Quick guide to top teacher tools

Power on and log on computers

From the teacher's machine, simultaneously switch on all of the computers in the classroom and log them in to save valuable time at the beginning of the lesson.

To power on student machines

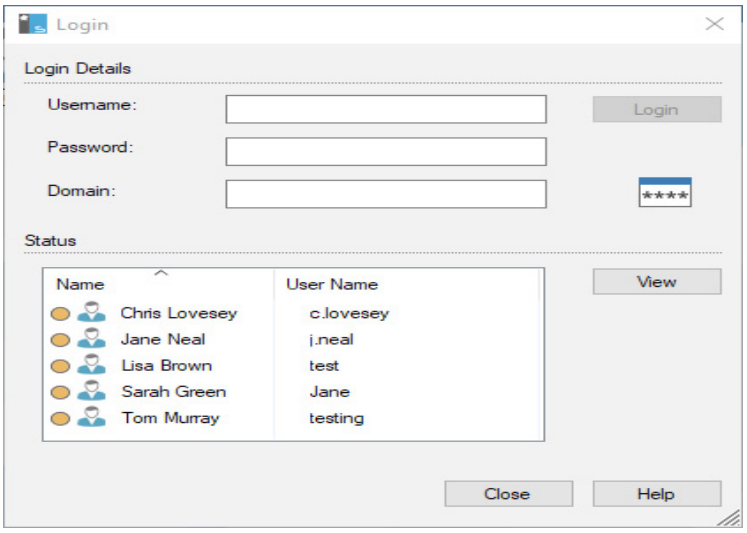
The student workstation must have a Wake-on-LAN network adapter and a BIOS that will support it.

1. Select the **Manage** icon on the Tutor toolbar and then select **Power On**.
2. The student workstations will now power on.

To log in to student machines

If a generic naming convention is used for your classroom PCs, you can automatically log the students in.

1. Select the student machines to log in.
2. Select the **Manage** icon on the Tutor toolbar and then select **Login**.
3. The Login dialog will appear.

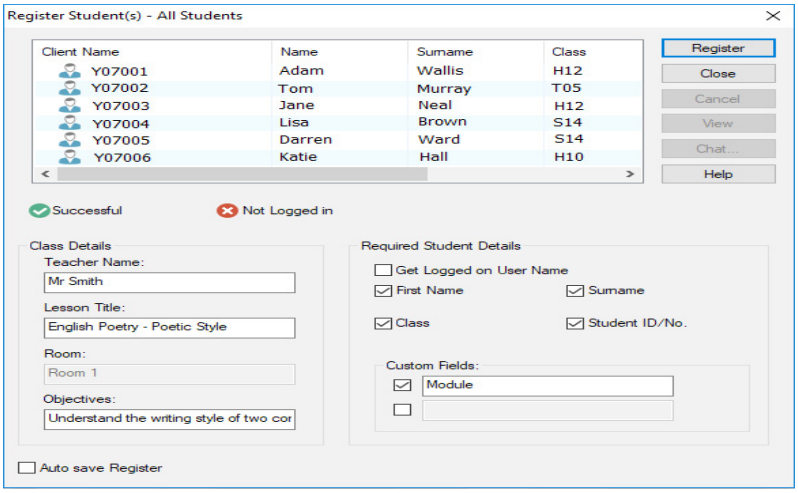


4. Enter the user name, password and domain for the required students and click **Login**.
5. The user name will appear once the login has been successful.

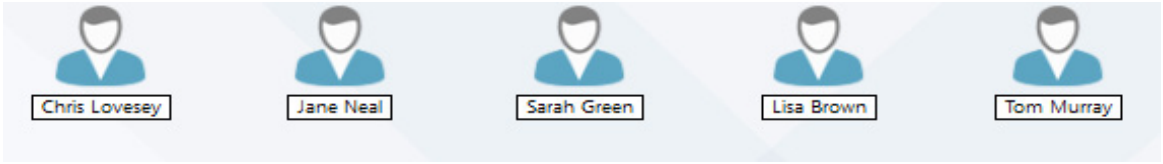
Record student attendance

Request standard and custom information from each student at the start of class and keep an accurate record of attendance.

1. Select the **Student Register** icon on the Tutor toolbar and select **Sign In**.
2. The Student Register dialog will appear.



