Version 5.5

Advanced User's Manual

Moving expertise - not people

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Contents

1 Introduction 9
2 Installation 10
2.1 Interactive Installation 10
2.1.1 Change or Remove 18
2.2 Student Deployment 19
2.2.1 Deployment Wizard 20
2.2.2 Deploy 24
3 NetOp Teacher 26
3.1 Load and Unload Teacher 26
3.1.1 Loading Alternatives 26
3.1.2 Setup Wizard 27
3.2 Teacher Window 32
3.2.1 Title Bar 32
3.2.2 Menu Bar 32
3.2.2.1 File Menu 33
3.2.2.2 Action Menu 33
3.2.2.3 Tools Menu 34
3.2.2.4 Selected View Menu 36
3.2.2.5 Help Menu 36
3.2.3 Toolbar 37
3.2.3.1 Demonstrate 39
3.2.3.1.1 Entire Desktop 40
Screen Control Toolbox 40
Student Demo Toolbox 41
NetOp Marker Utility 42
Title Bar 42
Upper Toolbar 44
Lower Toolbar 45
Status Bar 45
Figure Markers 45
Text Marker 46
NetOp Magnifier 48
Delete Markers 49
Marker Properties and Help 49
Pass the Chalk 49
3.2.3.1.2 Selected Desktop Area 50
3.2.3.1.3 Media File 50
Prepare Media File 51
Play Media File 52
3.2.3.1.4 Media File on the Web 53
3.2.3.1.5 Recording 53
3.2.3.1.6 Specific Monitor 53
3.2.3.1.7 Student Desktop 54
3.2.3.1.8 Options 55
3.2.3.2 Attention 56
3.2.3.3 Control 57
3.2.3.3.1 Remote Control 58
Remote Control Window 59
Title Bar 59
Toolbar or Toolbox 61
Pane 63
Status Bar 63
Session Properties 64
Display Tab 65
Keyboard/Mouse Tab 66
Compression Tab 67
Desktop Tab 68

3.2.3.3.2 Monitor....69
Monitor Toolbox....70
3.2.3.4 Communicate....71
3.2.3.4.1 Audio-Video Chat....72
3.2.3.4.2 Chat....73
3.2.3.4.3 Send Message....75
Title Bar....75
Menu Bar....75
File Menu....76
Edit Menu....76
Search Menu....77
Format Menu....77
Toolbar....78
Message Pane....79
Status Bar....79
3.2.3.5 Workgroup....79
3.2.3.6 Run....81
3.2.3.6.1 Run Test....82
3.2.3.6.2 Run Survey....82
3.2.3.6.3 Run Program....82
Run Program Browse....83
3.2.3.7 Commands....84
3.2.3.8 Files....84
3.2.3.8.1 Distribute Files....85
3.2.3.8.2 Collect Files....91
3.2.3.8.3 File Manager....98
Title Bar....99
Menu Bar....99
File Menu....99
Copy/Move/Synchronize/Clone....102
Transfer Status....103
Progress Tab....104
History Tab....105
Session History Tab....106
Edit Menu....106
View Menu....107
Options Menu....108
Transfer Tab....110
Confirmation Tab....111
Layout Tab....114
Help Menu....115
Toolbar....115
Record Panel....117
3.2.3.9 Policy....119
3.2.3.10 Record....119
3.2.4 Class Control Panel....121
3.2.4.1 Details View....123
3.2.4.1.1 Details View Pane....124
3.2.4.1.2 Change Class Menu....125
3.2.4.1.3 Groups Pane....126
3.2.4.1.4 Student Context Menu....128
3.2.4.1.5 Student Group Context Menu....129
3.2.4.2 Classroom View....131
3.2.4.2.1 Classroom View Pane....132
3.2.4.3 Thumbnails View....134
3.2.4.3.1 Thumbnails View Pane....135
3.2.4.4 Lesson Plan View....138
3.2.4.4.1 Change Lesson Plan....139
3.2.4.4.2 Lesson Action....141
3.2.4.5 Recordings View....142

