NovoClassroom

User Guide

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1. Term Begins

1.1 Introducing the product

Mr. Stanley, principle of Berkeley High has decided to make teaching more interactive and fun.

At the beginning of the term, he introduces the NovoClassroom Mobile Learning Platform to the teachers and students. During assembly time, Mr. Stanley has arranged for a presentation where he will talk about the software.

“Hello Berkeley High, it is very nice to see all of you after a long vacation. This term, we are going to try something different with the way we teach, and the way we learn. Let me introduce to you, the NovoClassroom Mobile Learning Platform. This software makes teaching interactive and fun. For example, Mr. Adams can now upload his history lectures on the software and anyone taking his class can access these lectures using your tablets.

Instead of using the conventional teaching method, let us use the modern technology.

How many of you use tablets for entertainment? Well, I guess almost everyone. It is exciting to use a tablet, right? Let us use this technology for learning at Berkeley High.”

Mr. Stanley’s enthusiasm seems to be catching on to the students and teachers alike and they begin to ask several questions.

“What does this software do?”

“How does this software work?”

“What are the environment requirements?”

Mr. Stanley interrupts, “I can understand your excitement. Please have patience! I will take you through the software step by step. Let us become familiar with the software first.”

What does this software do? “Before we start using the software, let us understand what this software is all about. Well, as the name suggests, it’s a learning system.

NovoClassroom Mobile Learning Platform is here to assist learning like never before. It will transform your idea of learning. Teachers and students will use tablets instead of books in this system.

Teachers will upload lectures and also create quizzes on the server. Students will have access to the lecture through their accounts.

The task for the teachers will be to create students’ accounts, classes, upload lectures and make quizzes before starting the teaching session.

Teachers will start the lecture, guide students and take the quiz during the teaching session. They will be able to switch between lecture mode and class mode; teacher’s screen and students’ screen.

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After the teaching session, the teacher can view the answers of the students. Students can also review lectures, that is, if they want to.

Here is the most interesting thing! You will be using your tablets to do all these activities."

"I can see a couple of big question marks on some of your faces." Pointing at the girl in the first row, "Yes, you."

"Mr. Stanley, what are the environment requirements for this software?" asked Susan.

"That is a good question; the software has certain environment requirements like any other software."

1.2 Deployment plan

"Now, Mr. Bradley the IT head for the school will discuss the equipment required to configure the network," said Mr. Stanley.

"You need the following equipment to configure the network-

WiFi Access Points or WiFi Routers

Windows PC but Windows 7 is preferred."

Mr. Adams asked, "Is the configuration process independent of the number of students in a class?"

Mr. Bradley replied, "No, Mr. Adams, it's not so, let me explain."

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1.2.1 Single WiFi Router

“One Wi-Fi router is sufficient for a class of 10 to 15 students. The configuration is like this”

1.2.2 Multiple WiFi Routers (LAN-LAN Cascading)

“However multiple routers are required for a class of more than 10 to 15 students. It ensures a smooth teaching and learning experience.

Mr. Adams, you can also refer to the ‘Cascading Routers’ from WiFi router’s user manual or online documentation for more information.

“Look at the screen for more details-

The key points of this configuration are:

- All three WiFi routers are connected to each other via their LAN ports.
- One WiFi router (AP_1) is used as the “Master” DHCP server.
- DHCP servers are disabled on the other two WiFi routers (AP_2 and AP_3).
- The IP addresses (or Local IP addresses) of AP_2 and AP_3 are different from the IP address of AP_1. This is done to ensure that the final digits of the IP address of AP_2 and AP_3 are different from the final digits of the IP address of AP_1. “

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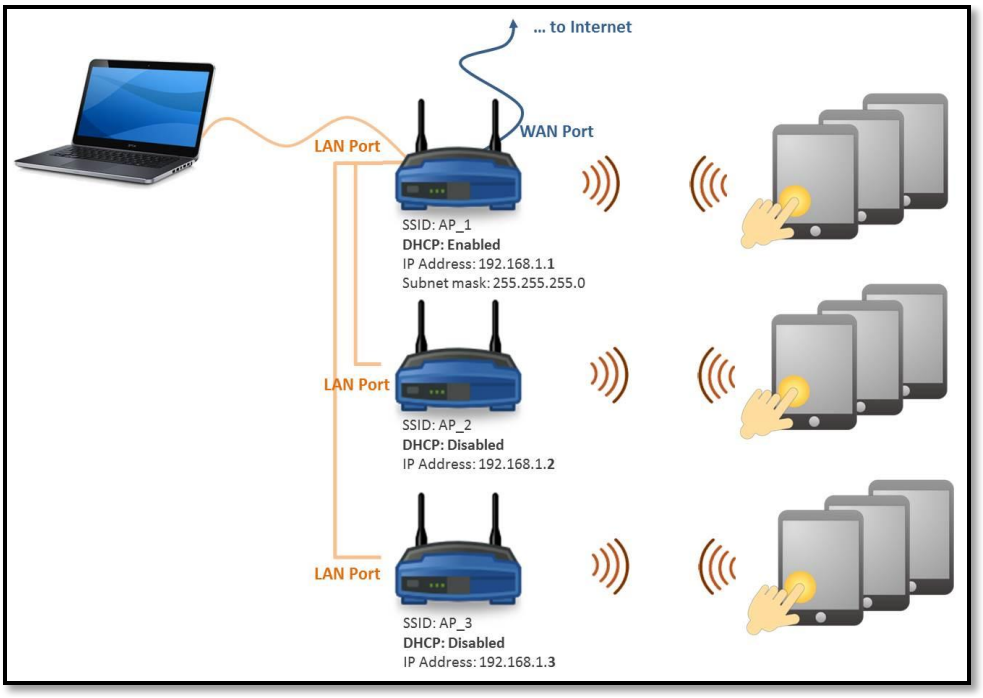

1.3 System Requirement

NovoClassroom Mobile Learning Platform will need the physical devices matching the specifications as below:

Server

Processor	Intel CORE ™ i5.2GHz or higher
Memory	4 GB or more
Operating System	Windows 7, 32 bit/ Enterprise/64 bit Windows XP Professional SP3
Browser	Chrome 18 (recommended) IE 9

Tablet

iPad	9.7" Tablets iOS 4.3 or higher, Resolution 1024x768
Android	10” Tablets OS3.2 or higher, Resolution 1280x800

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Others

IWB	Delta NovoBoard or other Interactive Whiteboard
Wireless Routers	802.11g or 802.11n

System Limitation

- The maximum content conversion page numbers is 60.
- Connection between PC and tablet MUST be in the same network domain.

Mr. Stanley now continued the presentation with the installation process of the software.

"So, Berkeley High, this was an introduction to the software. I guess you have an idea about the software after listening to the introduction part. Assuming you understand how the software is going to work, I am moving to the next part which is installing the software.

Let us see how this software is installed."

1.4 Installation

"NovoClassroom is installed on the server first, and then on the tablets. Installing is simple; you just have to follow the instructions as displayed on the user interface.

1.4.1 Installing the NovoClassroom on Server

1. To show everyone how to install the software, Mr. Stanley inserted the NovoClassroom Mobile Learning Platform CD into the CD ROM of the server and told them to follow the steps as stated.
2. Double click on the

icon.
3. To select the language of installation, click on the icon and select the language of your choice.
4. Click **OK**.

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5. To run the setup, click **Next**.

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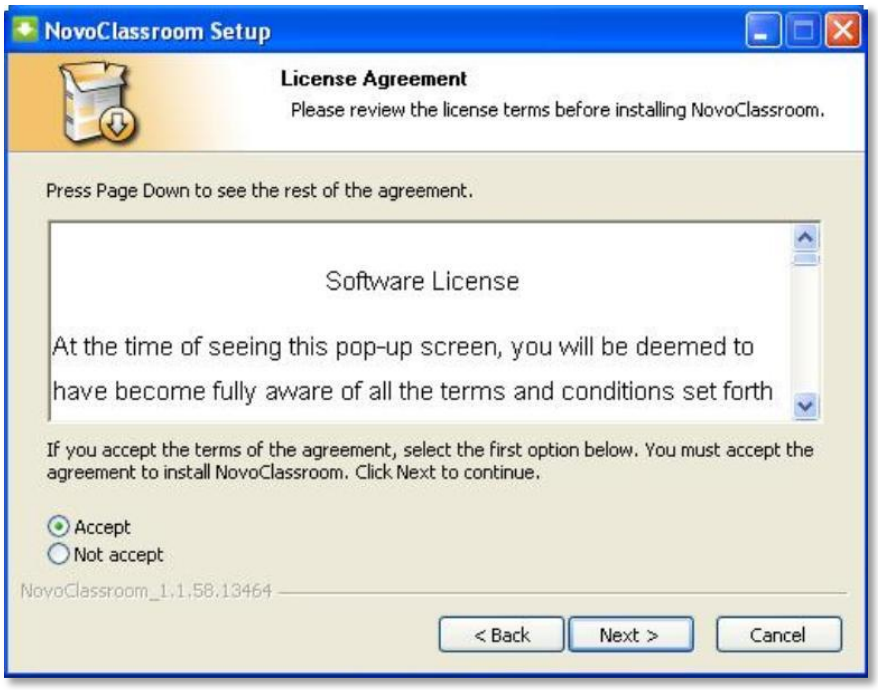
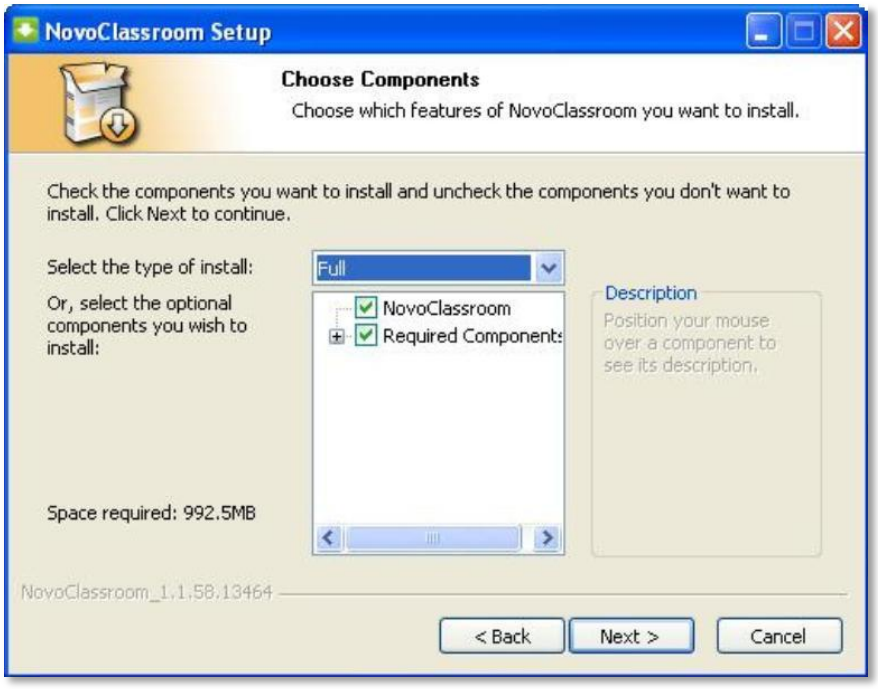
6. To accept the license agreement and continue, click **Accept** and then click **Next**.



7. To select the type of install, Click the icon, and then select **Full**. Click **Next** to continue.



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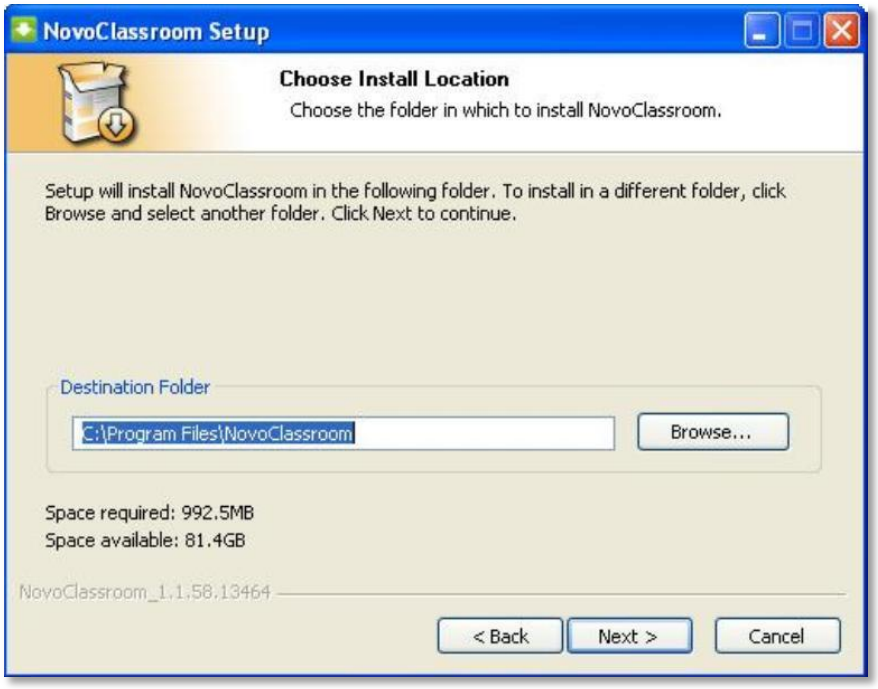
8. To continue the process, click **Next**.



9. To install the software, click **Install**. This starts the installation process.

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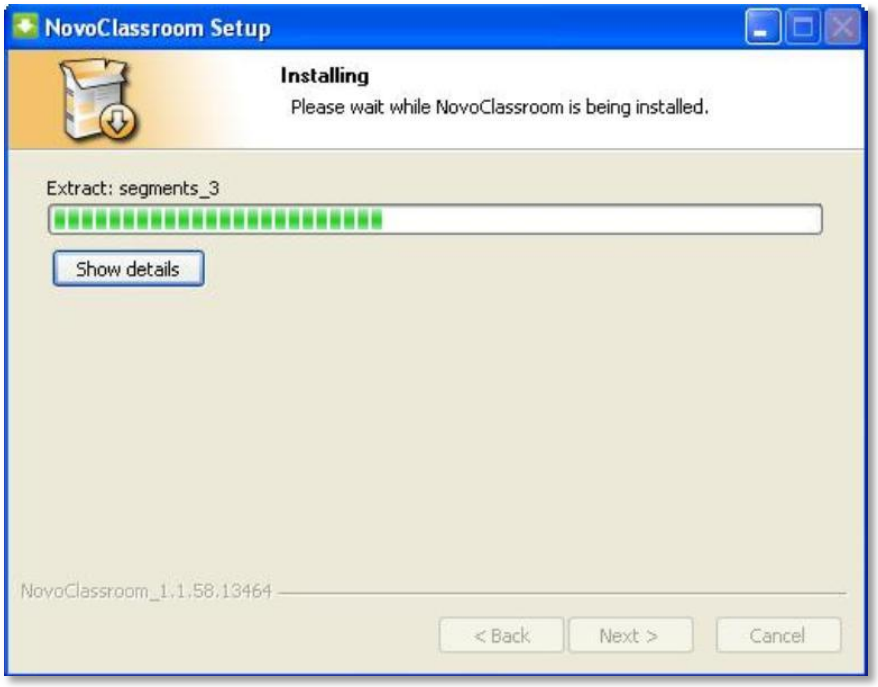

At this stage, install Java and Ghostscript when prompted to install.

Installation of Java

10. To install Java, Click the **Install** button.

11. To finish installation, click on the **Close** button.

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Installation of Ghostscript

12. To permit installation, click the **OK** button.

13. To install Ghostscript, Click the **Next** button.

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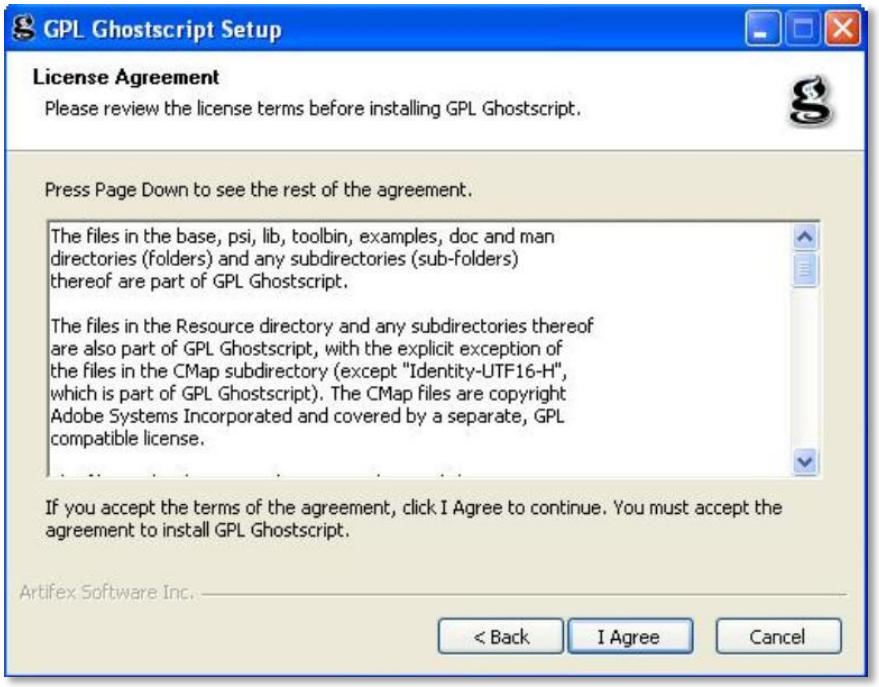
14. To review the license terms, click the **I Agree** button.



15. To start installation, click the **Install** button.

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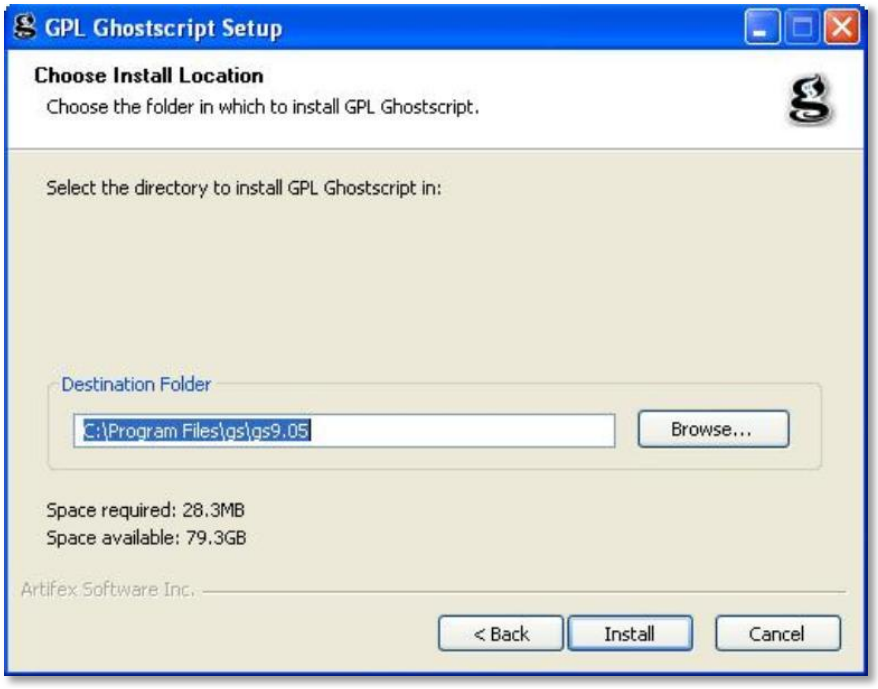

16. To finish installation, click the **Finish** button.

17. To finalize the installation process, click the **Finish** button.

Note This finishes the installation of NovoClassroom Mobile Learning Platform on the server.

