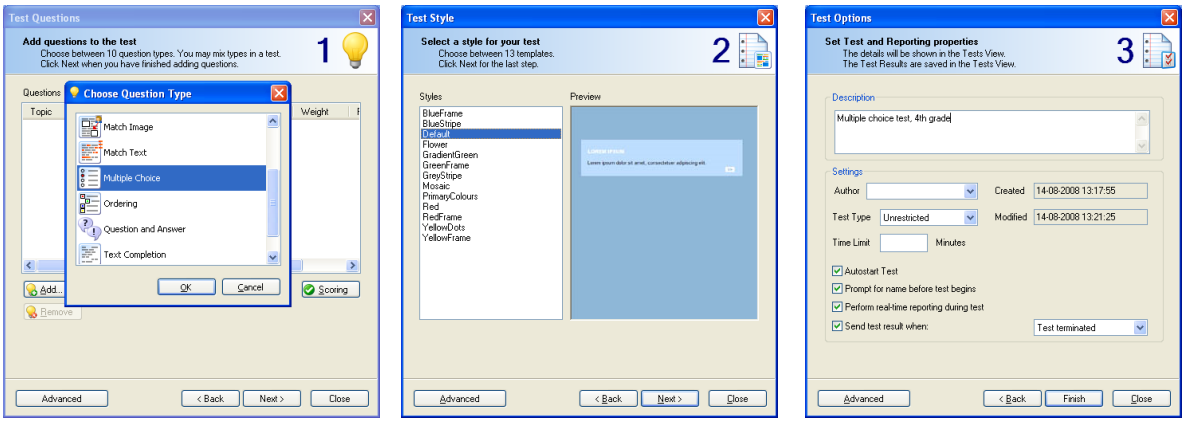
A test consists of one or more test questions with different types of answers. For example, the student must answer the test question by:

- Selecting the correct answer from a list of possible answers.
- Writing an essay.
- Placing the correct name or term on a number of illustrations.
- Matching a number of illustrations with the correct descriptions.
- Placing a number of items in the correct order.

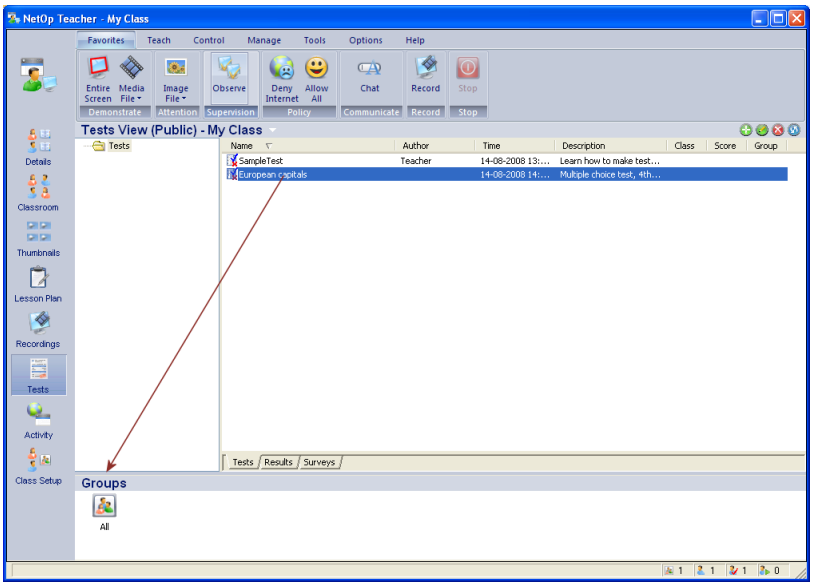
The answer type a teacher will choose to use to use in a test will depend on the subject matter area and on the age of the student. Below is an example of a multiple choice question: when the test is running the student must pick the correct answer from a list of four choices.



A wizard guides the teacher through the process of creating test questions. In the first step the teacher creates the test questions, the second step defines the test layout and the third and last step defines how the test results should be reported.



When the test has been created, the teacher can run the test on all student computers by using a drag-and-drop operation from the list of tests to the group of all students.



The test starts automatically on the student computer and on the teacher computer a progress window opens that allows the teacher to see how each student is doing.