3.2.4.5.1 Recordings View Pane 143
3.2.4.5.2 Recording Playback 145
3.2.4.6 Tests View 146
3.2.4.6.1 Tests View Pane 147
Tests 150
Drop-Down List Question 158
Essay Question 161
Label Image Question 162
Match Image Question 163
Match Text Question 164
Multiple Choice Question 165
Ordering Question 166
Question and Answer Question 167
Text Completion Question 168
Surveys 169
Results 171
3.2.4.7 Activity View 175
3.2.4.7.1 Activity View Pane 176
3.2.4.7.2 Active Applications and Sites Pane 178
3.2.4.8 Class Setup View 180
3.2.4.8.1 Class Setup View Pane 180
3.2.4.8.2 Available Students Pane 183
3.2.5 Status Bar 185
3.2.6 Teacher Tools 186
3.2.6.1 Options 186
3.2.6.1.1 General Tab 188
3.2.6.1.2 Class Tab 189
Class Server Setup 191
3.2.6.1.3 Teachers Tab 193
NetOp Teacher Profiles 194
Windows Teacher Profiles 196
3.2.6.1.4 Connection Tab 198
3.2.6.1.5 Menu/Toolbar Tab 199
3.2.6.1.6 Web Update Tab 200
Web Update Schedule 201
3.2.6.1.7 Demonstrate Tab 203
3.2.6.1.8 Attention Tab 204
Attention Bitmap 205
Attention Text 206
Attention Text File 207
Attention Web Page 208
3.2.6.1.9 Control Tab 209
3.2.6.1.10 Audio-Video Chat Tab 210
Advanced Audio Settings 211
3.2.6.1.11 Run Tab 212
3.2.6.1.12 Policy Tab 214
Edit Policy 216
Application Tab 217
Internet Tab 219
3.2.6.1.13 Sharing Tab 221
3.2.6.1.14 Protection Tab 222
3.2.6.2 Help Request 223
3.3 NetOp Screen Image 223
3.3.1 Capture Tab 224
3.3.2 Image of Tab 225
3.3.3 Save As Tab 225
3.3.4 Preferences Tab 226
3.4 NetOp Screen Video 227
3.4.1 Title Bar 227
3.4.2 Menu Bar 227

3.4.2.1 File Menu 228
3.4.2.2 Region Menu 228
3.4.2.3 Options Menu 229
3.4.2.4 About Menu 234
3.4.3 Toolbar 235
4 NetOp Student 236
4.1 Load and Unload Student 236
4.1.1 Loading Alternatives 237
4.1.2 Setup Wizard 238
4.2 Student Window 243
4.2.1 Title Bar 244
4.2.2 Menu Bar 244
4.2.2.1 File Menu 244
4.2.2.2 View Menu 245
4.2.2.3 Action Menu 245
4.2.2.4 Tools Menu 246
4.2.2.5 Help Menu 246
4.2.3 Toolbar 247
4.2.4 Tab Panel 248
4.2.4.1 General Tab 249
4.2.4.2 Class Tab 250
4.2.4.3 Messages Tab 251
4.2.4.4 Recordings Tab 252
4.2.5 Status Bar 254
4.2.6 Student Tools 254
4.2.6.1 Options 254
4.2.6.1.1 General Tab 256
4.2.6.1.2 Class Tab 257
Class Server Setup 259
4.2.6.1.3 Student Login Tab 261
4.2.6.1.4 Protection Tab 263
4.2.6.1.5 Audio-Video Chat Tab 264
Advanced Audio Settings 265
4.2.6.1.6 Help Request Tab 265
4.2.6.1.7 Connection Tab 266
4.2.6.1.8 Web Update Tab 267
4.2.6.2 Protection Password 268
5 Common Tools 270
5.1 Communication Devices 270
5.1.1 TCP/IP 271
5.1.1.1 TCP/IP Settings 271
5.1.1.2 TCP/IP Communication Profile Edit 272
5.1.1.2.1 Advanced TCP/IP Configuration 274
5.1.1.2.2 IP Broadcast List 275
5.1.2 Terminal Server 276
5.1.2.1 Terminal Server Settings 276
5.1.2.2 Terminal Server Communication Profile Edit 277
5.1.3 IPX 277
5.1.3.1 IPX Settings 277
5.1.3.2 IPX Communication Profile Edit 279
5.1.4 NetBIOS 280
5.1.4.1 NetBIOS Settings 281
5.1.4.2 NetBIOS Communication Profile Edit 282
5.2 System Info 283
6 Advanced Tools 285
6.1 NetOp.ini 285
6.1.1 [INSTALL] Section 287
6.1.2 [COEXISTENCE] Section 287
6.1.3 [TEACHER] Section 287

6.1.4 [STUDENT] Section....288
6.1.5 [IPX] Section....288
6.1.6 [NetBIOS] Section....288
6.1.7 [DTL] Section....289
6.2 NetOp Configuration Files....289
6.2.1 Default Location of User Configuration Files....290
6.2.2 Other Locations of User Configuration Files....291
6.3 NetOp School Communication....291
6.4 NetOp School in Terminal Server Environments....292
6.4.1 Installation (TSE)....292
6.4.2 Teacher and Student Setup (TSE)....293
6.4.3 NetOp Gateway Setup (TSE)....293
6.4.4 NetOp School Functionality (TSE)....294
6.5 NetOp Name Management....294
6.6 NetOp School Class Management....295
Index....297

1 Introduction

The basic NetOp School user documentation consists of the **Teaching with NetOp School** startup guide, the *NetOp Teacher Help* and *NetOp Student Help* on-line help systems and the **NetOp Teacher User's Manual** and **NetOp Student User's Manual**.