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You can also create a shortcut of the software on desktop.

1.4.2 Installing the NovoClassroom on Tablets

1. To install the NovoClassroom on a tablet, connect your tablet to the IP shown on the screen.

2. Click on the **Download App** button to install the software on the tablet.

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2. Class goes virtual

After explaining how to install the software, Mr. Stanley wanted to continue with explaining the basic tools and functions of the NovoClassroom Mobile Learning Platform.

“Well, as we have learned how to install the software? Don’t you guys want to have a look at its interface? Of course you want to, right? So let us see, how its interface looks.”

“Could you give us a run through of the basic tools and software?”asked Ms. Ryan, the chemistry teacher.

“Yes Ms. Ryan, let us also have a look at the basic tools and functions of the software. First let us log on to the NovoClassroom Mobile Learning Platform.”

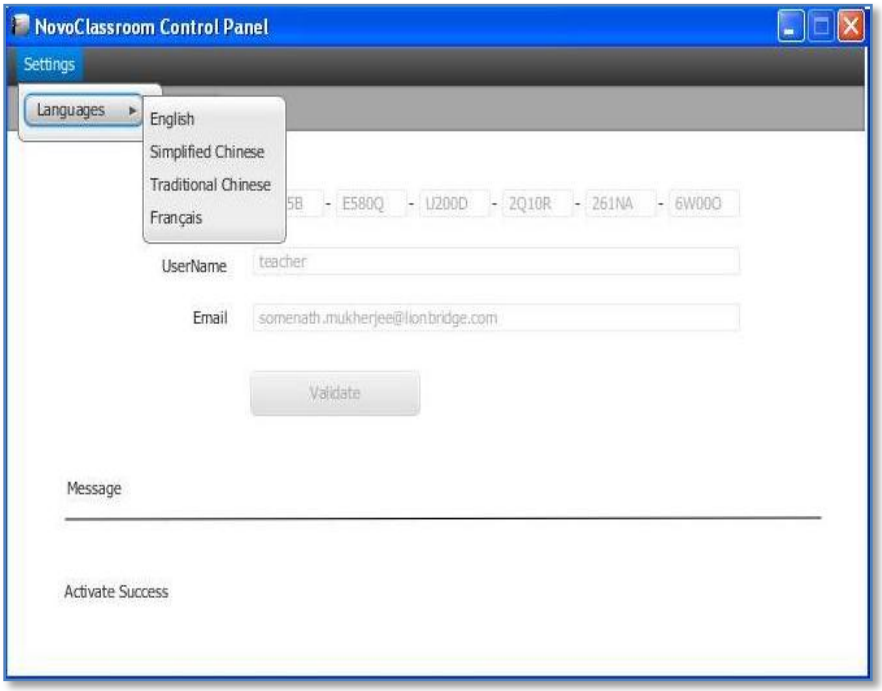
2.1 NovoClassroom on Server

2.1.1 Running NovoClassroom on Server

1. To start the NovoClassroom on the server, double click the

icon.

2. To select the language of your choice, click **Settings**.



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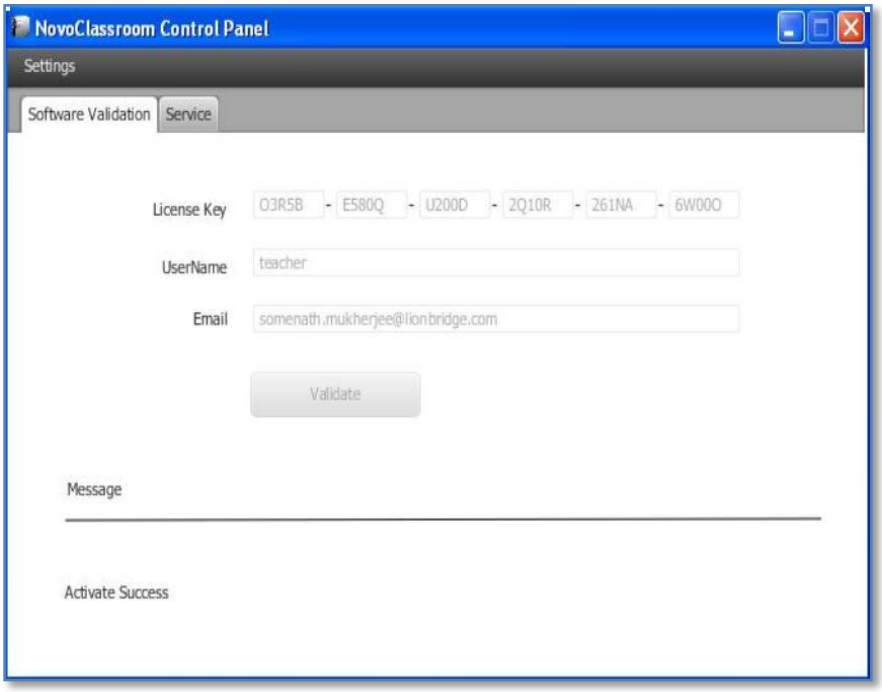
3. To activate the license key, in the **License Key**, **UserName** and **Email** fields, type the license key, user name and e-mail, and click Validate.

Note The system must be connected to the Internet during the activation of the license key.



Note Once the user has been validated, the next time they open the NovoClassroom portal, the previous data is automatically shown in grey and users do not have to type the License key to validate again.

4. To start the server, click **Service**, and then click **Start Server**.

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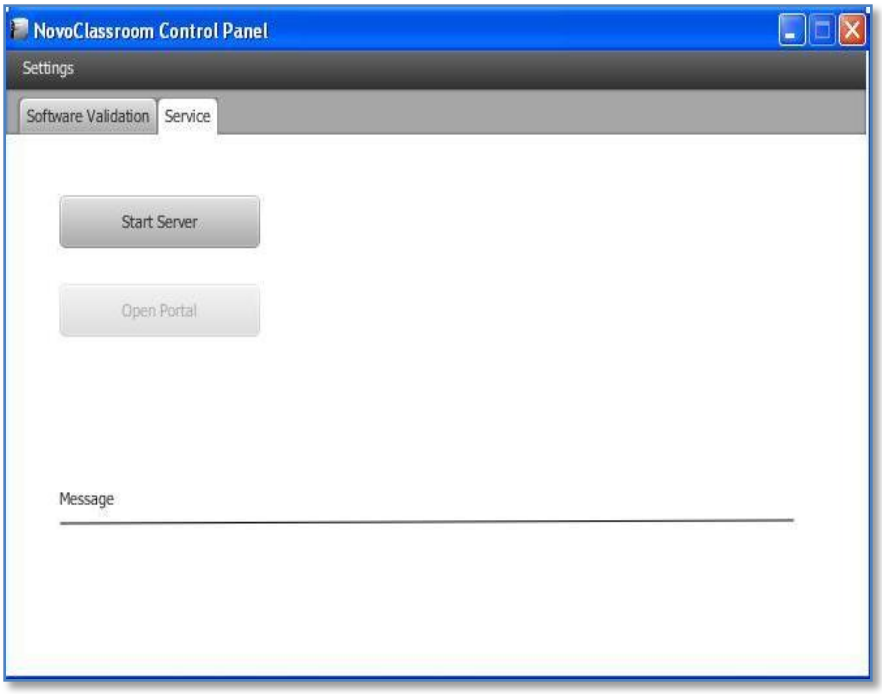
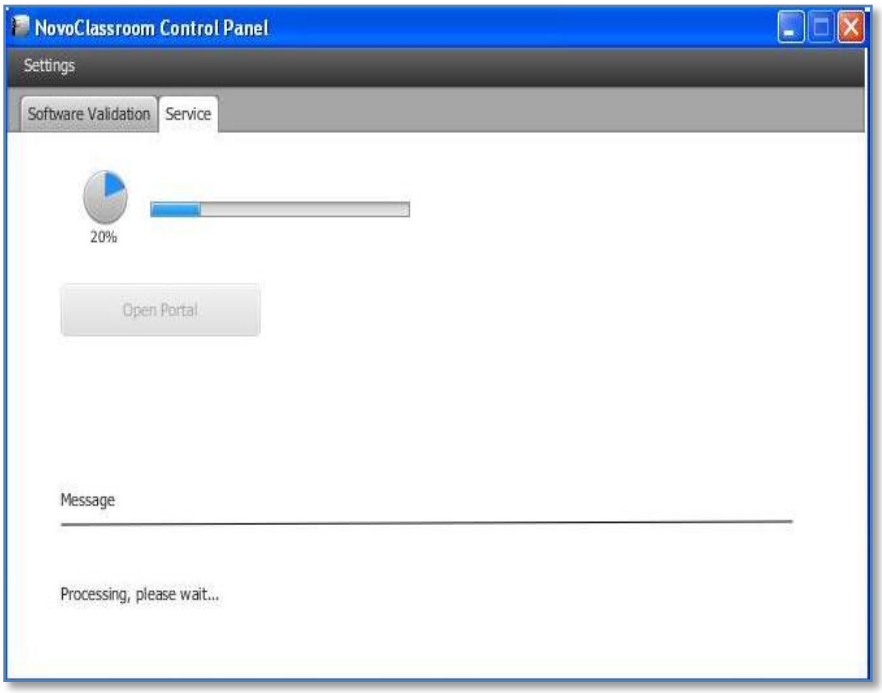


5. “Starting server, Please wait…” message displays on the lower-left corner.



6. After the server starts, click the **Open Portal** button to run NovoClassroom.

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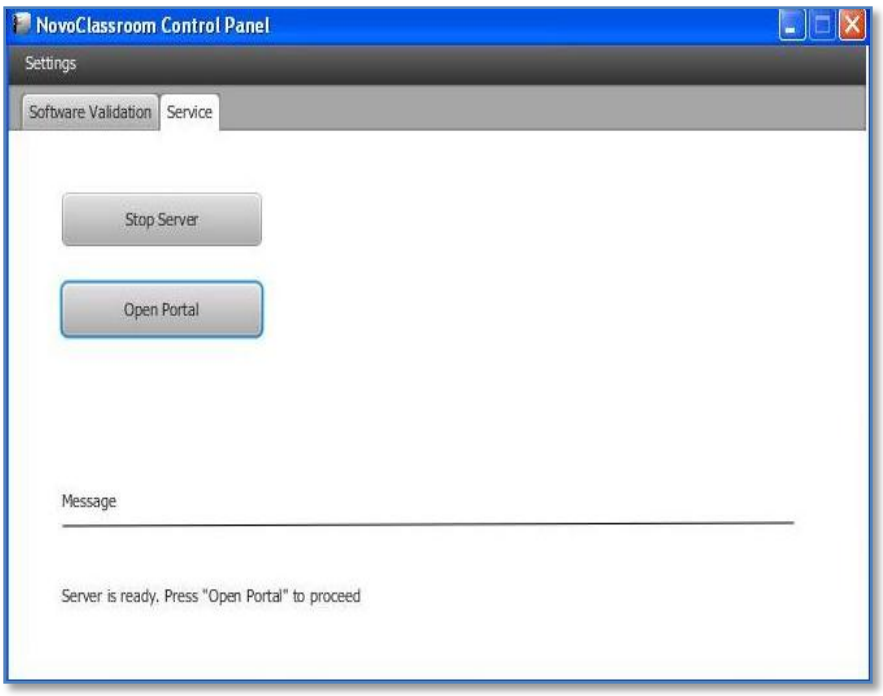

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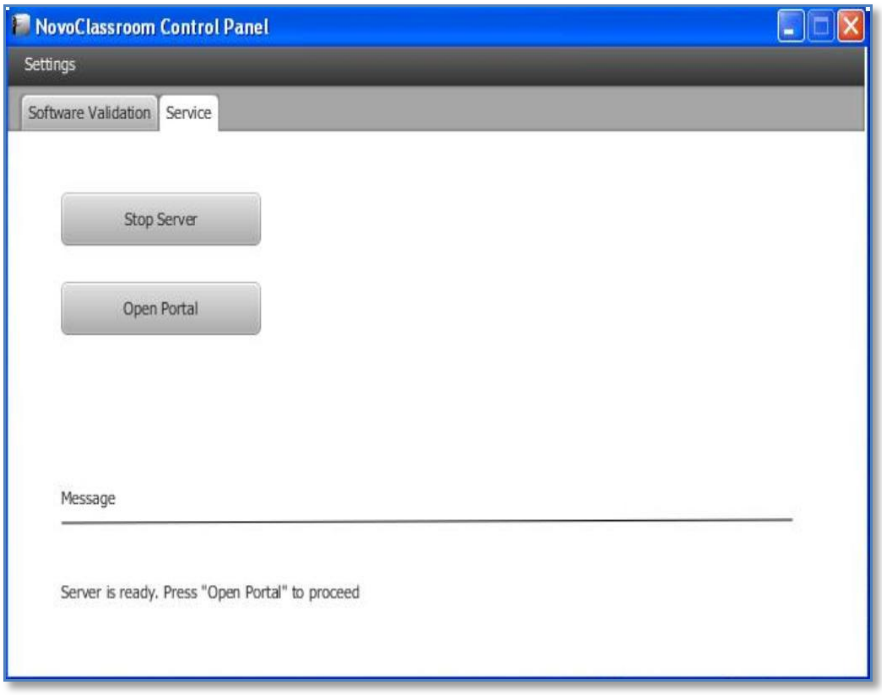
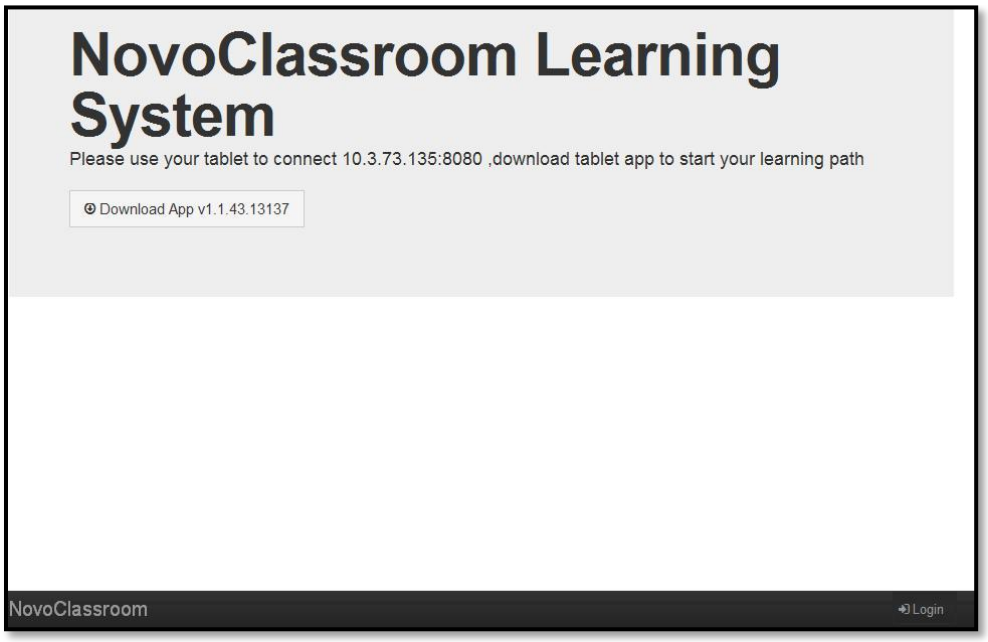
7. To exit NovoClassroom, Click the **Stop Server** Button.



8. To log on to the portal, click the **Login** button.



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9. Type username and password in the **Username** and **Password** fields, and click the **Sign in** button.

Note The default **Username** and **Password** is "admin".

"Does anyone have any questions?" Looking at Alan's raised hand, "Yes, Go on Alan."

"Mr. Stanley, when do we start using tablets for NovoClassroom?"

"Alright, as the server has now started, we can start with our tablets. Let us now start the NovoClassroom for teachers as well as students".

2.2 The NovoClassroom

2.2.1 Starting NovoClassroom on Tablet

1. To start the NovoClassroom, double click the icon.

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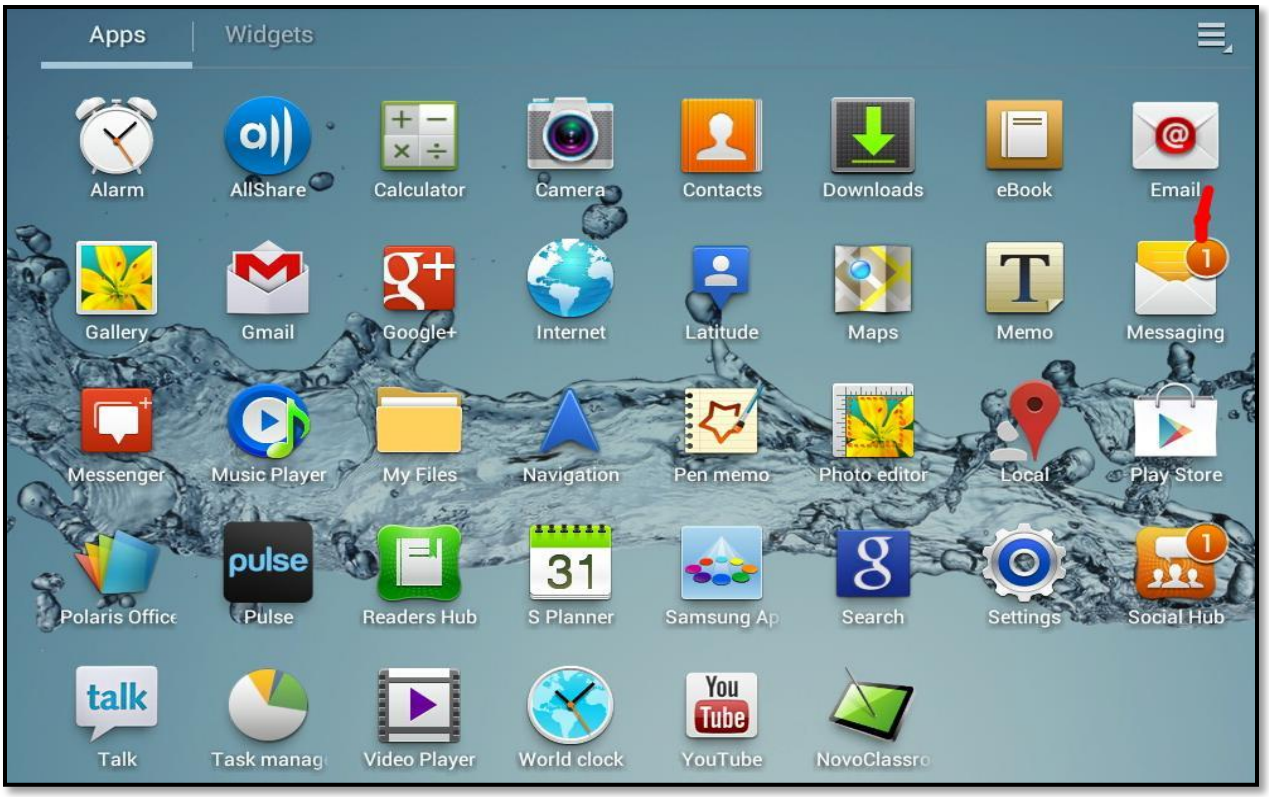

2.2.2 Logging on NovoClassroom

2. Type the IP address, account and password in the **IP Address**, **Account** and **Password** fields.

Note Teachers can log on to the NovoClassroom using their account and password. Students can also log on to the NovoClassroom using their account and password.