3. Enter the required class details (these will appear on the Student Toolbar). This will be completed if you have already entered the information in the Class wizard. Decide which student details to prompt the students for - two custom fields can also be added.
4. The student registration details can be viewed in a report, but this will be lost when the Tutor disconnects. If you want to store a copy of the report, select **Auto save Register.** You will be prompted for a file name, location and file format (CSV, HTML or XML).
5. Click **Register** to send the form to student machines. You can monitor progress as the students respond, and view and chat to students. Click **Close** when all students have signed in; the student icon in the Tutor will now display the registered name.

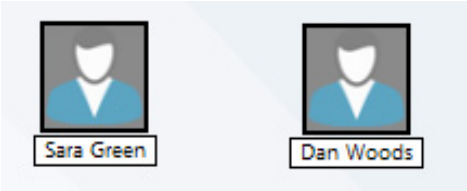


Keep students on task and avoid distraction

To stop students from being distracted while you teach them, you can prevent them from using their machines altogether using the Lock Mouse and Keyboard feature.

To lock students' keyboards and mice

1. Select the students you wish to lock.
2. Select the **Lock** icon on the Tutor toolbar.
3. Student machines will now be locked.



4. A lock image will be displayed at student machines.



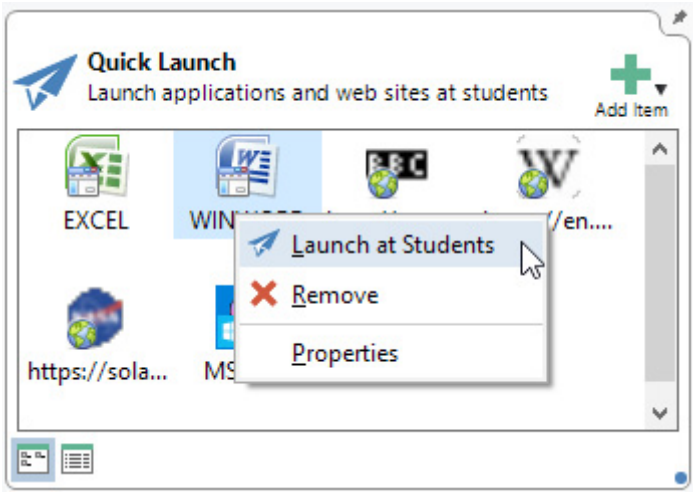
Select the **Unlock** icon on the Tutor toolbar to unlock student machines.

Launch applications and websites for students

Save time by launching applications or websites simultaneously on all student desktops.

To launch an application or website at student machines

1. Select the **Quick Launch** icon on the Tutor toolbar.
2. The Quick Launch window will appear.
3. To add an application, click **Add Item** and select **Add Application**. Browse to the required desktop application – on Windows 8 and above machines, you can also add Windows Store Applications.
4. To add a website, click **Add Item** and select **Add Web Site**. Enter the required URL; you can view this if required.
5. Click **OK**.
6. The application or website will appear in the window. Right-click on the application or website and select **Launch at Students**.



7. The required application or website will be launched at student machines.

Monitor all student activity in real time

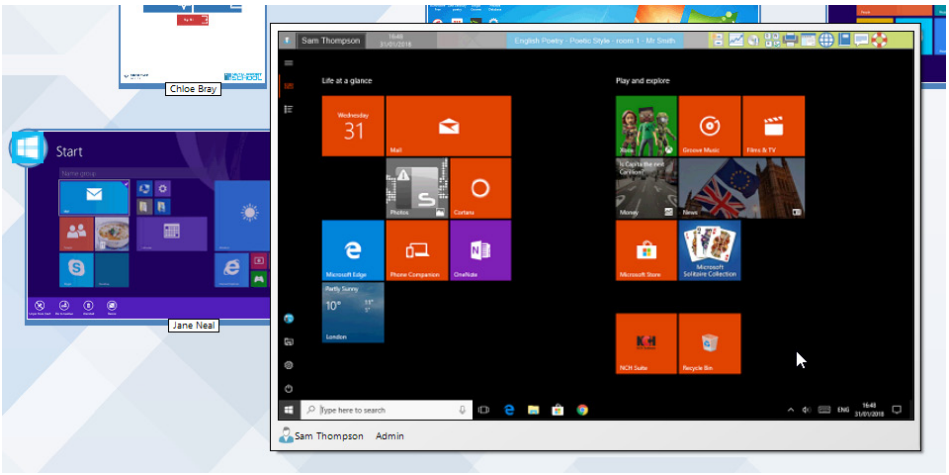
See what students are doing using intuitive thumbnail views of each student computer. Screenshots of a student's desktop can be captured to record their progress or highlight something that they should not be doing.