This **NetOp School advanced user's manual** provides technical guidance to the advanced user or administrator. Being intended for technical specialists that are assumed to understand English, it is available only in English.

It contains these main sections:

- *Installation*
- *NetOp Teacher*
- *NetOp Student*
- *Common tools*
- *Advanced tools*

2 Installation

The basic *NetOp School* user documentation covers interactive installation very briefly by recommending users to follow the installation on-line instructions.

This section covers in details interactive installation and the installation or update of *NetOp Student* on remote network computers in these sections:

- *Interactive Installation*
- *Student Deployment*

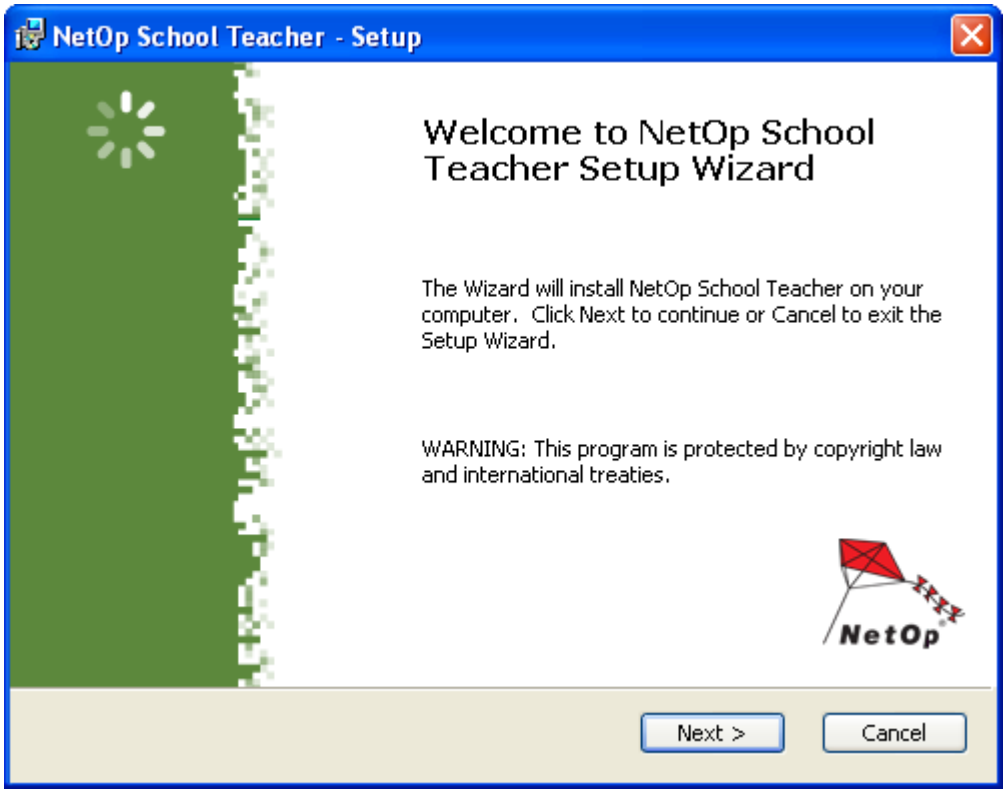
2.1 Interactive Installation

You can install the *NetOp School* modules *NetOp Teacher* and *NetOp Student* interactively from these installation files:

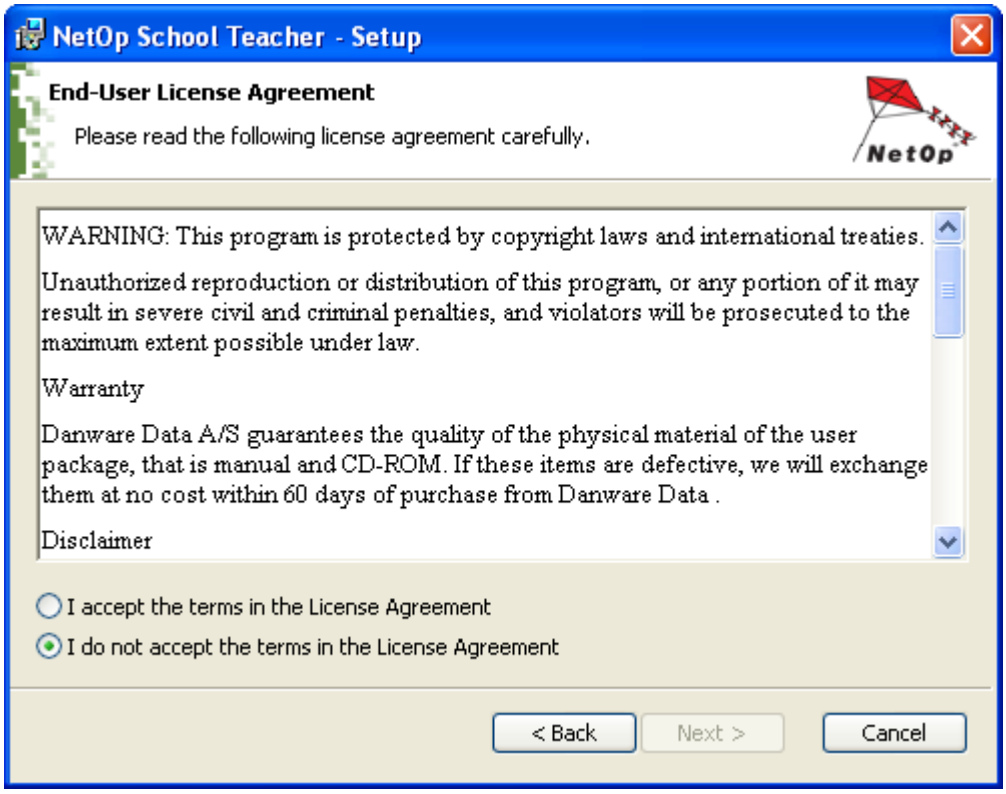
- *NetOpSchoolTeacher_*<Language abbreviation>*.msi*
- *NetOpSchoolStudent_*<Language abbreviation>*.msi*

They are available for download from the NetOp *KnowledgeBase*, click *Download products* > *NetOp School*.

On the computer on which you want to install the module, run the installation file to show this window:



Click *Next* to show this window:



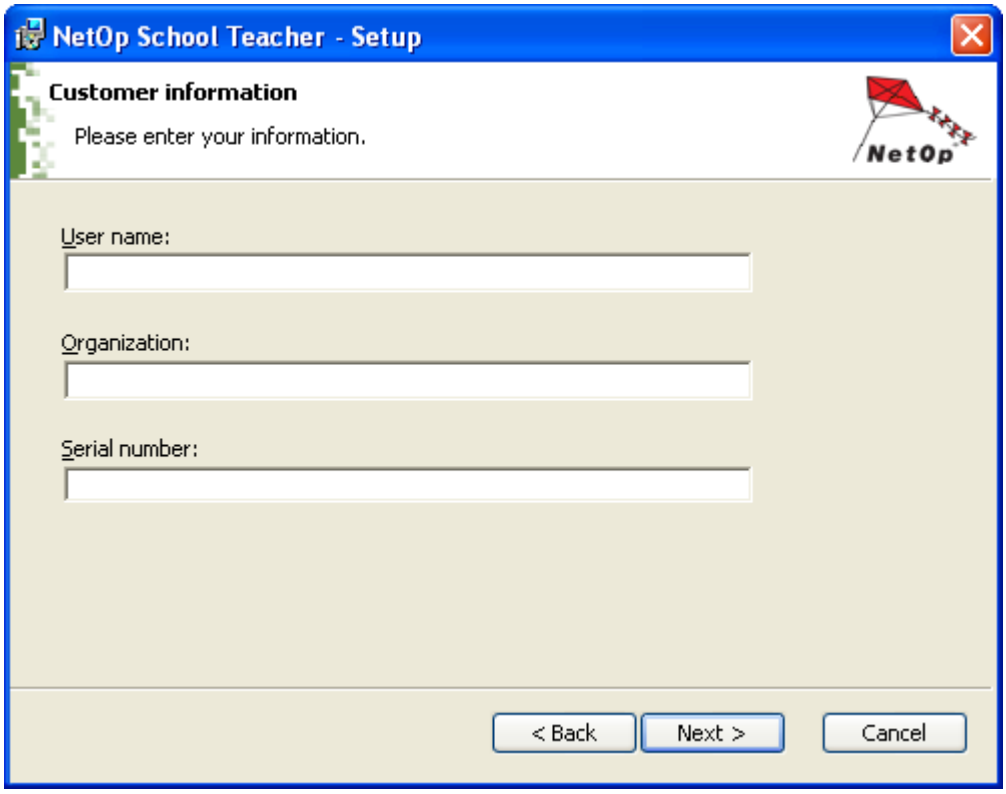
Read the license agreement and click one of the options:

○ *I accept the terms in the license agreement:* Will enable the *Next* button.