3. Click the **Login** button.

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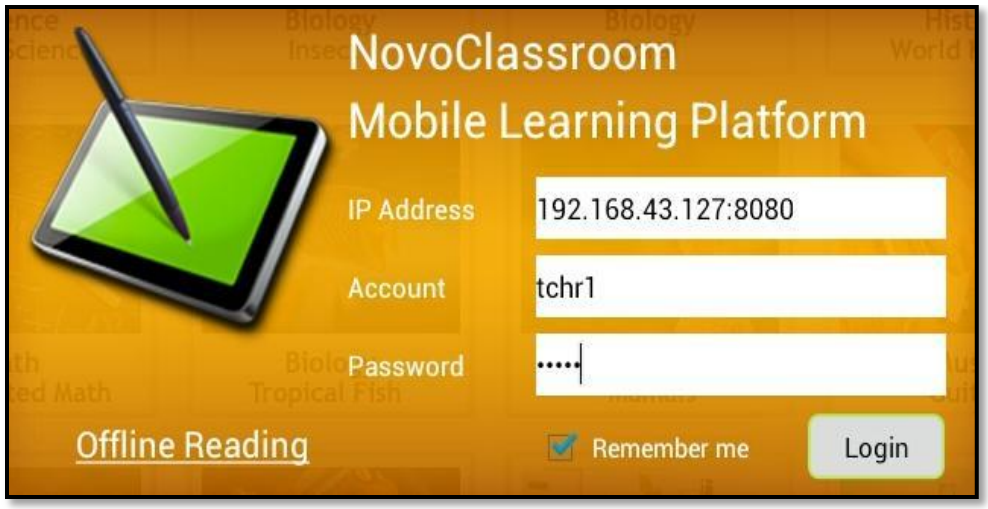

“Let us finish this for now and we will start the presentation tomorrow. As we can now access the software, I would request you to explore the software.”

Mr. Stanley continued the presentation next morning.

There was a buzz in the school hall as Mr. Stanley entered.

“I have a question, Mr. Stanley”, asked, Mr. Adams, the history teacher. “How do the ‘accounts’ functions work?”

“How can I view a lecture?”

“How do I take a quiz?”

“I see everyone has explored the software, one at a time please. Yes Ms. Ryan?” said Mr. Stanley.

“I have explored the software, and have come across many new tools and functions. I need to know how to use those tools and functions.”

“That’s right Ms. Ryan; it would be tough to use the software without knowing the tools and their functions. I will now explain the basic tools and their functions.”

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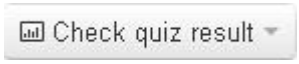
2.3 Knowing basic tools and functions

2.3.1 Tools and functions of NovoClassroom on Server

Main Function	Sub function	Description
Home		Illustrates the most up-to-date version of NovoClassroom Software
Login		Logs on to the software
Logout		Logs off from the software
Content	Teaching Contents	Retains teaching material. Materials can be accessed by the originator only. Sets the teaching material as a quiz and resets the quiz into subject matter.
	Class Starts	The teacher can select a class to teach. Presents material sent from the NovoClassroom. (Teachers and students can send contents and drawings from their tablets to the NovoClassroom software on PC)
	Quiz Results 	Offers this function after a class begins. Quiz reports are generated based on answers submitted by the students. Displays a summary of students' quiz results. Displays quiz results of each student.
Settings	Accounts	Retains students' and teachers' accounts, which are used to log on to NovoClassroom.
	Classes	Groups existing accounts into classes
	Subjects	Retains teaching material into categories

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2.3.2 Tools and Functions of NovoClassroom on Tablet for Teachers and Students

Tools and functions of NovoClassroom on Tablet for teachers

NovoClassroom for Teachers		
Function	Feature	Description
Login		Logs on to the software
Logout		Logs off from the software
Lecture List		Lists classes. Teachers can select which class to teach.
	Refresh	Reload the lecture list
Content	Lecture list	Takes to the lecture list
	Content index	Lists the contents Goes to a page Functions specific for teachers' tablets Synchronizes content and drawing to the PC. Synchronizes content to students' tablets.
	Teach/Quiz mode	Switches between the teach mode and the quiz mode. Quiz mode: Displays material marked as quiz. Synchronizes quiz to students' tablets.
	Syc/Unsyc	Synchronizes and un-synchronizes, the teachers' tablet with students' tablets.

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	Upload Annotation	Saves annotation to server
	Focus	After zooming in or zooming out over content, the content zoom and move stat can be synced to students' tablets.
	Move Page	Gesture mode: Two-Finger Pinch: Zooms in or zooms out or moves page Single-Finger Swipe: Moves to the previous page or to the next page (The prerequisite is that the page must go back to the original size and original position.) Double Tab: Goes back to the original size
	Upload	Synchronizes the content and drawing to PC
	Drawing	Black/Blue/Red pen Translucent yellow highlighter
	Undo Drawing	Clears/Undoes drawing
	Delete Drawing	Deletes all drawings on a page
	Previous Page	Goes to the previous page. Functions specific for teachers' tablets-

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		Synchronize content and drawing to PC. Synchronize content to students' tablets.
	Next Page	Goes to the next page. Functions specific for teachers' tablets- Synchronize content and drawing to PC. Synchronize content to students' tablets.

Tools and functions of NovoClassroom on Tablet for students

NovoClassroom for Students		
Function	**Feature**	**Description**
Login		Logs on to the software
Logout		Logs off from the software
Content	Content index	Lists the contents Goes to a page Functions specific for teachers' tablets- Synchronizes content and drawing to the PC. Synchronizes content to students' tablets.
	Upload Annotation	Saves annotation to server
	Move Page	Gesture mode: Two-Finger Pinch: Zooms in or zooms out or moves page Single-Finger Swipe: Moves to the previous page or to the next page (The prerequisite is that the page must go back to the original size and original position.) Double Tab: Goes back to the original size
	Upload	Synchronizes the content and drawing to PC

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	Drawing	Black/Blue/Red pen Translucent yellow highlighter
	Undo Drawing	Clears/Undoes drawing
	Delete Drawing	Deletes all drawings on a page
	Previous Page	Goes to the previous page. Functions specific for teachers' tablets- Synchronize content and drawing to PC. Synchronize content to students' tablets.
	Next Page	Goes to the next page. Functions specific for teachers' tablets- Synchronize content and drawing to PC. Synchronize content to students' tablets.
	Take Quiz	Submits an answer to the PC.
	Exit	Exits offline Reading

"I hope that you have understood how some of the tools and functions of NovoClassroom works. In our next session we will see how to best utilize these tools to form a class and get down to the actual teaching process," and with that Mr. Stanley ended the day's presentation.

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3. Forming a Class

“Folks, it’s time we form a class.”

“How do we form a class Mr. Stanley?” asked Andy.

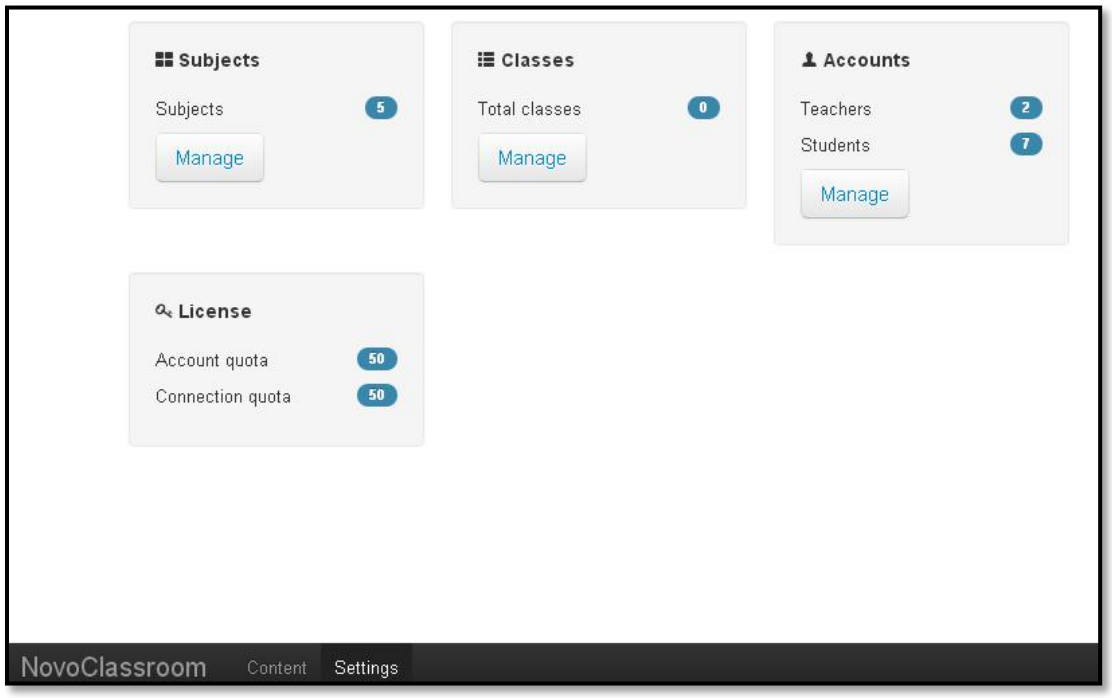
“Well, Andy, we will first create students’ accounts and teachers’ accounts. Then we’ll group students with a particular teacher from the existing accounts and categorize the teaching material.

Let us start with creating accounts for students and teachers.”

3.1 Maintaining students’ and teachers’ accounts

3.1.1 Creating Accounts

1. To create accounts for teachers and students, on the lecture panel, click **Settings**.



2. To manage the accounts, on the Accounts section, click **Manage**.

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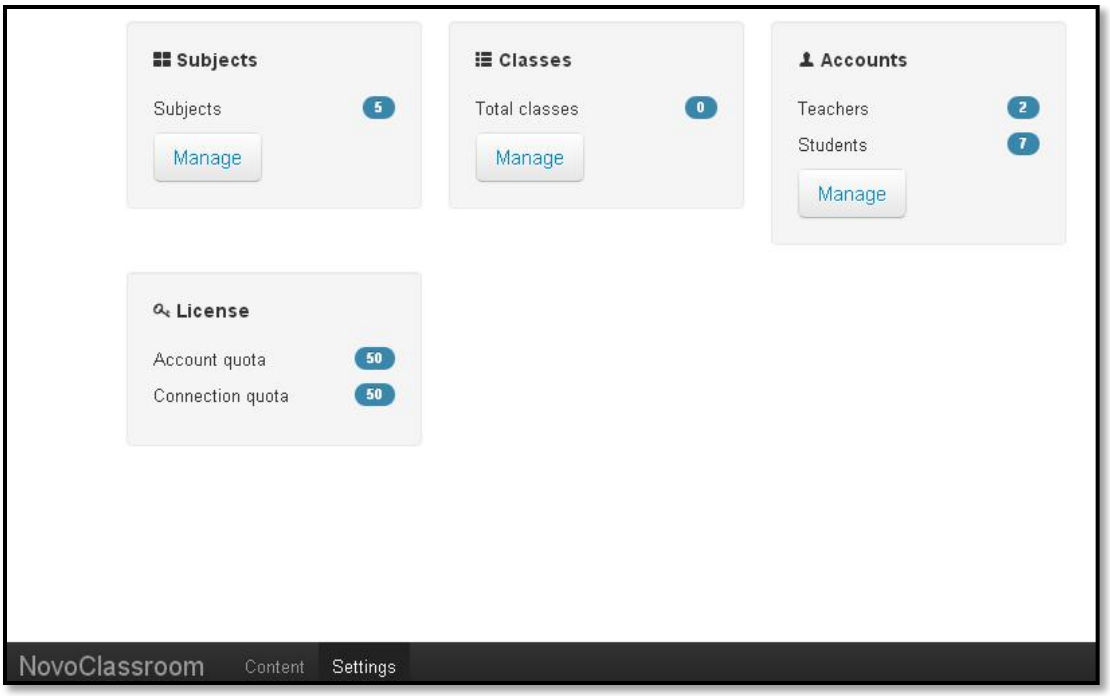
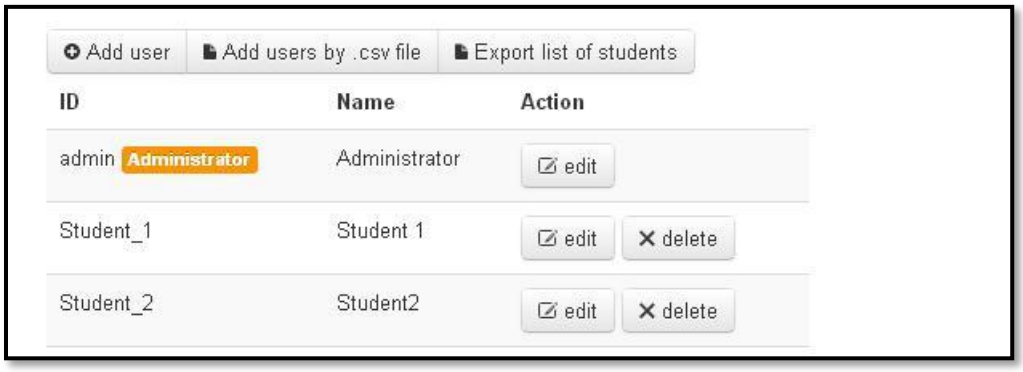


3. To add a user account, click on the **Add user** button.

Note Repeat the process to add multiple users



4. Type the user's ID, full name and password in the **ID**, **Fullname** and **Password** fields.
5. To select the role of the user, click on **Teacher** or **Student**.
6. Select the class.
7. To submit the details, click the **Add** button.
8. To modify the details click the **Reset** button.

Note All the fields in this section are mandatory. The **ID** field allows only letters, numbers and underscore.

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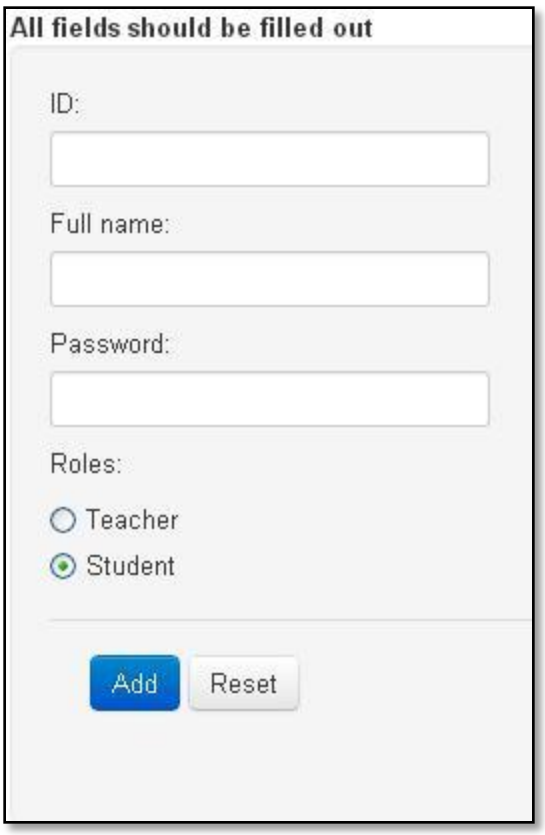
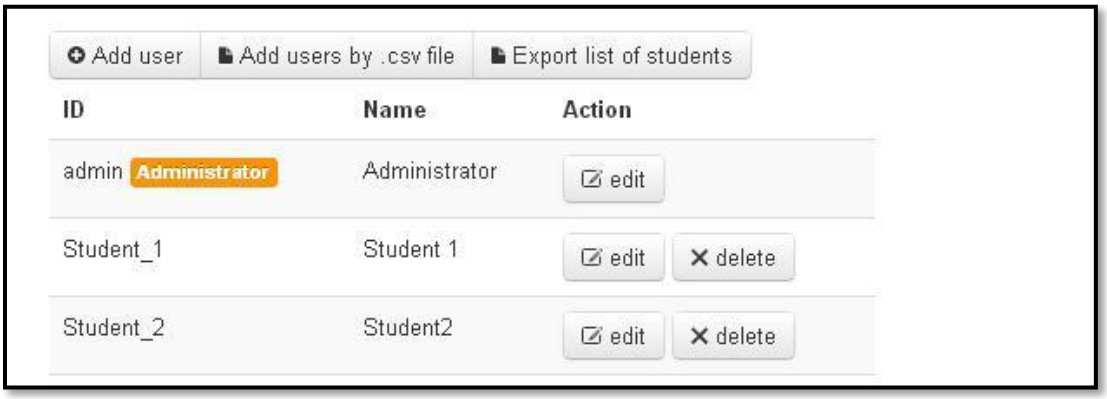


You can also edit or delete a user account if required.

9. To edit or delete accounts, click the **edit** and **delete** buttons.



10. To edit an account, in the **New password (optional)**, **Fullname** fields, type the new password and full name.
11. To update the details, click the **Update** button.
12. To cancel, click the **Reset** button.