View a thumbnail of student screens

1. Select the  icon on the left-hand side of the Tutor console.
2. The student thumbnails will be displayed.



3. Student thumbnails can be resized using the slider bar at the bottom of the Tutor console.
4. Mousing over a student thumbnail will zoom into that screen; double clicking will open a view session; and right clicking provides access to a range of student features.



Capture a screenshot of a student's desktop

1. Double click on the required student to open a View window.
2. Select the **Capture Screen Shot** icon on the View window toolbar.
3. A Save As dialog will appear.
4. Type in a file name.
5. Choose one of the three different file formats: .BMP, .JPG, and .PNG.
6. Click **Save**.

Show students your desktop or a video

Emphasise key learning points by showing students your screen or a video file.

Show your screen to students

1. Select the students that you wish to show your screen to.
2. Select the **Show Menu** icon on the Tutor toolbar and then select **Show**.
3. Your screen will be displayed on the selected student screens.

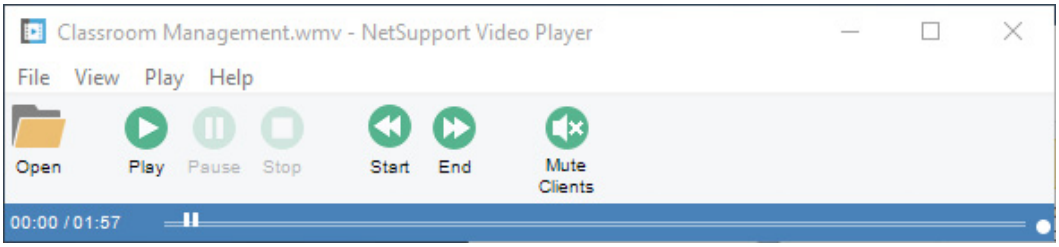
   Note: *Show options such as audio or restrict internet can be set by clicking the icons at the bottom of the* **Show Menu** *or select* **More** *to see the full show options.*

4. To end the show, double click the  icon in your taskbar.

Show a video to students

1. Select the students to show the video to.
2. Select the **Show Menu** icon on the Tutor toolbar and then select Show Video.
3. The Show Video dialog will appear.
4. Select **Open** and browse for the video file.
5. Click **Show**.

A video player control panel will be displayed, providing you with controls to play the video.



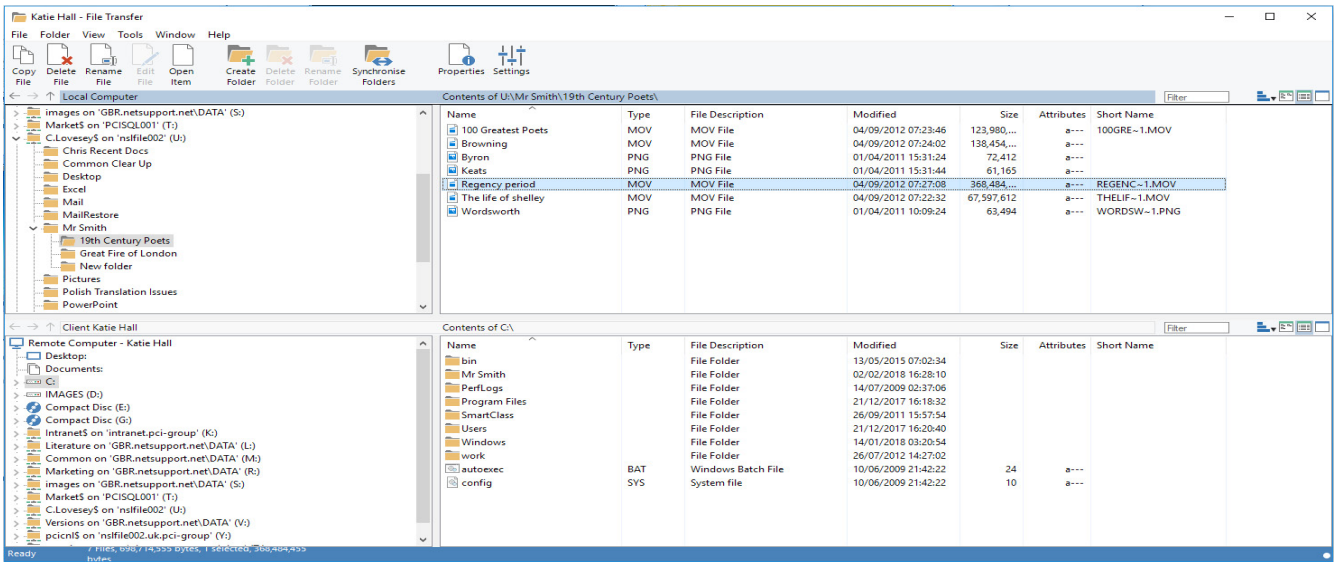
Student machines will be locked while the video is playing.