⊙ *I do not accept the terms in the license agreement:* Will leave the *Next* button disabled.

Until executing the installation, click *Back* to return to the previous window to change selections.

Click *Next* to show this window:

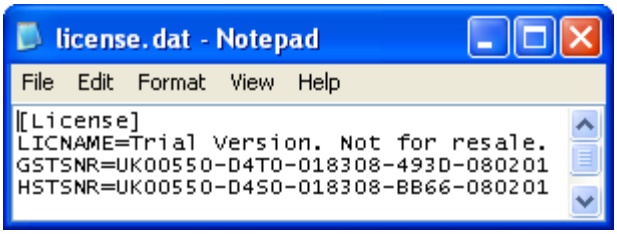


User name []: May retrieve the user name from Windows or from a *license.dat* file in the installation file directory. Specifying a user name is optional.

Organization []: May retrieve the organization name from Windows. Specifying an organization name is optional.

License number []: May retrieve the license number from a *license.dat* file in the installation file directory. A valid license number must be specified.

This is an example of a *license.dat* file:

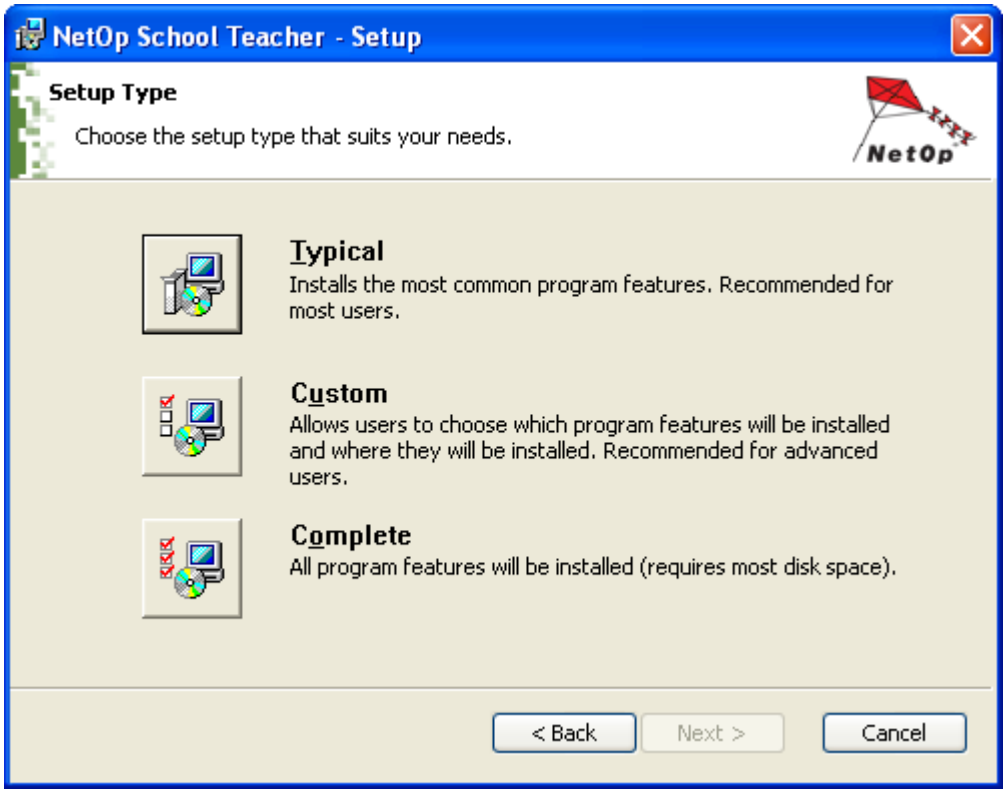


The *LICNAME* value is a *User name* value.

The *GSTSNR* value is a *NetOp Teacher License number* value.

The *HSTSNR* value is a *NetOp Student License number* value.