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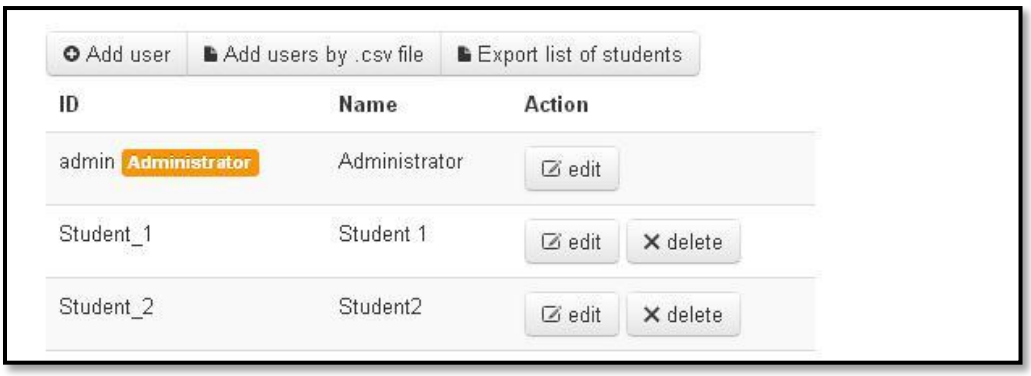
13. To delete an account, click the **Delete** button.
14. To cancel the deletion, click the **Cancel** button.

15. To add multiple users, click on the **Add users by .csv file** button.



16. To upload the user list, click the **Choose File** button, browse and upload the file.

Note The file should be in a "UTF-8" format. You can download the template by clicking on the **format example** link.

The template is in the "one record one row" format. Fields are separated by commas.

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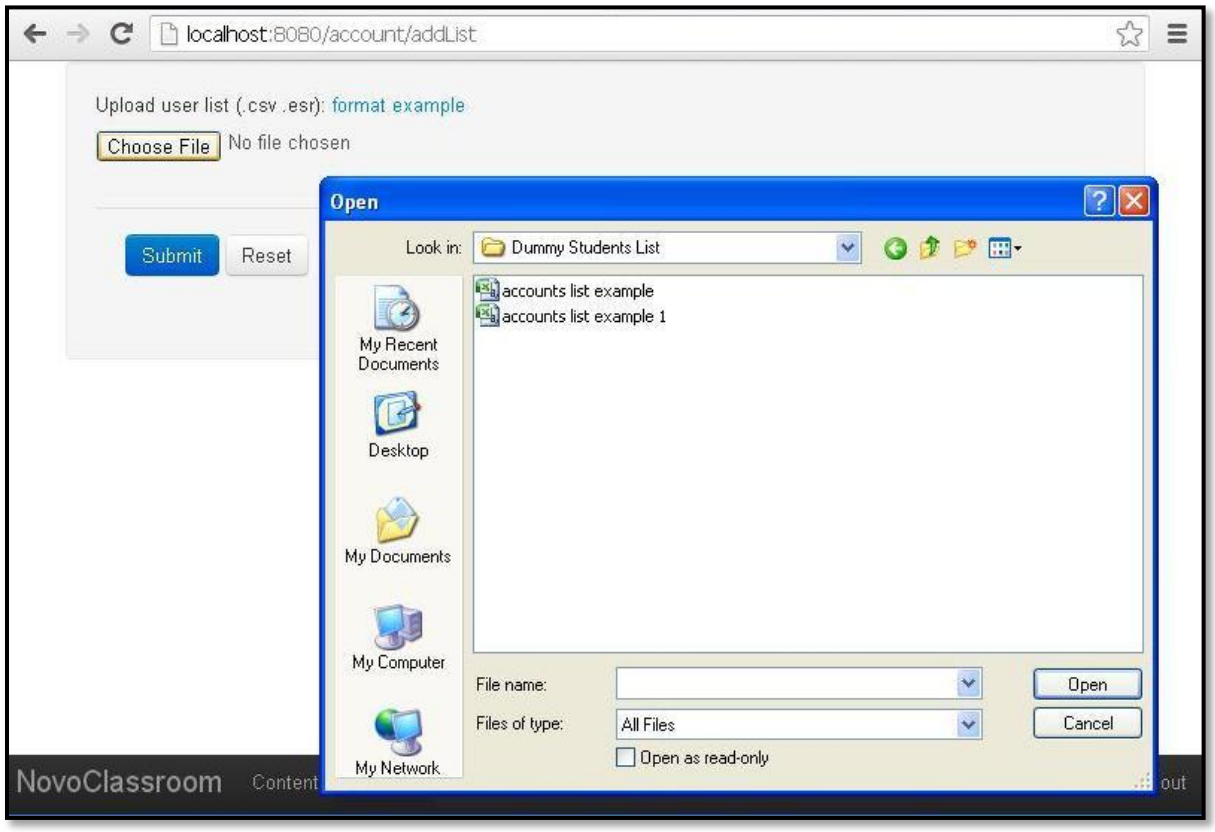
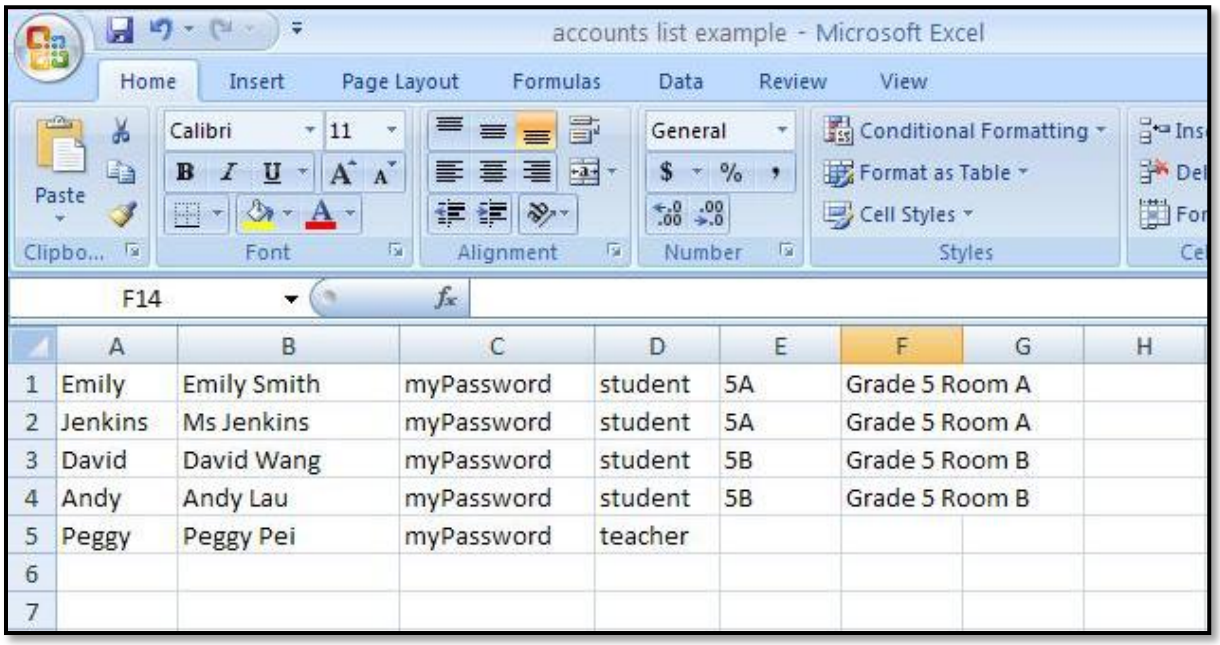
Field description: ID, user name, user password, is a teacher or a student, class code, class name Class code and Class name fields are not required if the user is a teacher.





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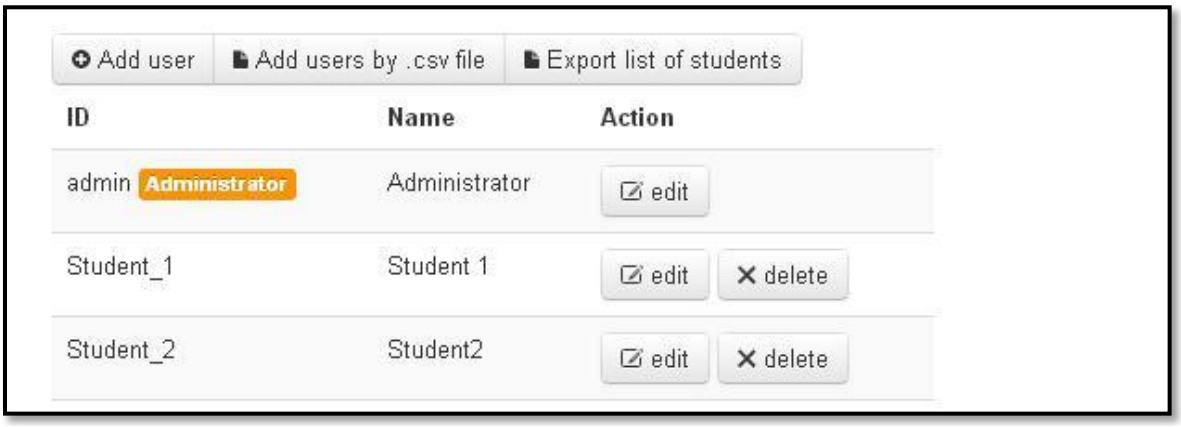
17. To submit the file, click the **Submit** button.
18. To cancel submission, click the **Reset** button.

You can also export the list of the students uploaded.

19. To export the list of the students, click the **Export list of students** button.



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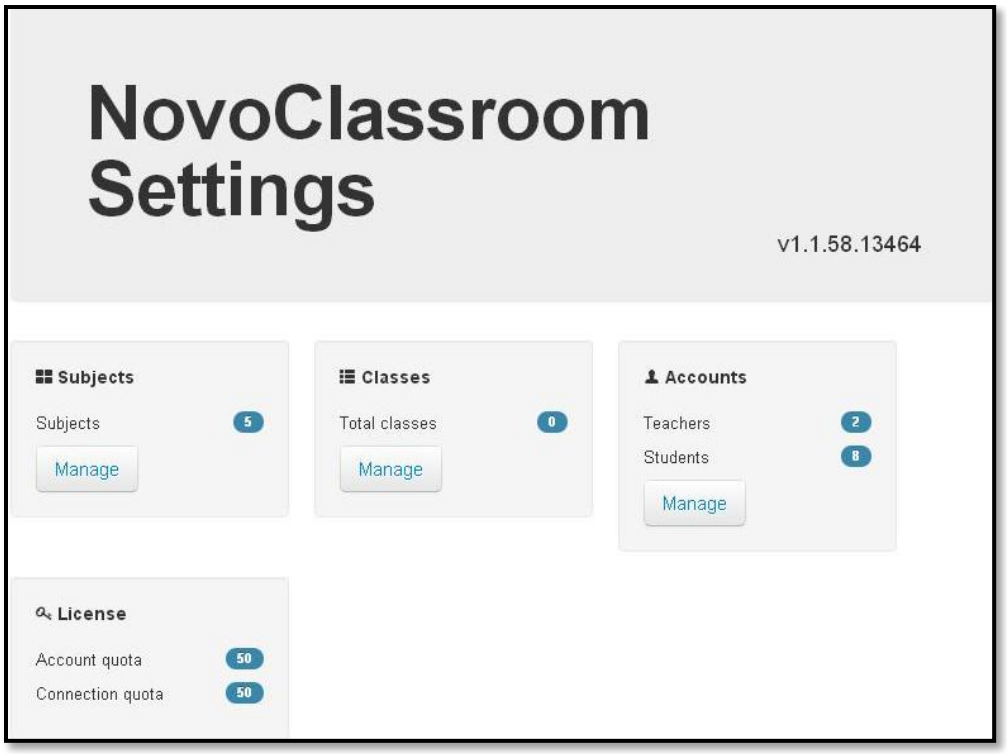
3.2 Maintaining class and students of the class

1. To manage the class, on the Accounts section, click Manage.



You can modify or delete a class. You can also view the list of students for a particular class and export the list of students.

3.2.1 Modifying the name of the class

2. To modify the name of the class, click the **Modify** button.

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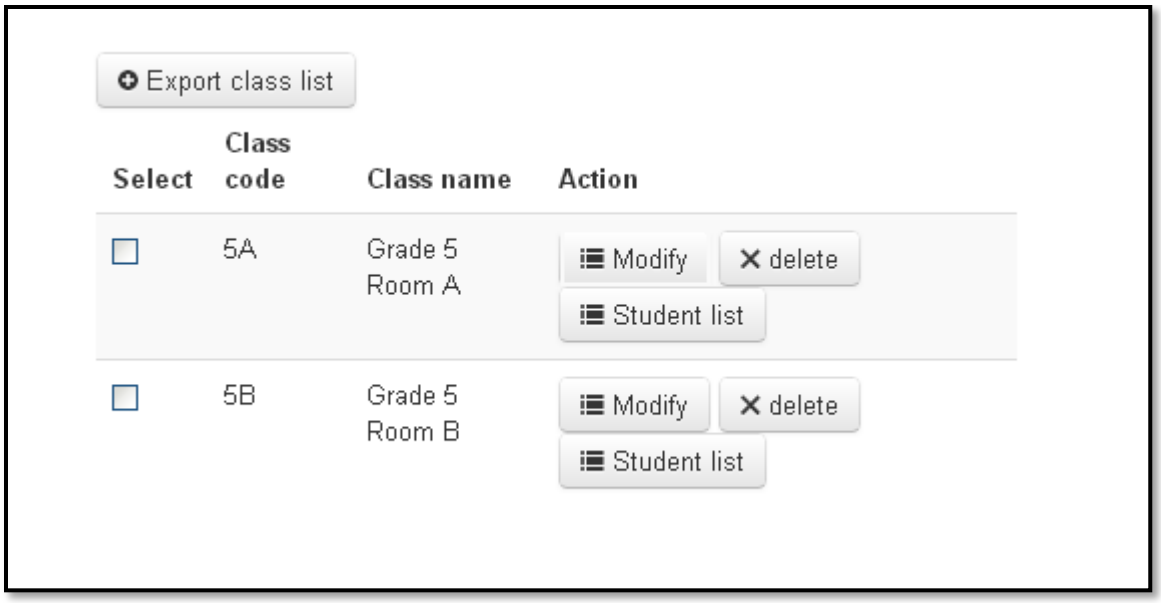
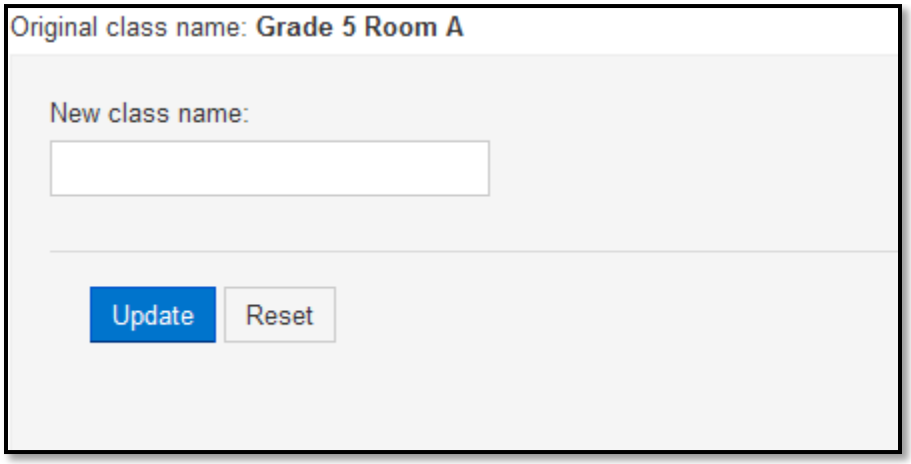


3. To change the name, type the new name in the **New class name** field.
4. To update the new name, click the **Update** button.
5. To cancel, click the **Reset** button.



3.2.2 Deleting a class

6. To delete a class, click the **Delete** button.

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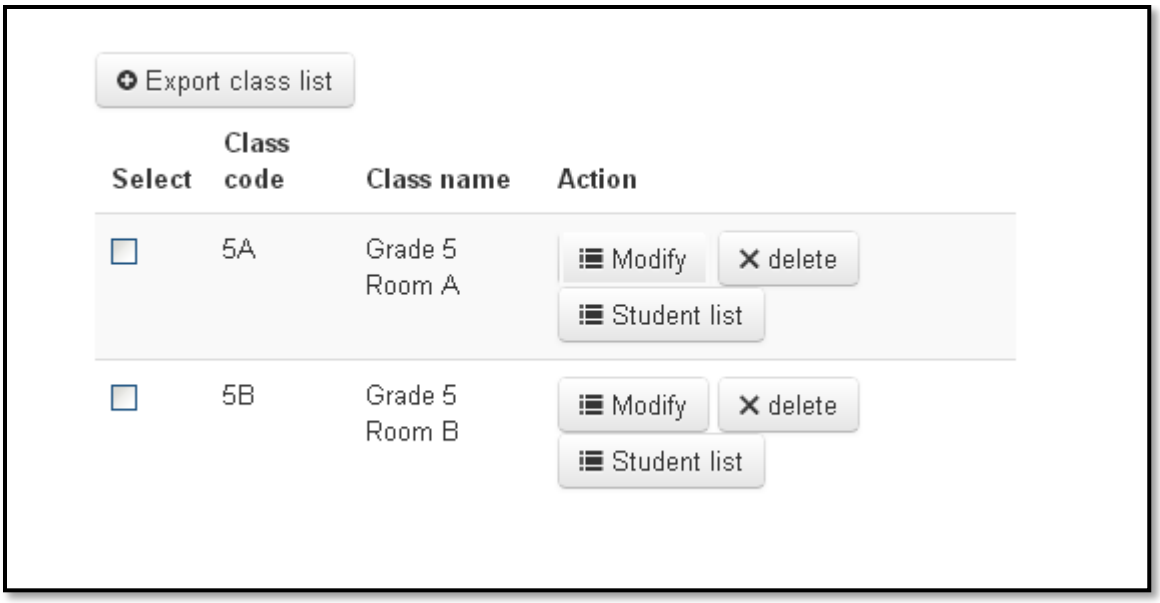
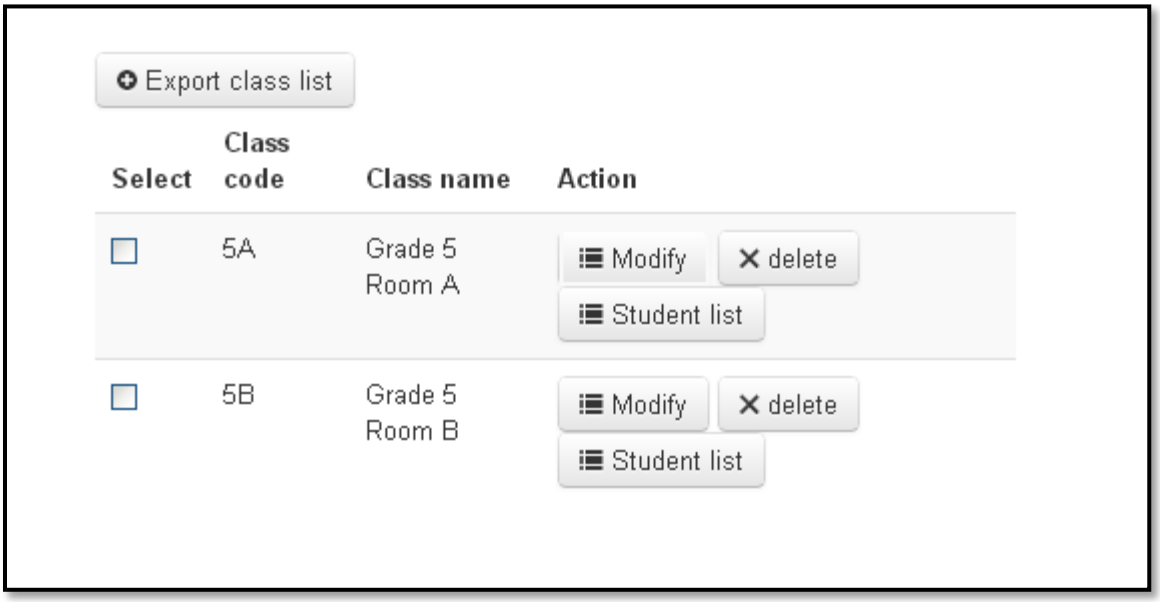