Easily share content with students

Transfer files and folders from the teacher PC to student workstations; simply drag and drop files or folders to the student's desktop or document libraries.

Transfer a file to a student

1. Select the student to transfer the file to.
2. Select the **File Transfer** icon on the Tutor toolbar and then select **File Transfer**.
3. The File Transfer window will appear.



4. From the student's Tree view (lower pane) select the drive or folder for the file to be transferred to.
5. Navigate to the required file on the Tutor's PC (top pane) and select the file.
6. You can now drag and drop the file from the Tutor view to the appropriate destination at the student, or click the **Copy File** icon on the toolbar.

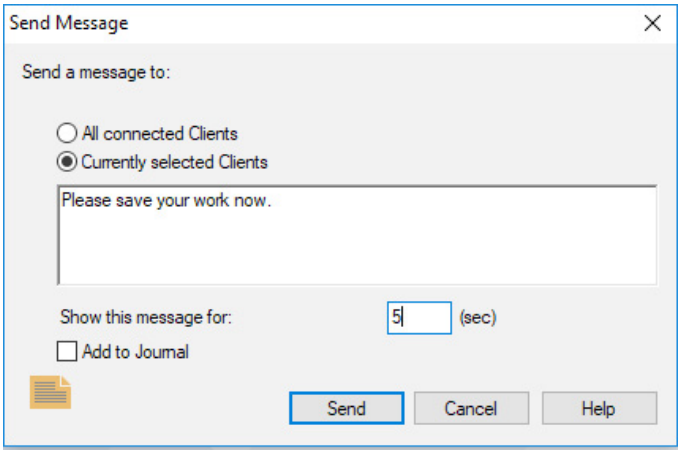
You can also share files with multiple students using the File Distribution feature.

Communicate effectively with students

Send students a message and chat with them discreetly.

To send a message

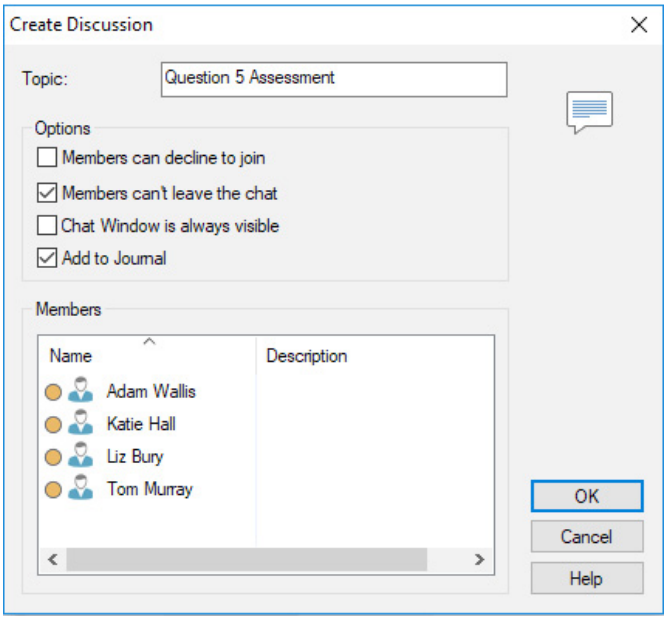
1. Select the students to send the message to.
2. Select the **Communicate** icon on the Tutor toolbar and then select **Send a Message**.
3. The Send Message dialog will appear.



4. Choose whether to send the message to all connected students or the currently selected students (this option will be disabled if you did not select any students), enter the message and, if required, you can choose to the show the message at student machines for a limited time.
5. Click **Send**.
6. The message will appear at the selected students' machines.