Distribute assignments

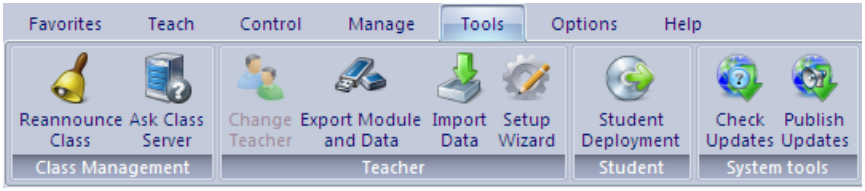
Rather than run an online test, the teacher may choose to create an assignment and distribute the assignment document to all students.

Distributing a document can be done by using a drag-and-drop operation directly from Windows Explorer to a group of student computers in Netop School.

3.3 Prepare from home

With Netop School it is easy to prepare from home and come to work with a complete teaching package, including for example lesson plans, tests, recordings and videos. All you need is an external read-write storage medium like for example a USB drive, and a computer at home.

From the Netop School Teacher module you copy the module and all the necessary data by clicking **Export Module and Data**.

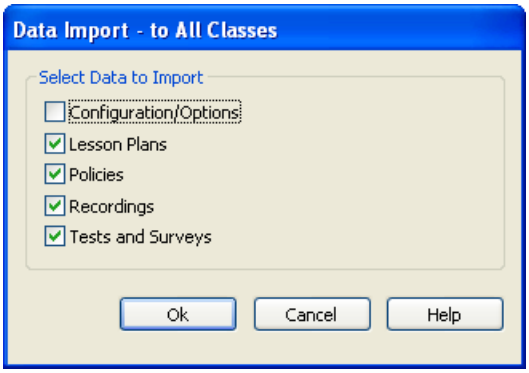


Next you choose a location for the files to be exported. Typically this will be to a USB drive because of the portability but could also be to a network drive. Since what you get on the export source is a fully working version of the Teacher module, approximately 95 MB storage capacity is required.

When you want to work on the exported module and data, make the USB drive accessible on the computer where you want to work and then double-click the Teacher shortcut:

This starts the Teacher module and you can work in the module like you normally would on your installation. All data that you create, like lesson plans, tests, and recordings are saved to the appropriate folders on the USB drive.

When you return to work with the USB drive containing the modified data, you click **Import Data** and choose the types of data you want to import from the USB drive to the installation.



The preparatory work that was prepared at another computer is now available in the Teacher installation.

3.4 Personalize Netop School

The layout and structure of the Ribbon is based on the Netop School team's collective experience from training, support and site visits. This does not necessarily make it a perfect match for all teaching scenarios and therefore the Ribbon is completely configurable.

You can customize the Ribbon to make it match your teaching methods and preferences.

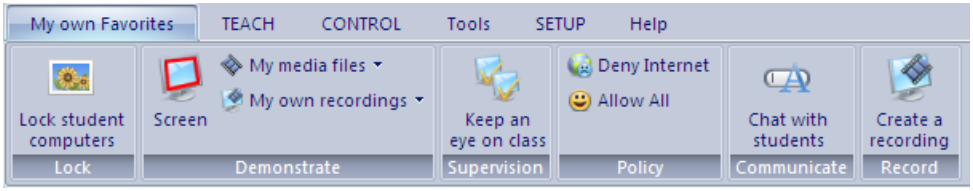
The personalize options let you completely define both the layout of tabs and groups as well as which commands should be available on each tab and within each group.

You can:

- Create new tabs and groups.
- Remove tabs and groups.
- Rename tabs and groups.

- Hide tabs and groups.
- Reorganize tabs and groups.
- Reorganize individual commands within tabs and groups.
- Rename individual commands.
- Define whether normal buttons, small buttons or text should be used for individual commands.

Here is one example of a personalized Netop School Teacher user interface:



All settings are saved as part of the teacher profile. This means that users can have their own personalized user interface. While you work on personalizing the Ribbon, you can continuously see the effects of the selections you make as the ribbon is updated with each change you make. The default Teacher module layout and structure can always be restored by the click of a button.