3.2.3 Viewing the list of students in a class

7. To view the list of students in a class, click the **Student list** button.



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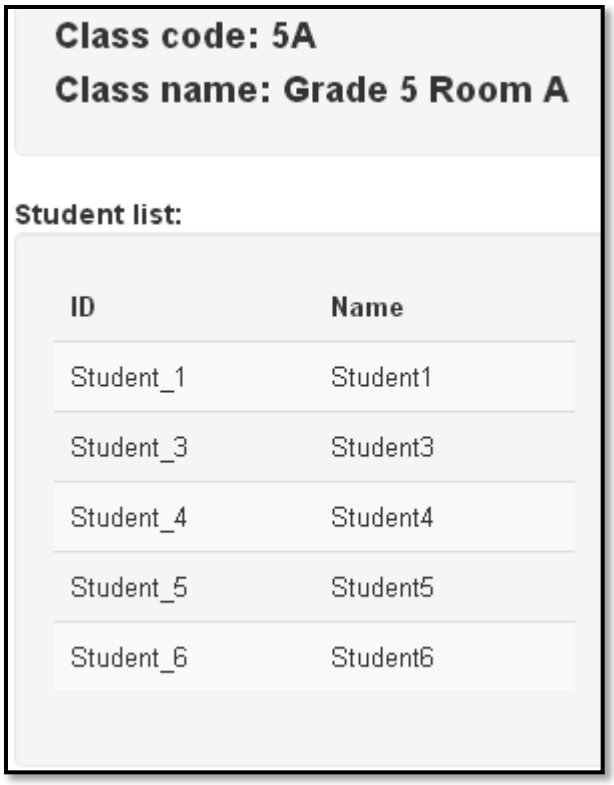
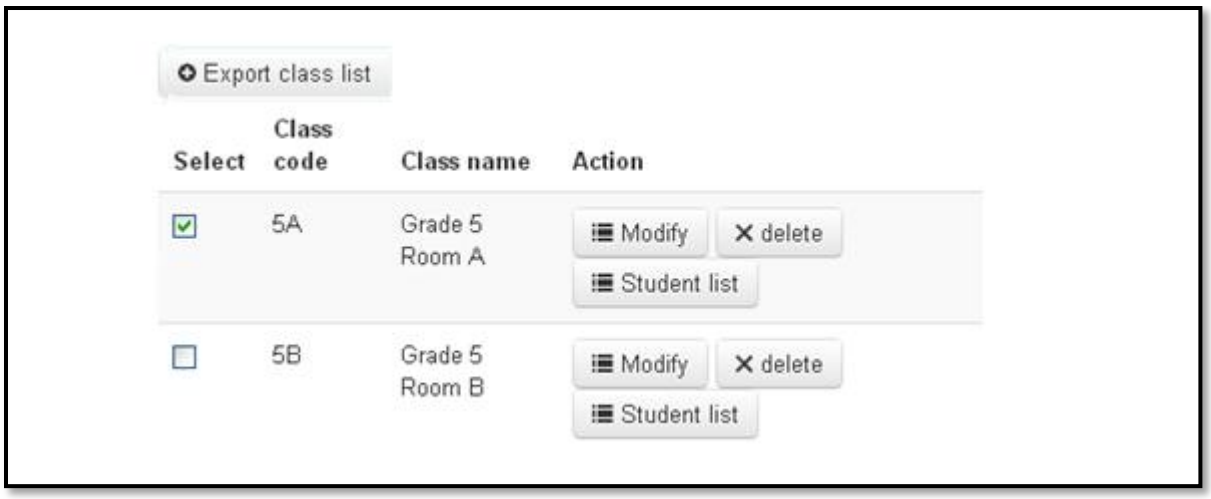


3.2.4 Exporting the list of students of a class

8. To export the list of students in a class, select the class and click the **Export class list** button.



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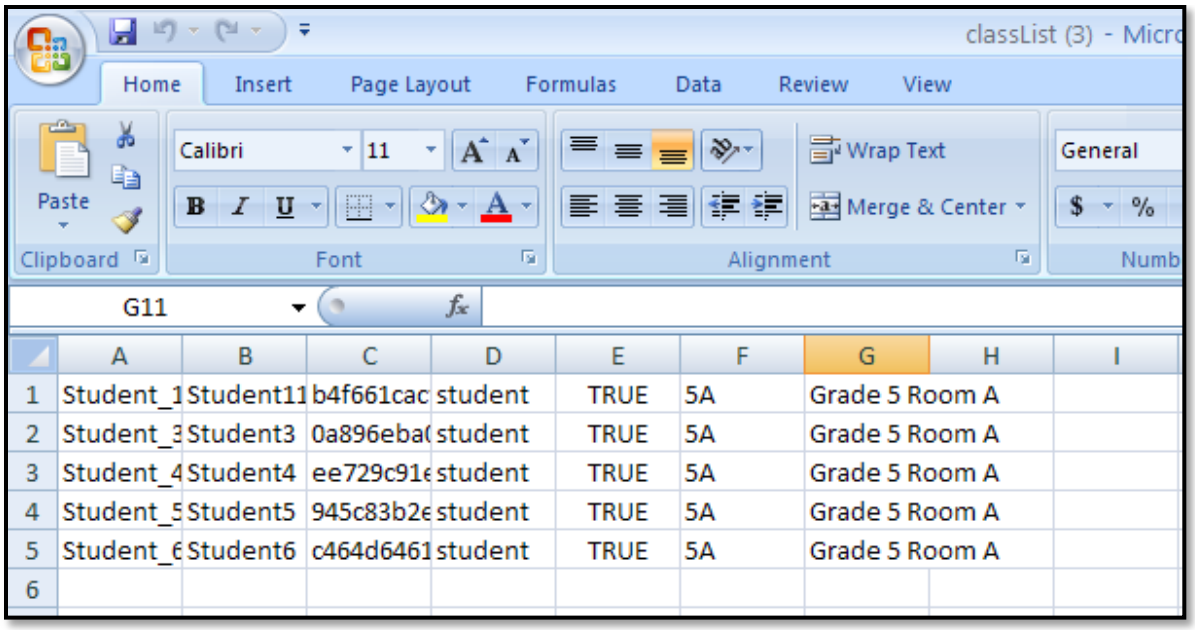

	A	B	C	D	E	F	G	H	I
1	Student_1	Student11	b4f661cac	student	TRUE	5A	Grade 5 Room A		
2	Student_3	Student3	0a896eba(	student	TRUE	5A	Grade 5 Room A		
3	Student_4	Student4	ee729c91e	student	TRUE	5A	Grade 5 Room A		
4	Student_5	Student5	945c83b2e	student	TRUE	5A	Grade 5 Room A		
5	Student_6	Student6	c464d6461	student	TRUE	5A	Grade 5 Room A		
6									

“Let us see, how to create a category of the teaching material. In the event that we have to make any changes, let us also see how to modify a category and delete a category.”

3.3 Maintaining the category of teaching material

3.3.1 Creating a category

1. To manage the teaching material categories, on the **Subjects** section, click **Manage.**

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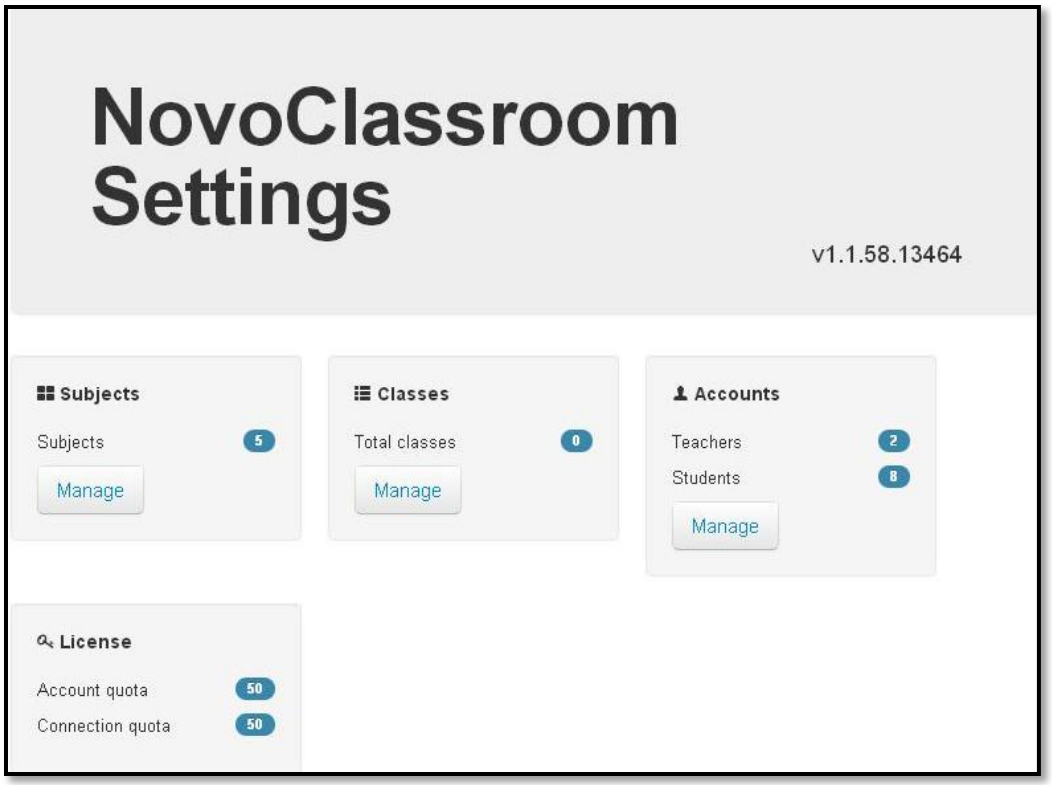
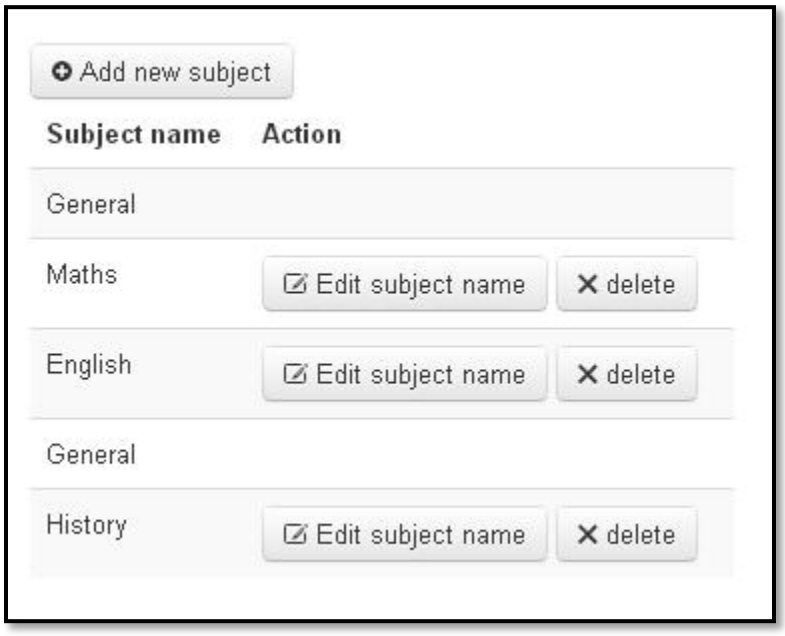


2. To add a new subject category, click the **Add new subject** button.



3. To add a subject, in the **Subject name** field type the name of the subject.
4. To submit the category, click the **Add** button.
5. To cancel, click the **Reset** button.

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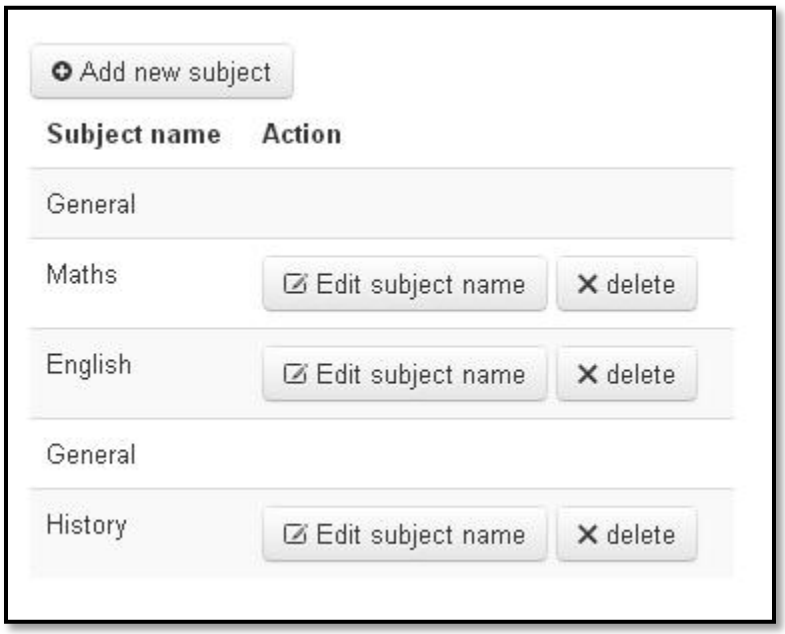
3.3.2 Modifying a category

6. To edit the name of the subject, click the **Edit subject name** button.



7. To change the name of the subject, in the **New subject name** field, type the new subject name.
8. To update the new name, click the **Update** button.
9. To cancel, click the **Reset** button.

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3.3.3 Deleting a category

10. To delete a category, click the **delete** button.

11. To confirm the deletion, click the **Delete** button.
12. To cancel the deletion, click the **Cancel** button.

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4. Teaching a class

“What have we learnt about the software so far, Andy?” asked Mr. Stanley.

“Mr. Stanley, we have learnt:

What NovoClassroom does

How to install NovoClassroom in PCs and in Tablets

How to run the software and log on

What are the basic tools and their functions are

How to create accounts for teachers and students

And how to maintain a class.”

“Thanks, Andy.”

“Ok, like any other method of teaching, we need actual teaching material in order to learn. So, we will see how to upload teaching material in the NovoClassroom.”

“I have a question, Mr. Stanley”, asked Mr. Adams, the history teacher.

“Yes, Go on Mr. Adams.”

“What are the different content formats, the NovoClassroom supports?”

“Well, it supports PDF, PPT (Microsoft Office) and ODP (Open Office). But, PDF and PPT fits the software layout best.

So, let us see how to upload lectures to NovoClassroom.”

4.1 Uploading teaching material or lectures

1. To upload lectures, on the content page, click the **New lecture** button

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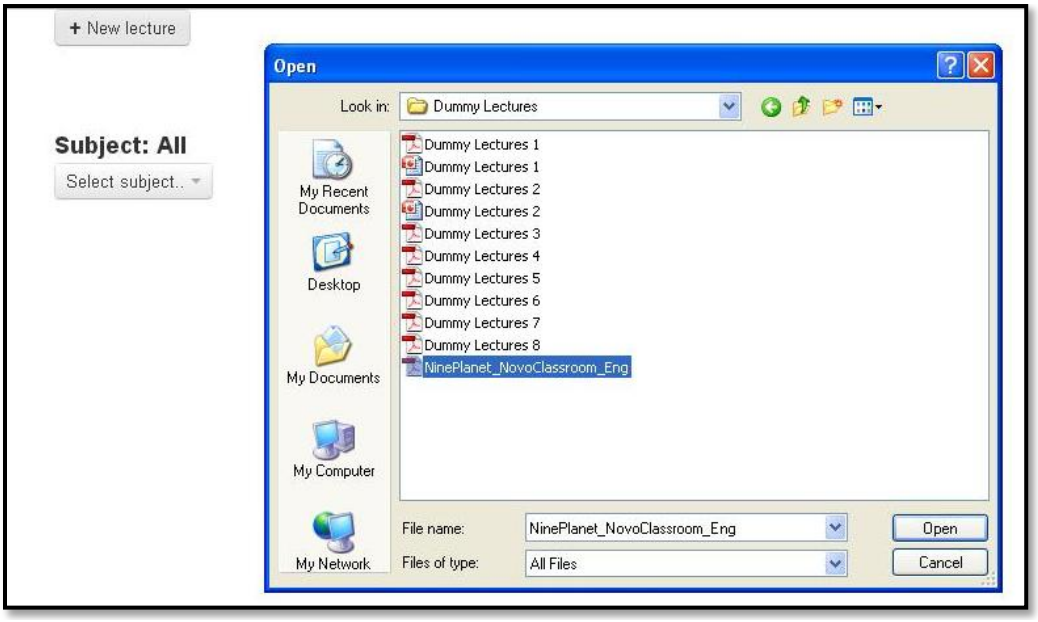
2. Click on the lecture to be uploaded, and then click open.



“How do we ensure that the teaching material ends up in the correct location?”

“Well, Ms. Ryan that depends on how you name the teaching material and under what category you put it.”