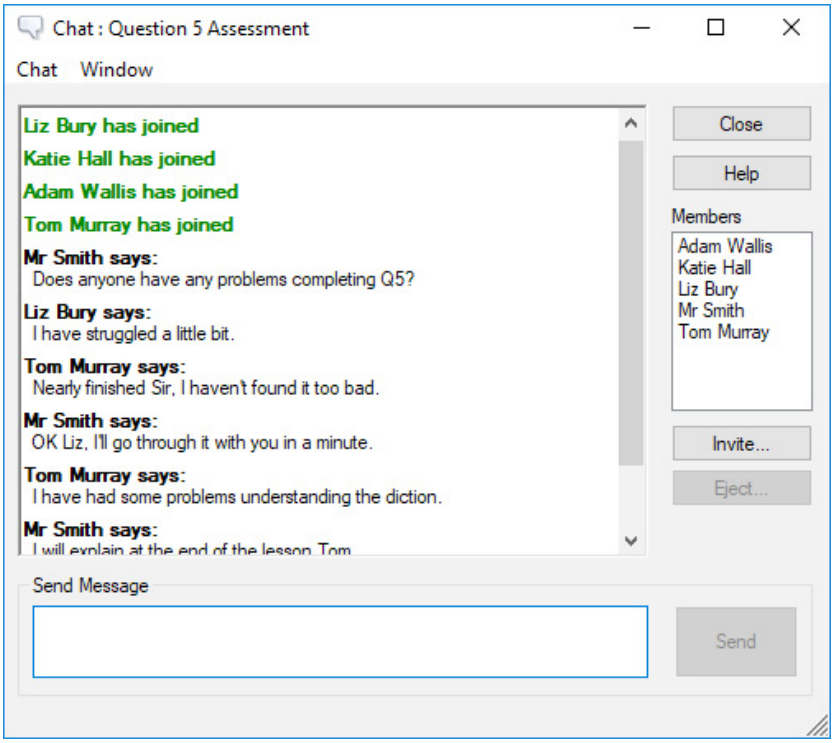
To chat to students

1. Select the **Communicate** icon on the Tutor toolbar and then select **Chat**.
2. The Create Discussion dialog will appear.



3. Enter a topic name for the chat session and select the relevant options.

4. Select the students you wish to chat with, by clicking the orange dot next to the student's name.
5. Click **OK**.
6. The Chat window will appear.



7. The members of the chat session will be listed. Enter your message and click **Send**. Your message and any replies will be displayed in the main body of the window.
8. Click **Invite** to add students to the chat session.

Students can also initiate a chat session, by clicking the **Chat** icon on the Student toolbar.

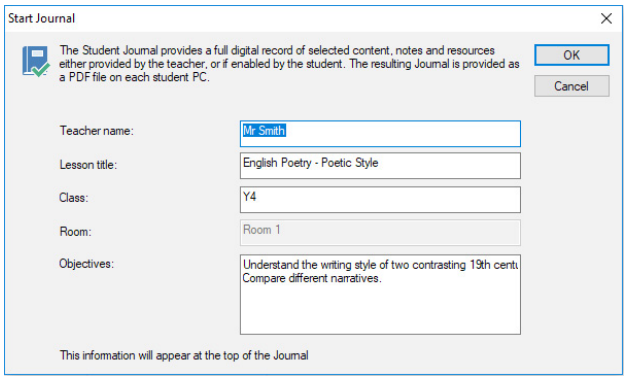
Provide effective end of lesson review

During a typical class, all appropriate items relating to the subject can be captured and automatically included in a PDF file for post-lesson review by each student. These include:

- Lesson details and objectives.
- Teacher notes.
- Individual student notes.
- Screenshots from within a presentation (and supporting explanation).
- Class or group survey results.
- Virtual whiteboard screens.
- Individual student test results.
- URLs of websites used during the lesson.
- Copies of any class chat transcripts.
- Add information to an existing 'master' journal.
- Add chapters and bookmarks.
- Synchronise missing content for absent students.
- Include school branding.

To start a student journal

1. Select the **Journal** icon on the Tutor toolbar and then select **Start.**
2. The Start Journal dialog will appear.



3. Enter the lesson details (these will be taken from the Class wizard if you entered the details there).
4. Click **OK**.
5. The student journal will start and you can now add resources.

Add items to the journal

1. Select the **Journal** icon on the Tutor toolbar.
2. From the menu, you can add a new chapter heading for different sections of the journal and add items such as: notes, screenshots, approved website lists, survey results, target word lists and the contents of a whiteboard.