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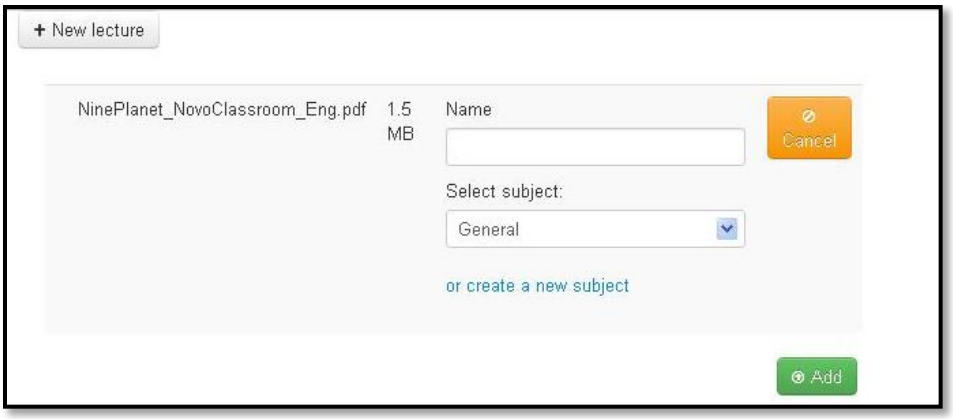
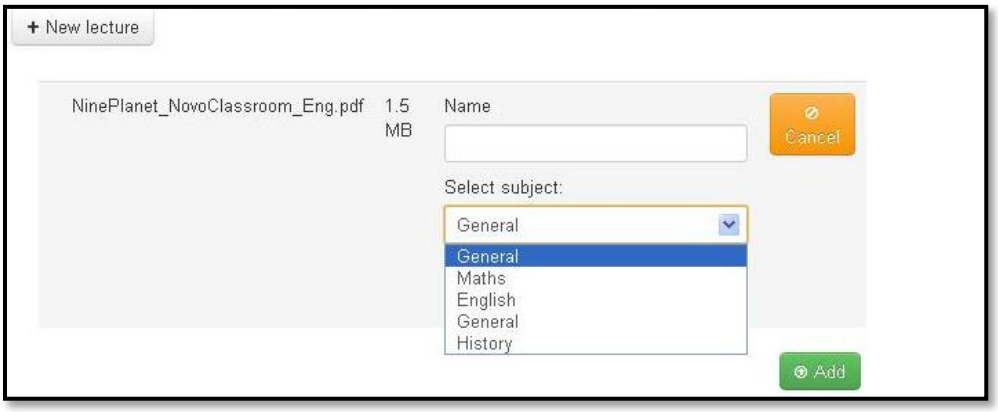
4.2 Naming the teaching material

3. To name the uploaded lecture, in the **Name** field, type the name of the lecture.



4.3 Selecting category of lectures

4. To select the category of the teaching material, click and select the category.



5. To create a new category for the teaching material, click the **or create a new subject** link.

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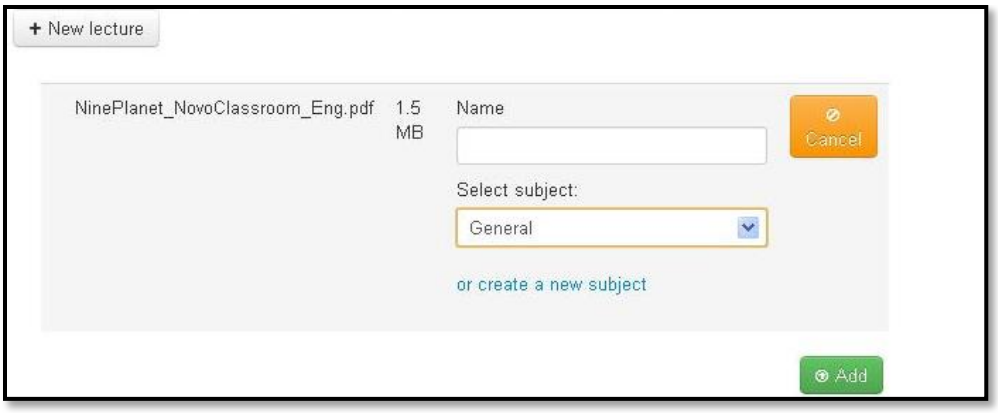
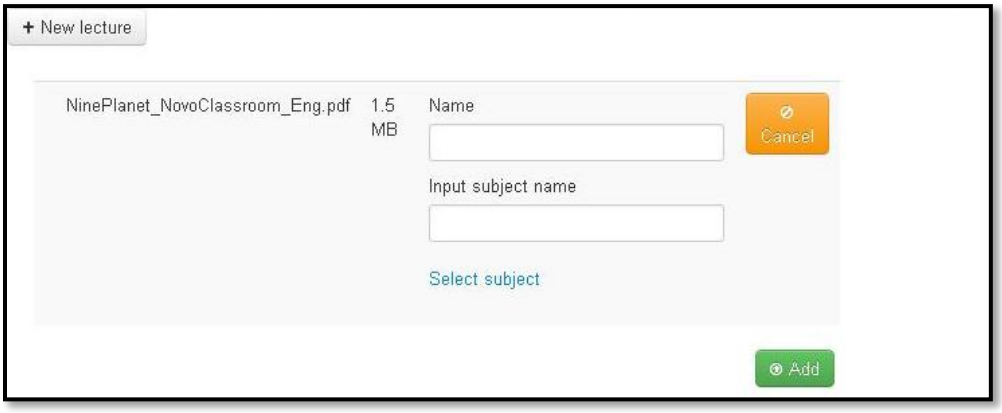


6. To name the new category, in the **Input subject name** field, type the name.



7. To upload the lecture, click the **Add** button.
8. To cancel uploading the lecture, click the **Cancel** button.

Note During conversion of the lecture the status shows **QUEUED** and after the conversion is complete the status changes to **READY**.

Note Only persons with the role assigned 'teacher' can load lectures.

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"So, we have learnt how to upload a lecture."

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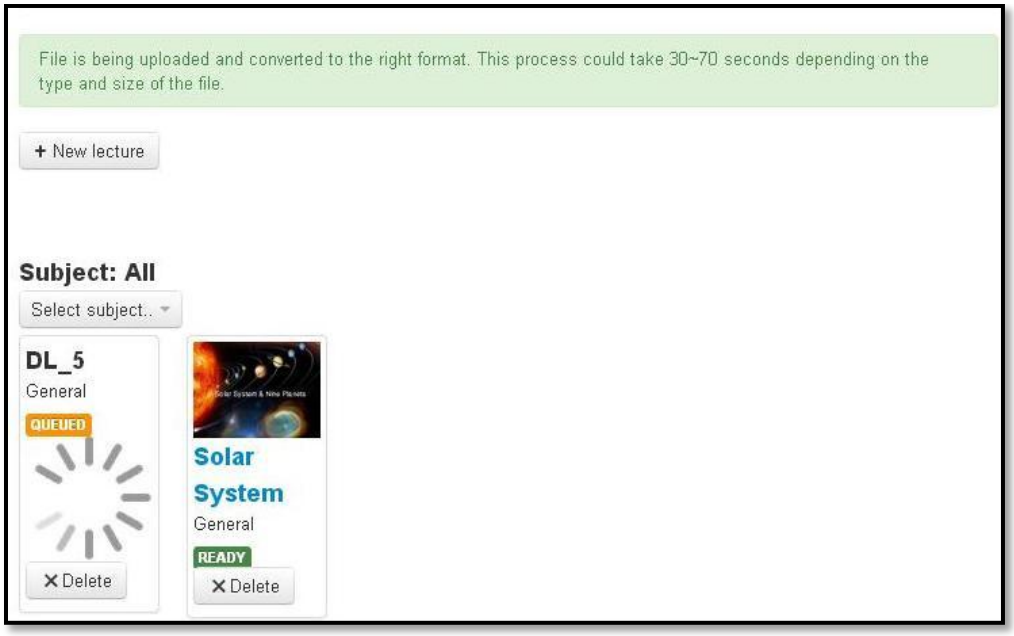
“What if a wrong lecture is uploaded or what do we do with the lectures after the teaching session is over?” Asked the geography teacher, Ms. Park.

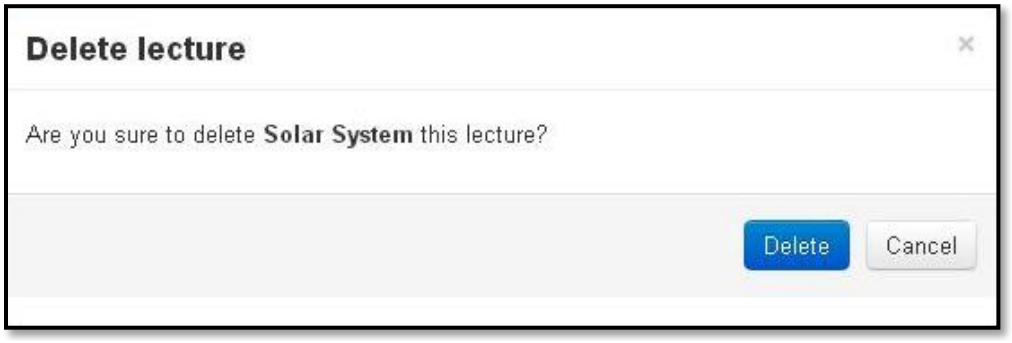
Mr. Stanley replied, “That’s not an issue at all. If required, you can delete uploaded lectures. So, let us see how to delete a lecture” he continued.

4.4 Removing lectures

9. To delete a lecture, on the content page, click the **Delete** button on the lecture icon.



10. To confirm the deletion, click the **Delete** button.
11. To cancel the deletion, click the Cancel button.



“Can we see the lectures category wise?” asked Mr. Adams.

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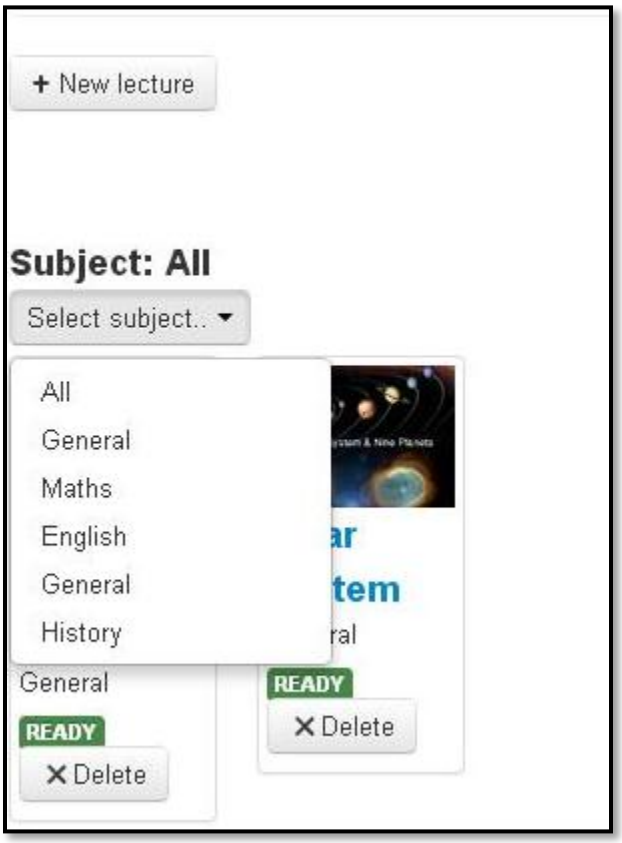
“Yes, we can see the lectures category wise.”

12. To view all the lectures, on the content page, click **Select subject** button and then click **All**.



4.5 Viewing the list of lectures

13. To view the lectures of any particular subject, click that subject.

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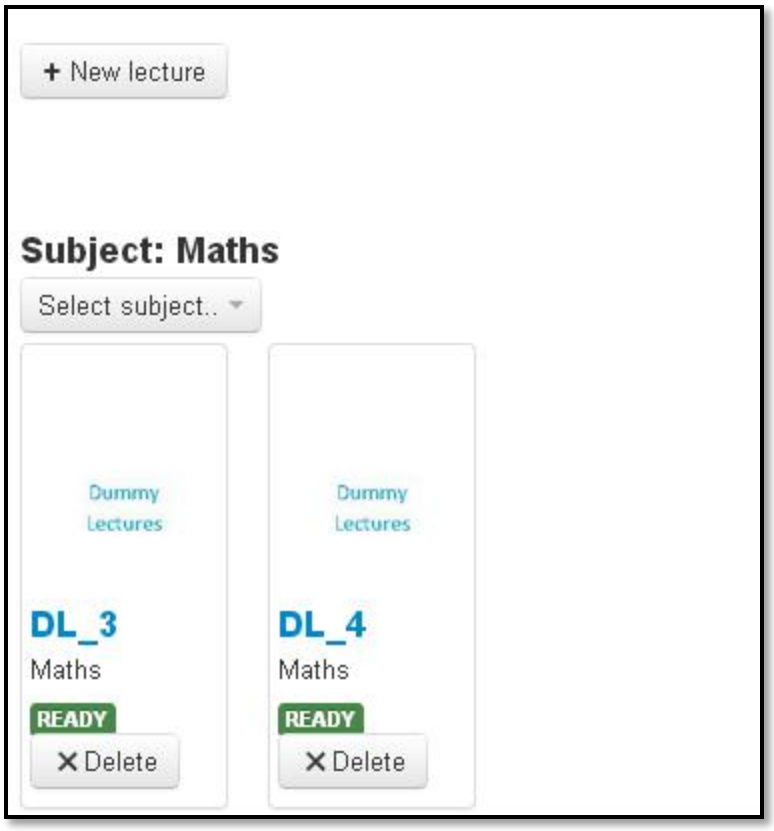

"I think this is the part that all of you have been eagerly waiting for, how to start a class using NovoClassroom. So let me demonstrate, "Mr. Stanley then proceeded with the steps for starting a class.

4.6 Starting a Class

14. To start a class, on the content page, click the **Start Presentation** button.

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15. To select the class, click the class name.

Note The QR code is the NovoClassroom Mobile Learning Platform IP address. If the tablet provides QR code reader, the QR code reader can be used to read the code.

"So does that mean that once the teaching material is posted on the server we'll be able to access it?" asked Alex.

"Not exactly," replied Mr. Stanley, "the teachers' and students' accounts need to be enabled."

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4.7 Preparing a class

16. To prepare a class, in the left frame, check the color of the names of the students.

Note The list in the left frame shows teachers and students for a class. The list shows students in an alphabetical order. Names of those students, who are logged on to NovoClassroom are shown in blue and those who are not logged on to NovoClassroom are shown in grey. If a student leaves the class during the teaching session, the student's name turns grey. Teacher can easily track the student by this function.

Uploaded content from the teacher's tablet is displayed in the right frame. Student and teacher can upload content from their tablets.

"Now that you know how NovoClassroom actually works, let's go ahead see all the fun things that we can do with this technology."

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5. Attending a class

“Hi everyone, welcome back; hope the presentations have been interesting so far. As I promised you in our last session, I will now show you all the wonderful things that you can do with NovoClassroom.

We’ll start with basics first, and that is how to attend a class.

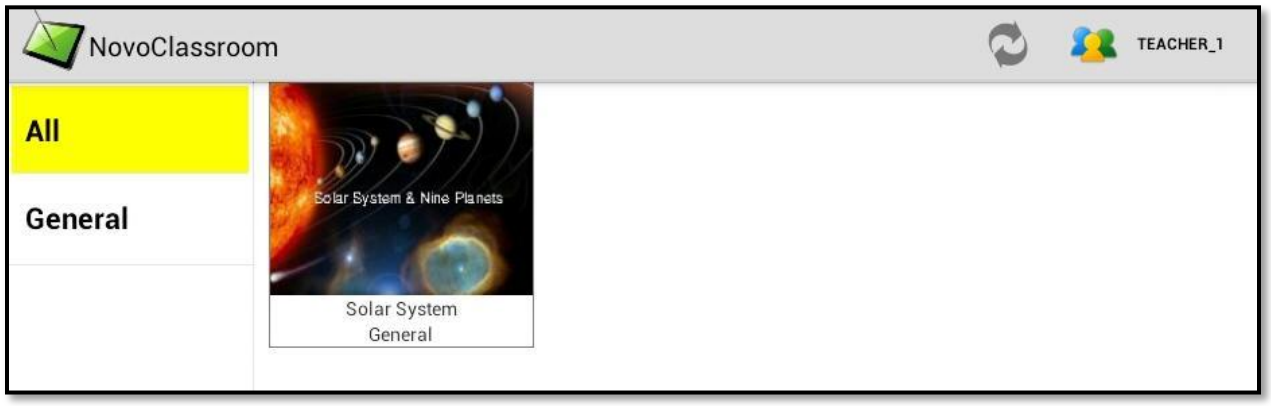
Teachers and students both have to log on to the NovoClassroom to attend the class.”

“I guess this means no more sick days,” said Alex ruefully.

“I guess not Alex” replied Mr. Stanley.

5.1 Teach mode

“After logging on, the teacher sees the following screen.”



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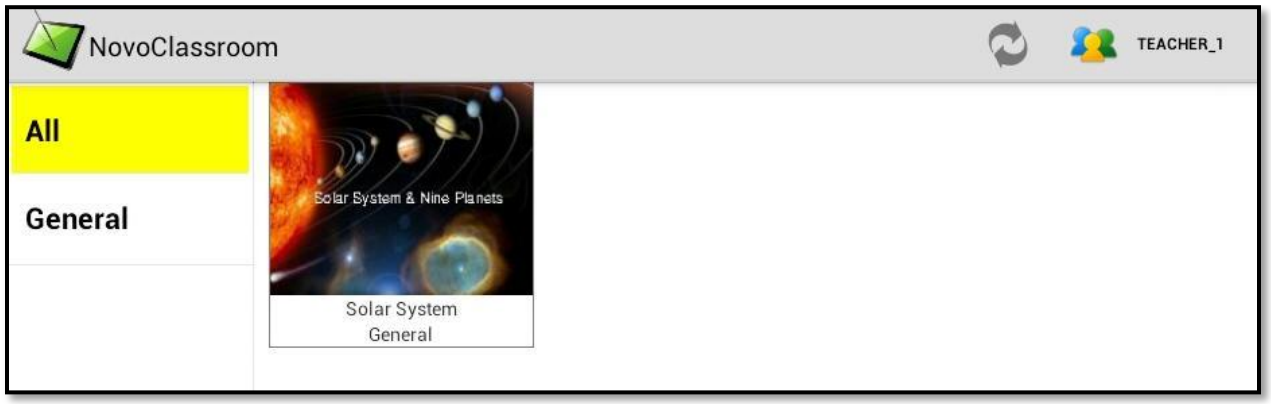
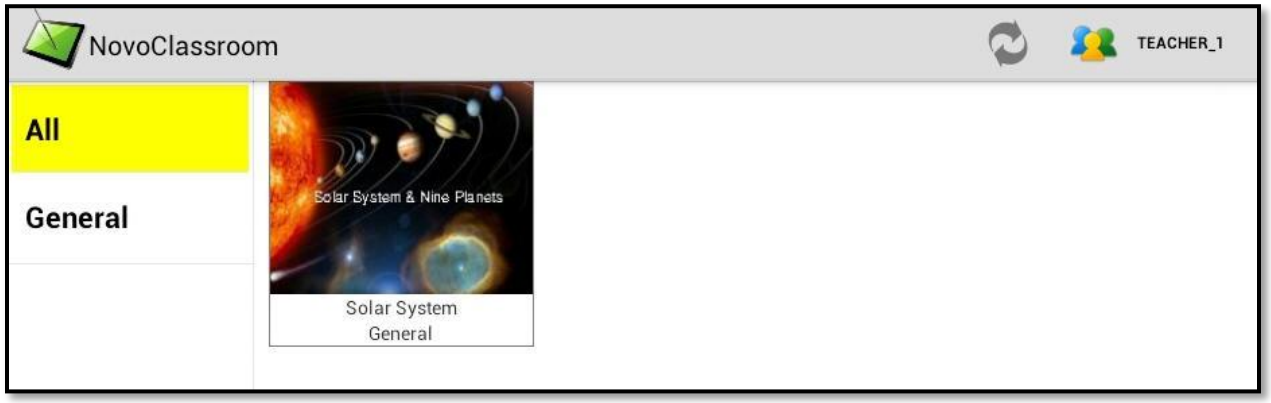
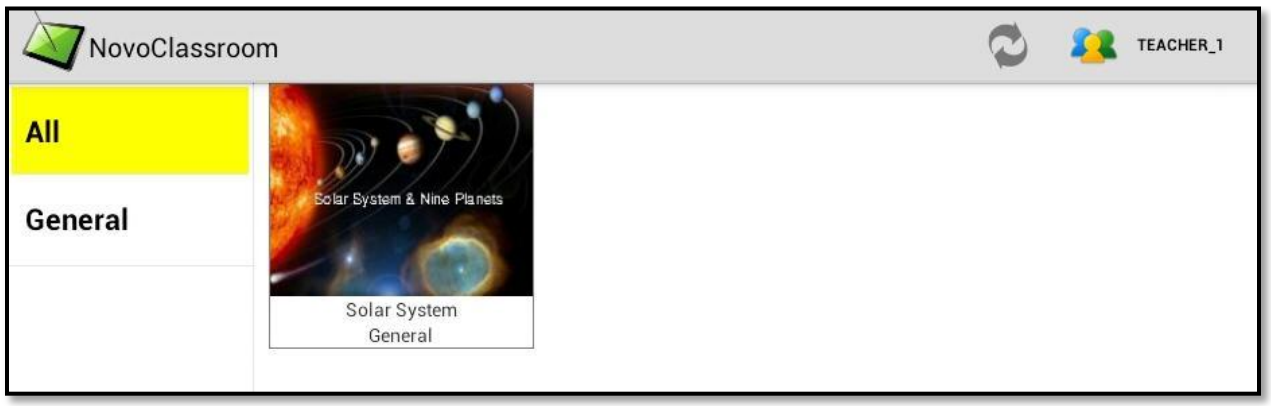
1. To view all the uploaded lectures, click **All**.



2. To view the lectures of a specific subject, click on the subject's name.



3. To refresh the lecture list, click .



4. To exit NovoClassroom, click

.

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5. To change the password, click

.

6. To view information about NovoClassroom, click

.

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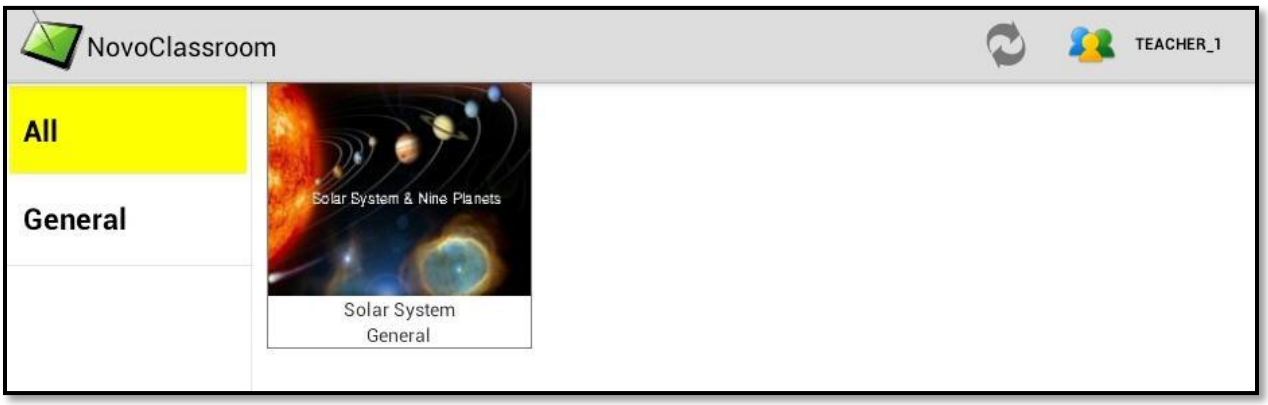
7. To select a category for teaching, on the left frame, click the name of the category.

Note The lectures in that category are displayed on the right frame.



8. To start the lecture, on the right frame, click on the lecture.

Note The left frame displays the index of the lecture. The right frame displays the selected content of the lecture. This selected content is also displayed on the students' tablets.

"Wow," said Ms. Park, "This technology really makes our work easier."

"And it makes learning fun," said Susan.

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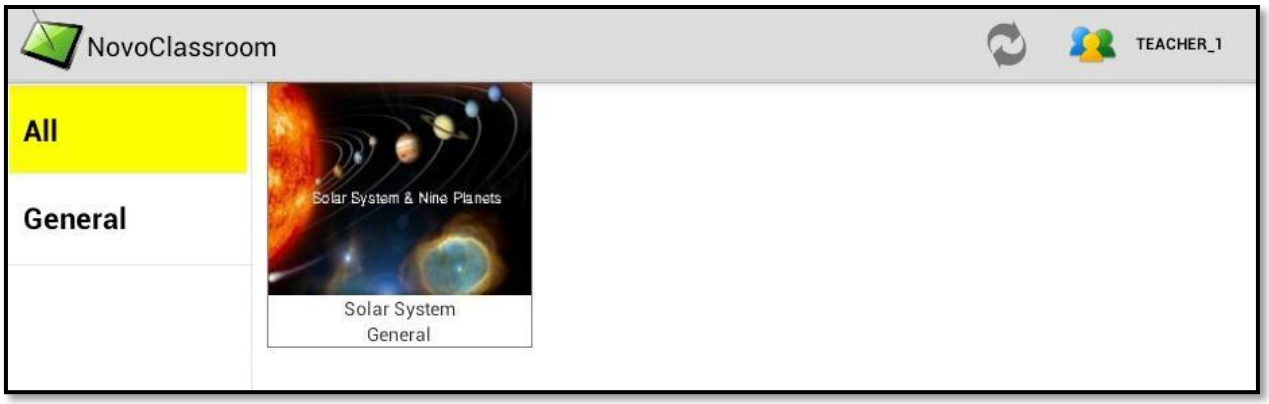

9. To view previous and next slides of the lecture, click and .
10. To upload annotation to the PC, click
11. To synchronize and un-synchronize, the teachers' tablet with students' tablets, click .
12. To switch between the teach mode and the quiz mode, click .
13. To go to the lecture list, click .
14. To focus on a particular portion of the content, click .
15. To move a page of the content, click .
16. To synchronize the content and drawing to PC, click .

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“Mr. Stanley, can we also view the lecture in the same manner?” asked Andy.

“No Andy, for students the process is a little different, let me explain.”

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5.2 Study mode

“After logging on, the student sees the same screen as the teacher’s screen; but the students’ tablet does not display any content until teacher selects the content.”

Students will use the following tools in study mode.

1. To upload annotation to the PC, click .
2. To move a page of the content, click .
3. To synchronize the content and drawing to PC, click .
4. To exit NovoClassroom click .
5. To change the password click .
6. To view information about NovoClassroom click .

“And that is how both students and teachers attend class using NovoClassroom.

Now I shall move on to how the teachers can create quizzes and assess the class.”

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6. Quiz time!

“So Mr. Stanley how can we evaluate the students using NovoClassroom?”

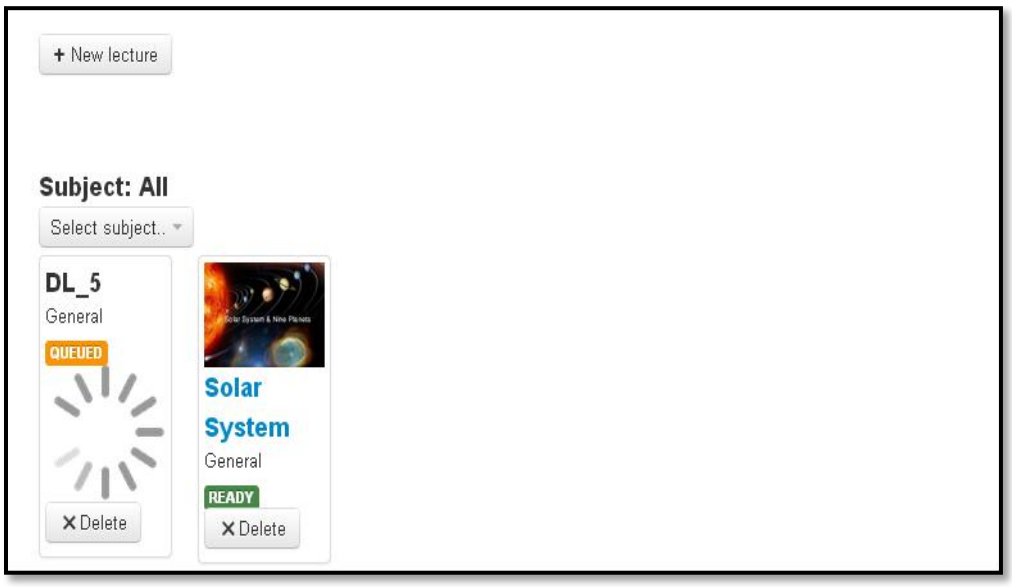
“Well Mr. Saunders we can use NovoClassroom to create quizzes and assess the students.

You can select the quiz slides from the teaching material and create a quiz in NovoClassroom for a class. It is simple and easy. You can also grade the quiz and display the quiz reports.”

6.1 Creating a quiz

1. To create a quiz, in the lecture panel, click a lecture name.

Note Slides of the lecture are displayed on the left frame.



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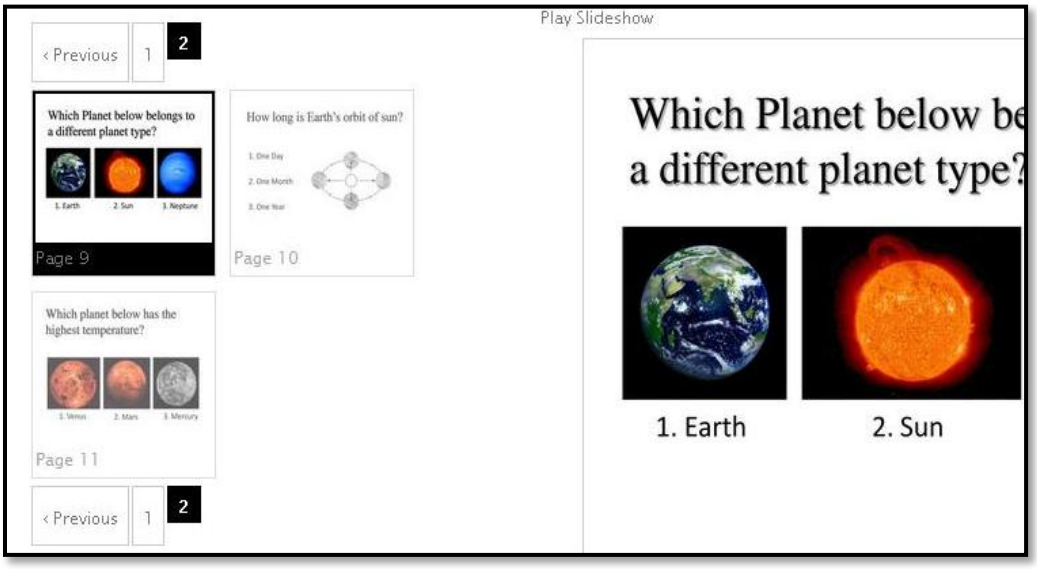
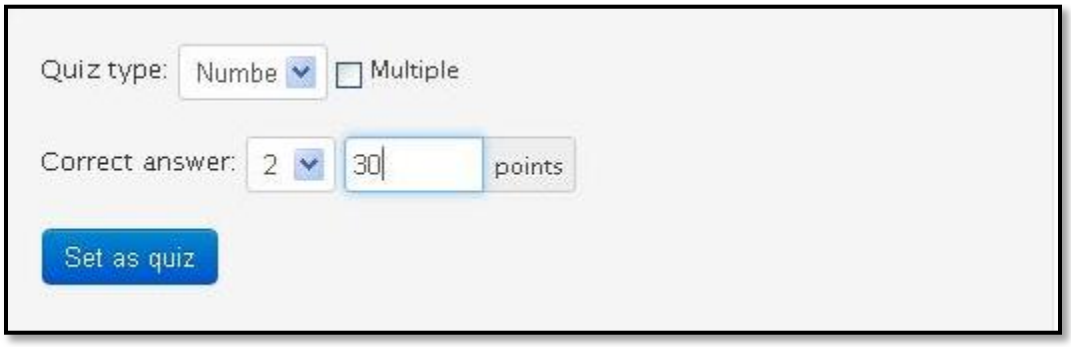
2. Click the quiz slide, on the left frame.

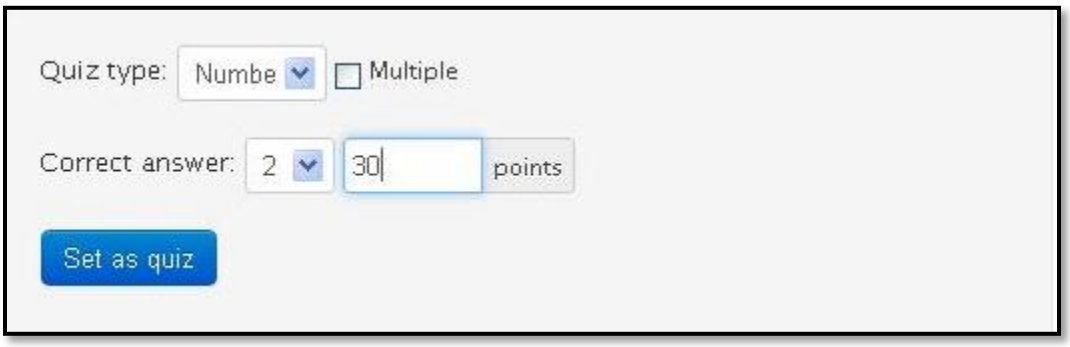


3. To set the quiz type, click ▼ and select from the drop-down.



4. To set the quiz as multiple choice questions, check **Multiple**.

Note Keep this unchecked, if the quiz is not a multiple choice question



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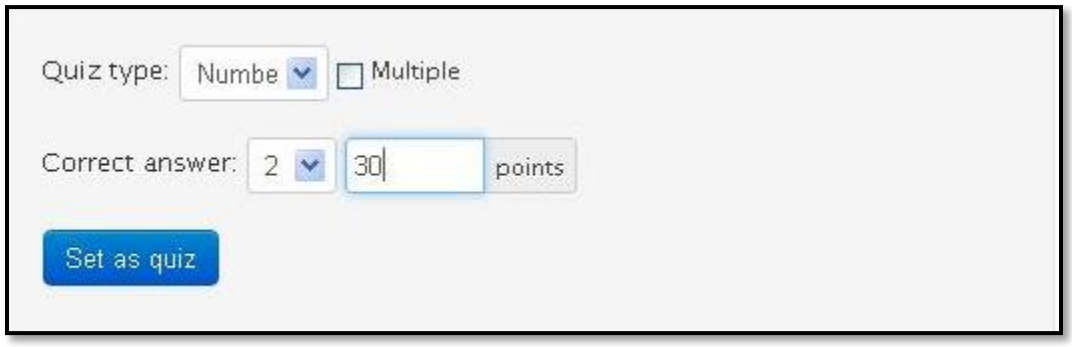
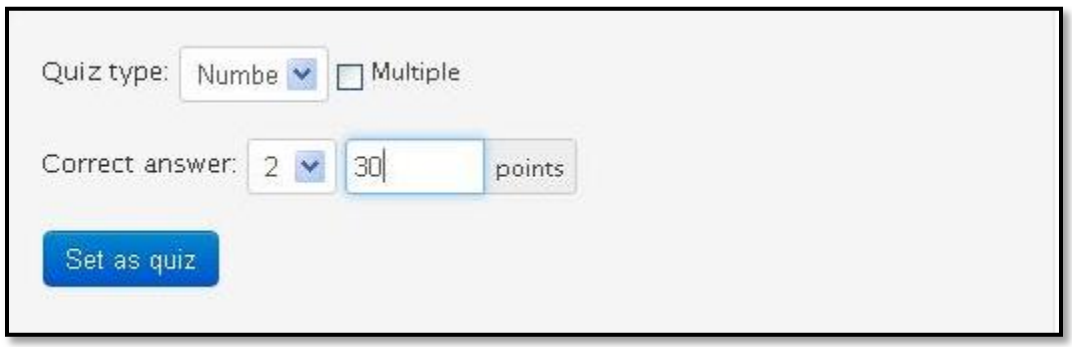
"Under quiz there are several options- multiple select, single select and Yes and No questions. There are also options for either numerals or alphabets if the teacher has created answer choices a,b, c, and so forth instead of 1,2,3," said Mr. Stanley.

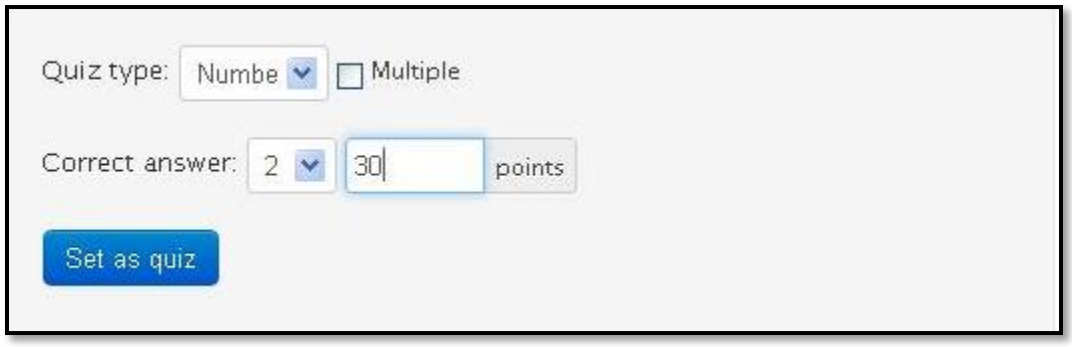
5. To set the correct answer, click and select the correct answer from the drop-down.



6. To set points for the quiz, type points on the **Points** field.



7. To set the content as quiz, click the button.



"What happens if we create a quiz using the wrong content? Is it possible to change the quiz material back to teaching content if we require?" asked Ms. Ryan.

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"It is possible to convert the quiz back into content Ms. Ryan," replied Mr. Stanley.

To change the quiz back to content, click Set as content .

6.2 Taking a quiz

"So then can we students take the quiz as soon as it's ready?"

"Not quite Susan, we have just seen how to create a quiz, let us now see how to take a quiz."

8. In order to start the quiz, on the lecture panel of the teacher's tablet, the teacher clicks OX.

Note Only after teacher switches to quiz mode, students can take the quiz.