When using certain features, you will find an 'add to journal' icon that quickly allows you to add the resource directly to the journal.

View a journal

1. Select the **Journal** icon on the Tutor toolbar and then select **View Journal.**
2. The journal can be printed from here, if required.

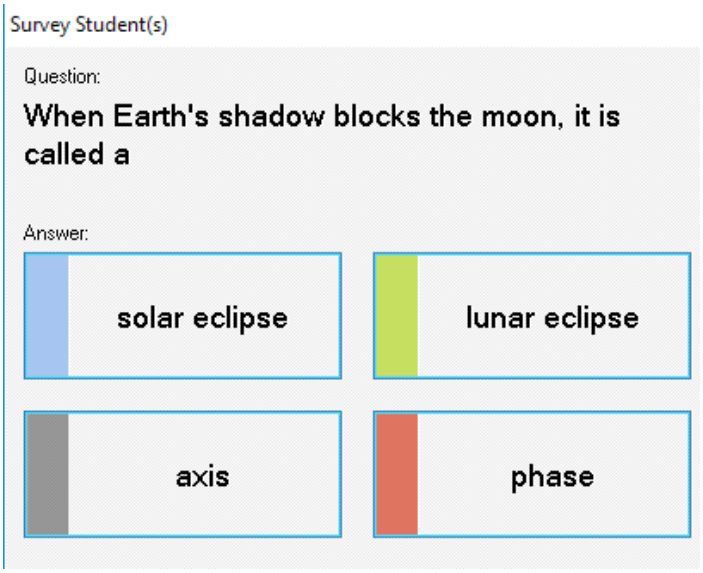
Students can view and add their own notes to the journal from the Student Toolbar.

Question and assess students

Use class surveys for instant feedback and conduct student and peer assessment with Question and Answer module.

To send a survey

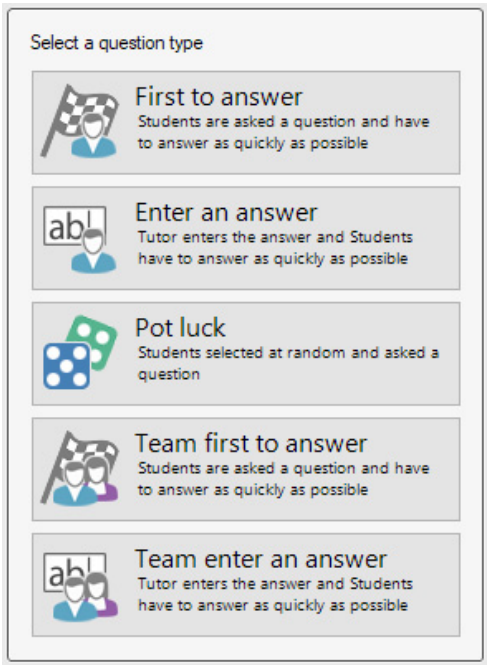
1. Select the icon on the left-hand side of the Tutor console.
2. In the Survey pane, enter the survey question and the responses (each response needs to be separated by a comma).
3. Click the **Send** icon at the bottom of the Tutor console.
4. The question will be sent to students and a dialog will appear showing the question and the possible answers.



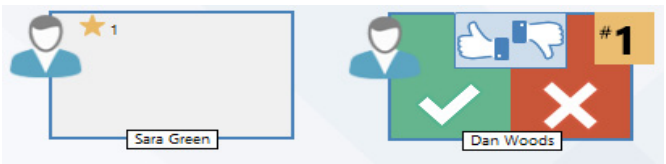
5. Once students have selected their answer, you can see the results as they come in.
6. You can save the question for future use, by clicking the **Add** icon at the bottom of the Tutor console. The question will be stored in the Select Survey dialog. To access saved questions, select the icon. From here, you can view and edit existing questions and add new questions. To use a question, highlight the question and click **OK**.

Using the Question and Answer Module

1. Select the  icon on the left-hand side of the Tutor console.
2. A list of question types will appear.



3. Select the question type you want to ask students.
4. The Ask the Question dialog will appear (the options available will vary depending on the type of question selected).
5. You can choose to include a thinking time limit (the **Answer** button will be disabled, allowing students time to think before they answer); a time limit (how long the students have to answer the question); and if you want the question automatically bounced to the next quickest student who answered.
6. Click **Options** to set further options such as, if a student receives a reward for a correct answer and whether to show results to students.
7. Click **OK**.
8. An Ask the Question dialog will appear; you can then ask the question, or if you selected 'enter the answer question' type, you will be prompted to enter the answer. Click **Go**.
9. A dialog will appear at student machines and they click when they are ready to answer.
10. The Tutor console will display the student thumbnails and you will see which students have answered and in what order. You can then mark the first student to answer and the question can be bounced to the next student or be peer assessed.



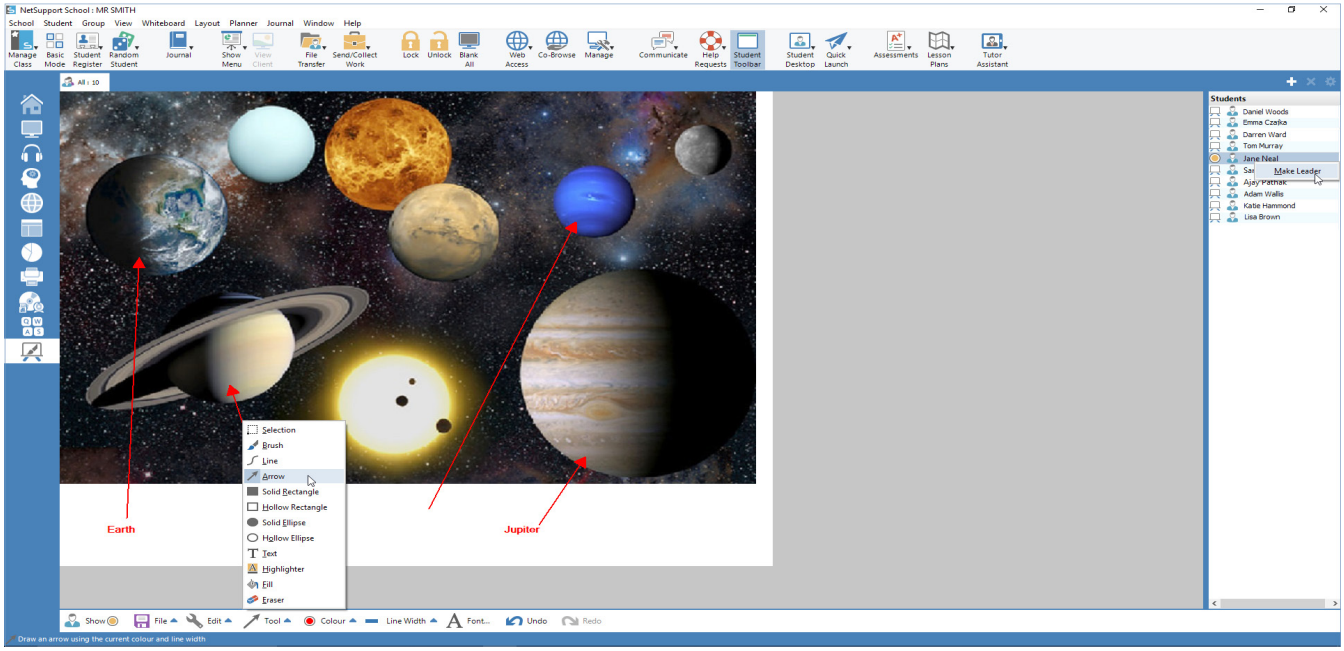
A Question and Answer dialog is displayed at the student, showing the current question type and any awards the student has received. Students will be able to see the current state of all students for each question.

For more information on how to use Question and Answer mode in your school, *click here*.

Whiteboard

A full page whiteboard is integrated directly within the Tutor and is supported by a wealth of drawing tools for improved collaboration within the classroom.

1. Select the  icon on the left-hand side of the Tutor console.
2. A blank whiteboard will be displayed. Use the range of annotation tools at the bottom of the Tutor console to prepare the screen to show the students. Images can be included.



3. To display the whiteboard to students, select the **Show** icon at the bottom of the Tutor console.
4. The whiteboard will be displayed on student screens. Any annotations made from this point will be automatically updated on all students' screens.

To remove the whiteboard from student screens, select the **Show** icon again.

To save the contents of the whiteboard for future use, select the **File** icon at the bottom of the Tutor console and select **Save Whiteboard**.

Useful resources

NetSupport School Student Toolbar

NetSupport School Digital Journals

Effective Classroom and Library Printer Management

NetSupport School main manual