9. To answer the quiz, the student selects the correct answer from the options available on the screen.

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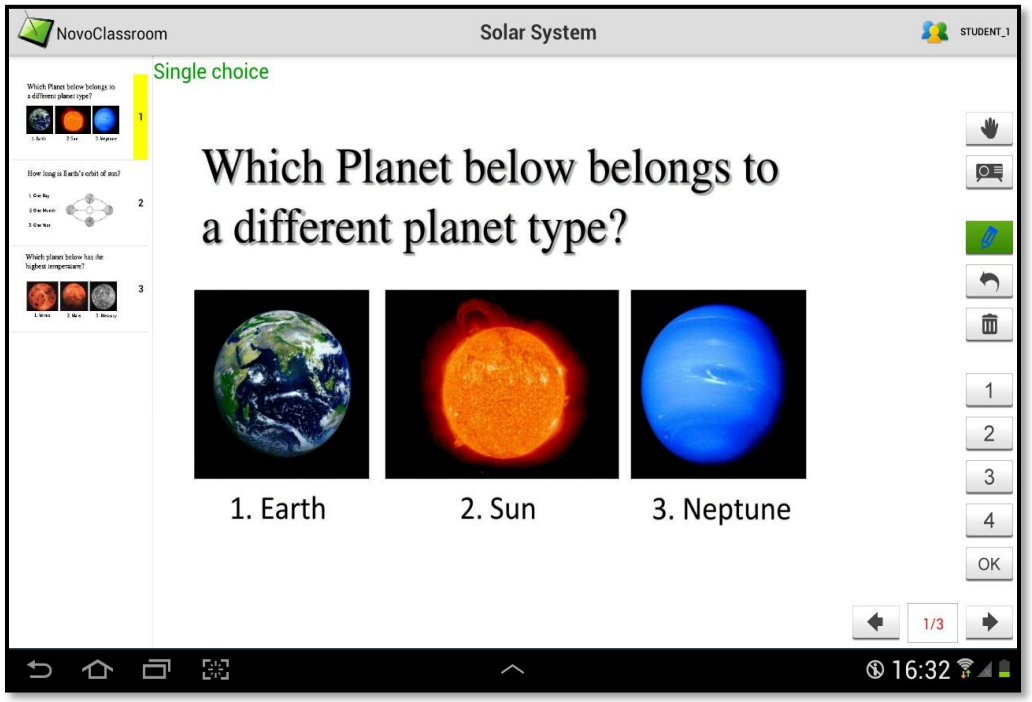
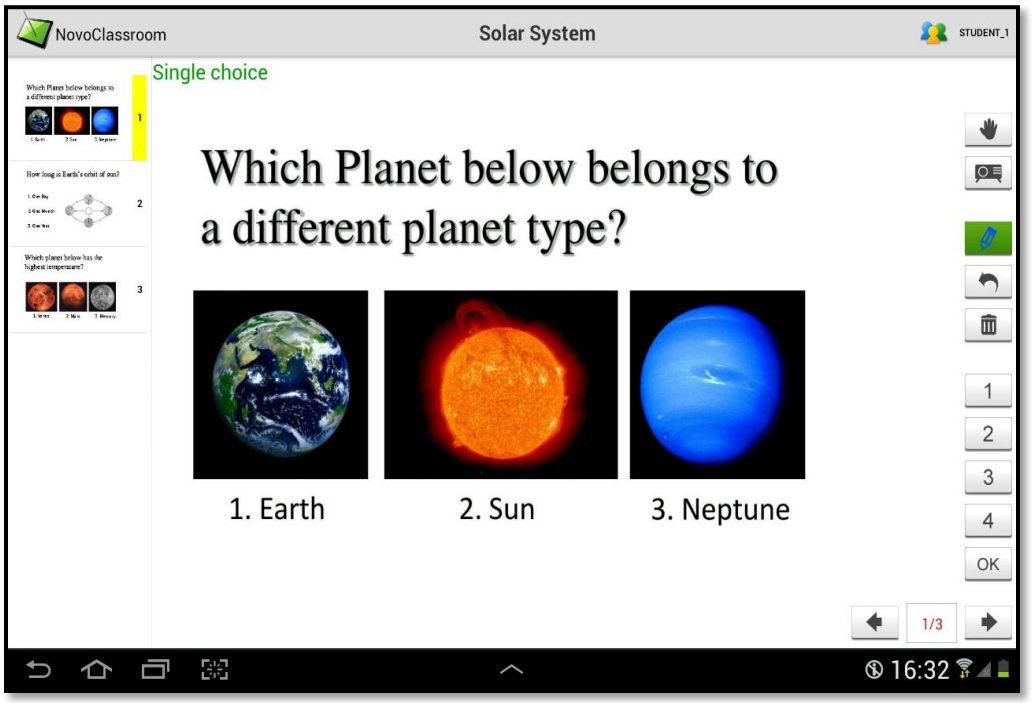


10. To submit the answer, the student clicks OK .



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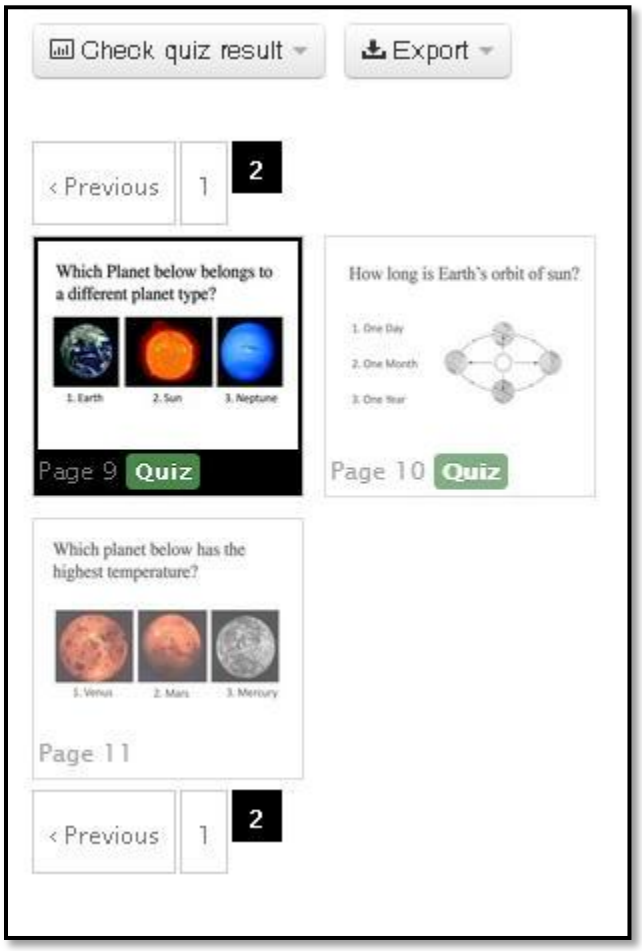
“Is it possible to view the results of a single student or do we see the results of the class as a collective whole?” asked Ms. Park.

“The teacher can also view the quiz reports of the class, as well as the quiz result and answer sheet of individual student.”



6.3 Displaying the quiz reports

11. To display the quiz reports of the class, click the **summary** link on the tablet.

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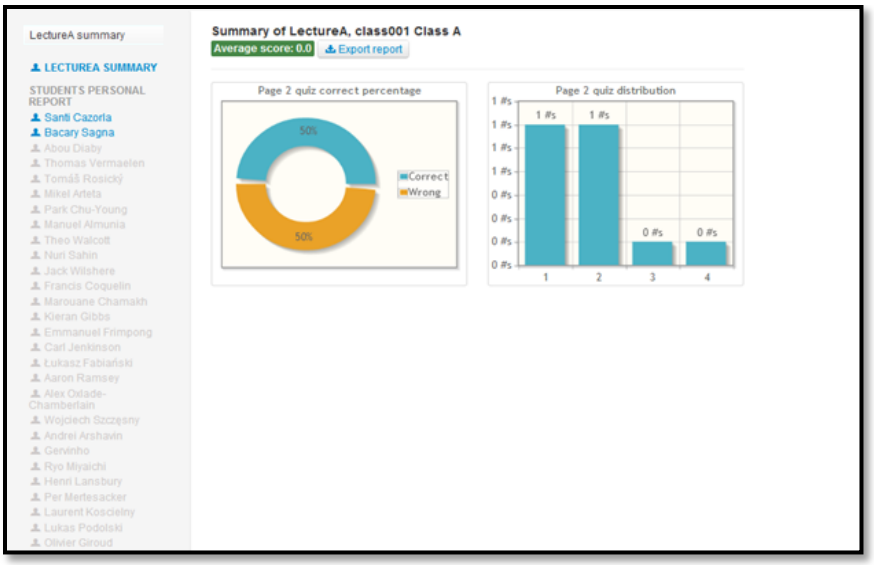
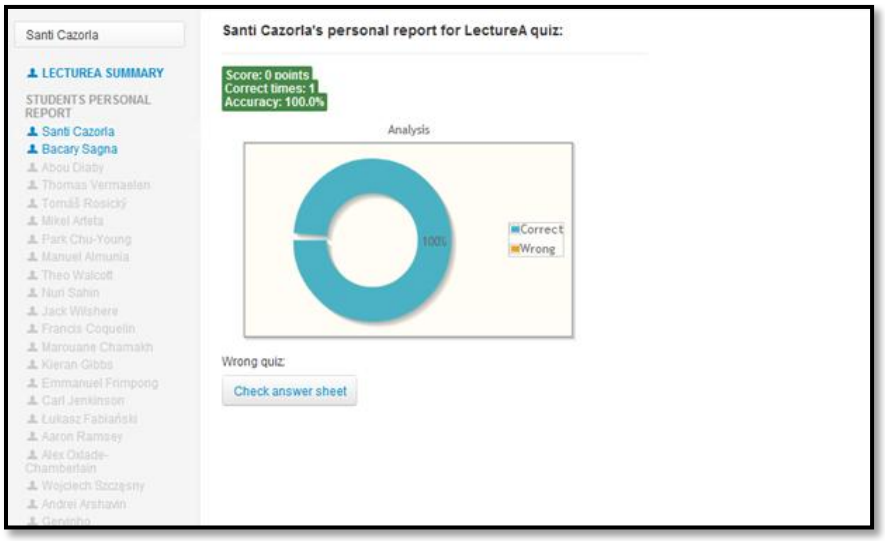


12. To display the quiz result of a student, on the left frame, click the student's name.



13. To display the answer sheet of the student, click the button.

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“I think this quiz application will allow teachers to review the students on an instant basis and know where each individual stands,” stated Mr. Saunders.

“I think the NovoClassroom quiz function with its quick grading; will be immensely beneficial to both teachers and students,” said Ms. Ryan.

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7. Homework

Mr. Stanley rubbing his hands with glee said, “We now come to my favorite part, how to assign homework,”

There was a collective groan from the students.

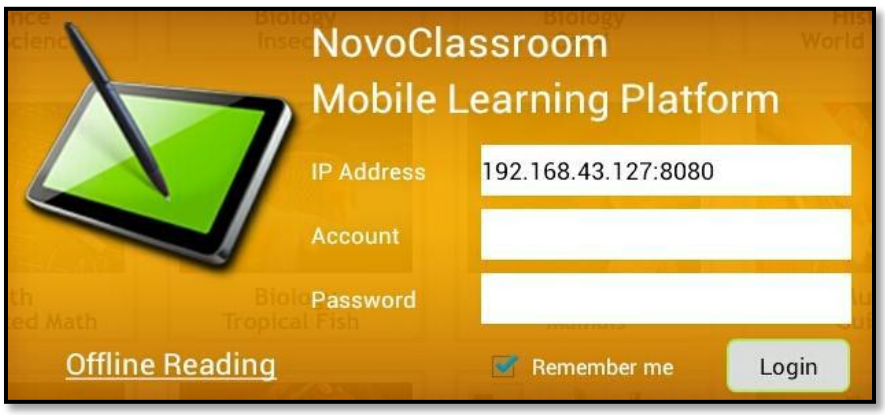
“I can see that all of you are as excited as I am.”

“Mr. Stanley is there any way that students can review the material covered in class, post the lecture?”

“Yes Andy, you will be able to view the content once it has been put on to the server.

NovoClassroom saves the lectures learned in the class in the students’ tablets. So, a student can review the lectures taught in the class in offline mode.”

1. To review the lectures, click **Offline Reading.**



2. To select a lecture, on the left frame, click on the lecture.

3. To view the lecture, on the left frame, click on the proper slide.

Note The clicked slide is displayed on the right frame.

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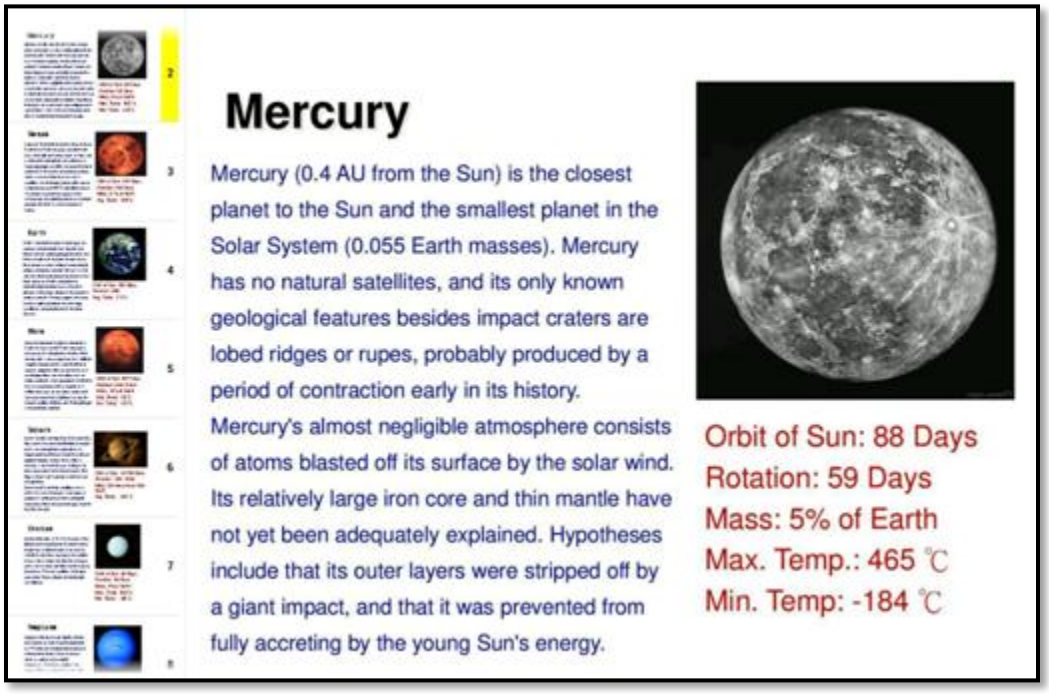

“And with that we come to the end of the sessions on how to learn to use NovoClassroom. Now we can incorporate this technology to add entertainment to studies.”

“I sure am excited to use NovoClassroom, it seems really cool,” said Alex.

Mr. Adams, “NovoClassroom will definitely change the way I teach. I’m no longer limited to conventional methods of teaching.”

“With NovoClassroom I hope to combine learning and fun, and usher Berkeley High into a new era,” ended Mr. Stanley.

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8. Troubleshooting

NovoClassroom Mobile Learning Platform

Mr. Stanley said, “Good morning everyone. Now technology in itself is not infallible and we will experience a few glitches as we attempt to integrate NovoClassroom; so Mr. Bradley the head of the IT department and I will be giving you solutions to some commonly faced problems.”

8.1 Tablet Usage

I can’t log on to NovoClassroom from my Tablet.

“Mr. Stanley, I’ve been experiencing issues logging on to NovoClassroom,” said Alex.

“For issues regarding logging on, check the following-

If the IP address entry is valid;

If your tablet and the NovoClassroom on Server are connected to the same local network;

If your tablet is connected to WiFi network properly, sometimes, you might need to restart the tablet in order to restart the WiFi connection properly.”

I forgot my password.

“What happens if I forget my password?”

“Well Ms. Ryan that can be sorted easily, just log on to the NovoClassroom as user ‘admin’, this allows you to reset your password.”

Some pages of a lecture presentation are missing on my Tablet. What should I do?

“On a few occasions I’ve noticed that some pages of a lecture presentation are missing on my tablet, what should I do in that case?” asked Ms. Park

“Clicking the corresponding page will trigger a download. Students, however, please note that this action will only happen when your teachers is presenting this lecture.”

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Sometimes the screen display of students' tablets is not synchronized with their teacher's.

"Mr. Stanley, sometimes I cannot see what is displayed on the teacher's screen, why is that?" inquired Susan.

"First check that the 'synchronization' mode is enabled on the teacher's tablet."

Mr. Bradley interjected, "If the 'synchronization' mode doesn't work then check if there's a problem with the WiFi connection. If too many tablets are connected to the same WiFi network, it could degrade the network performance greatly. Typically it is recommended that there are 10 to 20 tablets per WiFi router."

Sometimes NovoClassroom on Tablet exits unexpectedly.

"Sometimes the NovoClassroom on Tablet exits unexpectedly," said Andy.

"Typically this problem occurs when network connection is lost. Please check your network connection status. Sometimes you might need to restart your network router," replied Mr. Bradley.

I want to delete lectures that have been downloaded.

"How do I delete lectures that have been uploaded?" asked Mr. Saunders

"On an Android Tablet, the lecture material is stored in a folder "NovoClassroom". You can open a file explorer on Android or Windows when connected to a Windows PC. Then locate the lecture by folder name and then delete the corresponding folder," answered Mr. Bradley.

8.2 NovoClassroom on Server

I can't import some files to NovoClassroom on Server.

Mr. Saunders then said, "I find that I cannot import some files to the NovoClassroom on Server."

Mr. Bradley replied "The supported file formats are PDF and PPT. Other file formats are not supported currently. Also the maximum number of pages per file is 60. Files exceeding this limit will not be imported."

I can't create new users.

"I can't create new users," claimed Mr. Adams.

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“If you create users by importing a CSV file, please make sure it follows the template. Invalid data format could lead to import failure.

Please make sure your user accounts do not exceed NovoClassroom license’s limit,” explained Mr. Bradley.

I can’t open NovoClassroom on Server’s control panel.

“I can’t seem to open NovoClassroom on server’s control panel,” said Mr. Saunders.

“The Java environment for NovoClassroom on server’s control panel is SE v-7, update 21 or above. Locate the version from the Windows control panel, and upgrade the version if required,” replied Mr. Bradley.

I can’t open NovoClassroom on Server’s portal page.

“I can’t seem to open NovoClassroom server’s on portal page,” said Ms. Ryan

“Internet Explorer 7 and 8 have issues in supporting NovoClassroom on Server.

It is recommended to use Google Chrome browser. You may set Chrome as your default web browser to simplify NovoClassroom operations.”

In addition, make sure port 8080 is unblocked in your PC’s firewall configuration. Contact your IT department for this issue.”

“With that we end this presentation. If you have any more queries you can contact Mr. Bradley, he will be happy to help you out.”

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