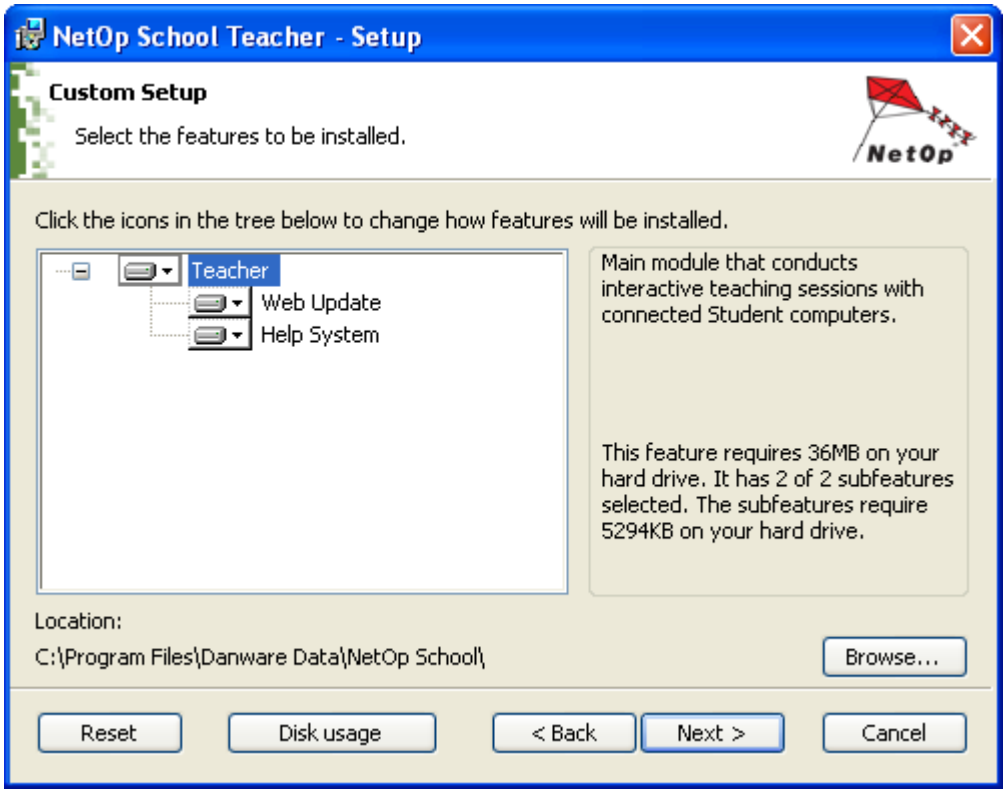
Click *Next* to show this window:



Click one of these options:

- *Typical:* Will install recommended features to show the *Windows firewall configuration* window when clicking *Next*.
- *Custom:* Will enable you to select which features to install to show the *Custom setup* window when clicking *Next*.
- *Complete:* Will install all available features to show the *Windows firewall configuration* window when clicking *Next*.

Click *Next* to continue. If you clicked *Custom*, this window will be shown:



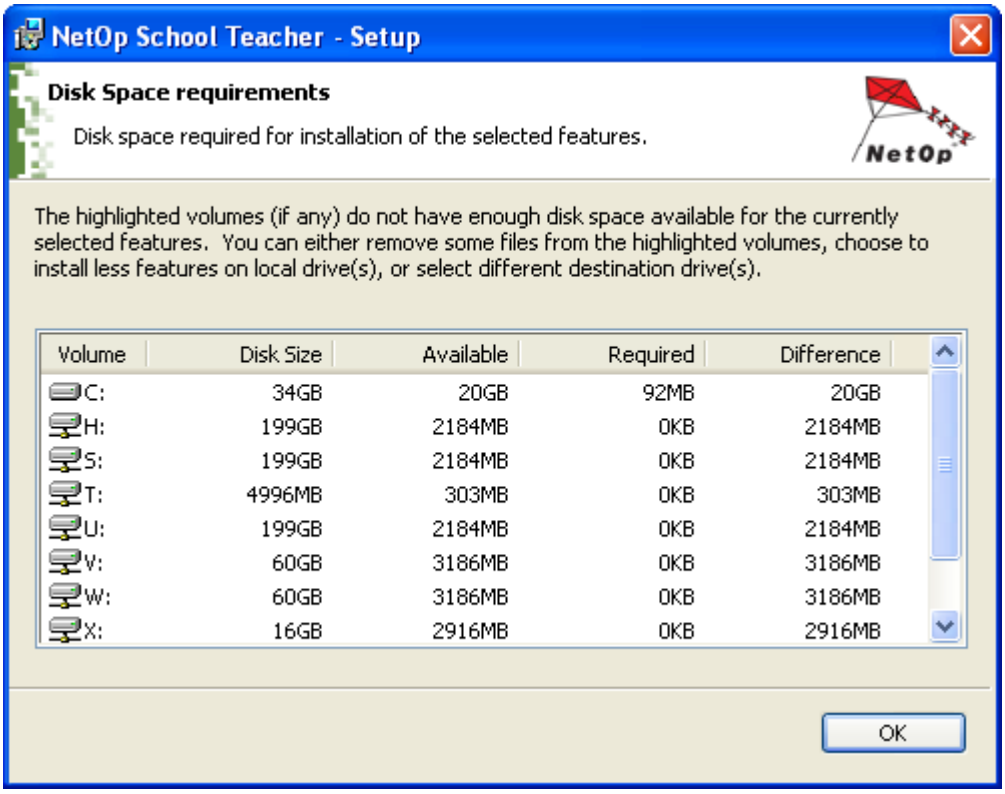
The pane will show the main feature expanding into available sub-features. This table shows available sub-features on *NetOp Teacher* and *NetOp Student*:

Sub feature	Functionality	Available on module: Teacher	Student
Assistant teacher	Enables *Assistant teacher*		●
Assistant teacher help system	Includes *Teacher Help* with *Assistant teacher*		●
Web update	Enables *Web update*	●	●
Help system	Includes module *Help*	●	●

Click a sub-feature icon to show a menu of options.

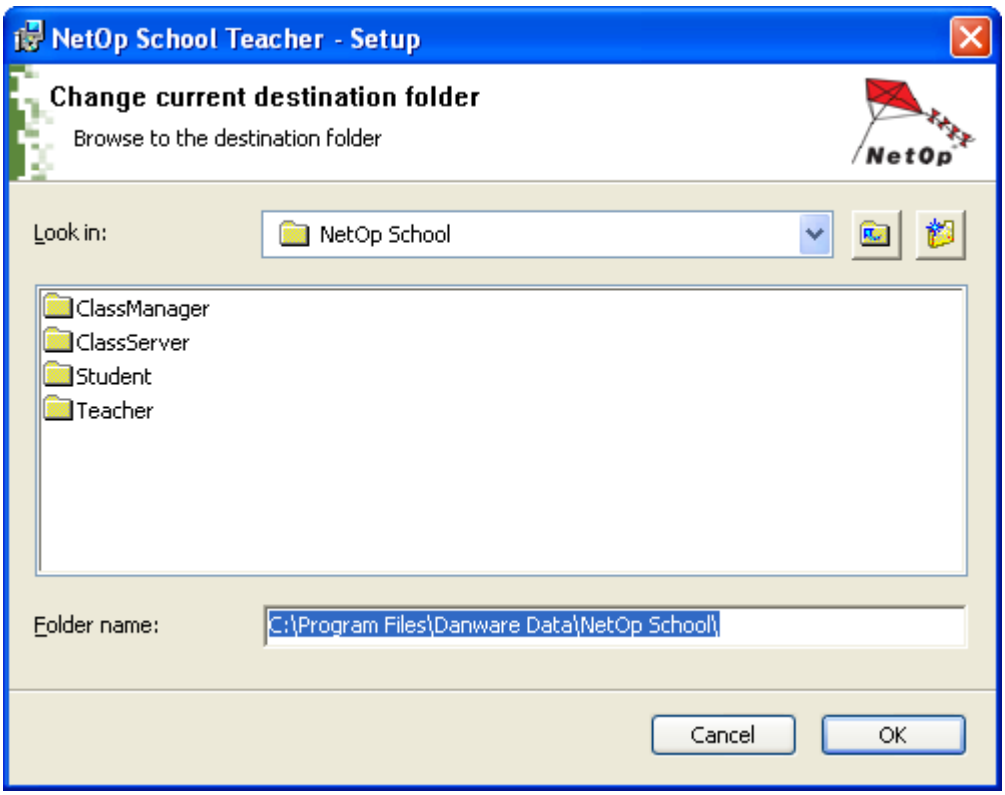
Click *Reset* to restore the original selection.

Click *Disk usage* to show this window:



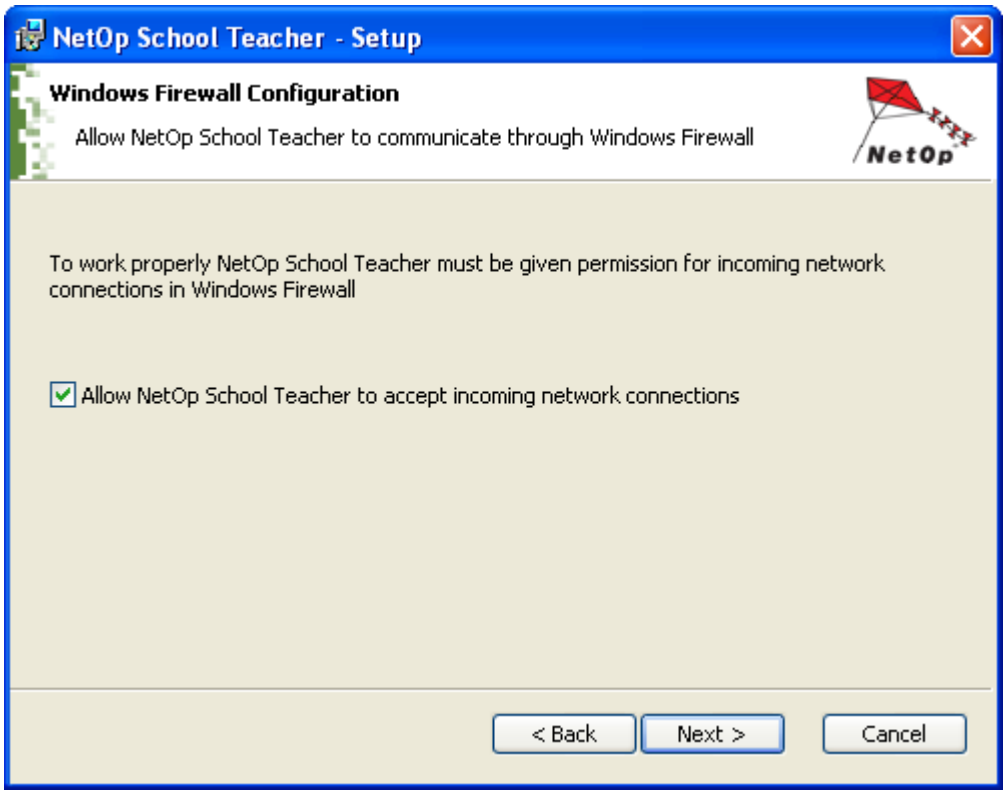
The pane will show records of available drives with disk size, available disk space and disk space required by the installation specified in the *Custom setup* window.

Click *Browse* to show this window:

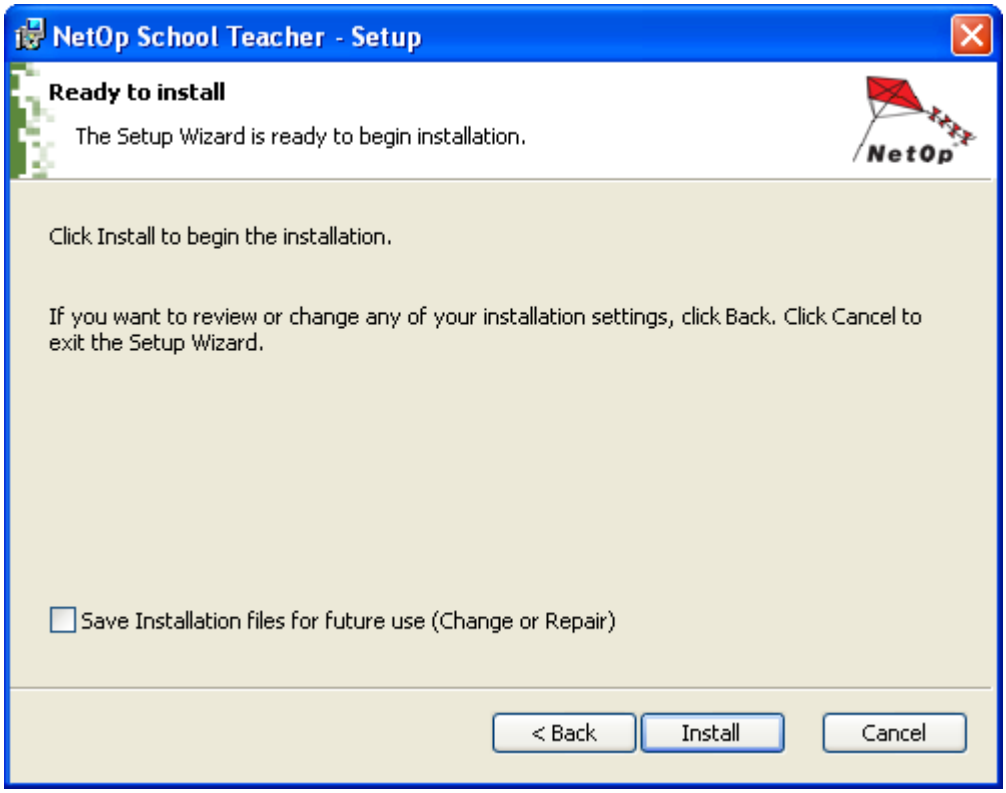


It shows the selected destination folder name, its contents of folders and its path. You can select another destination folder to specify its path. Click *OK* to apply.

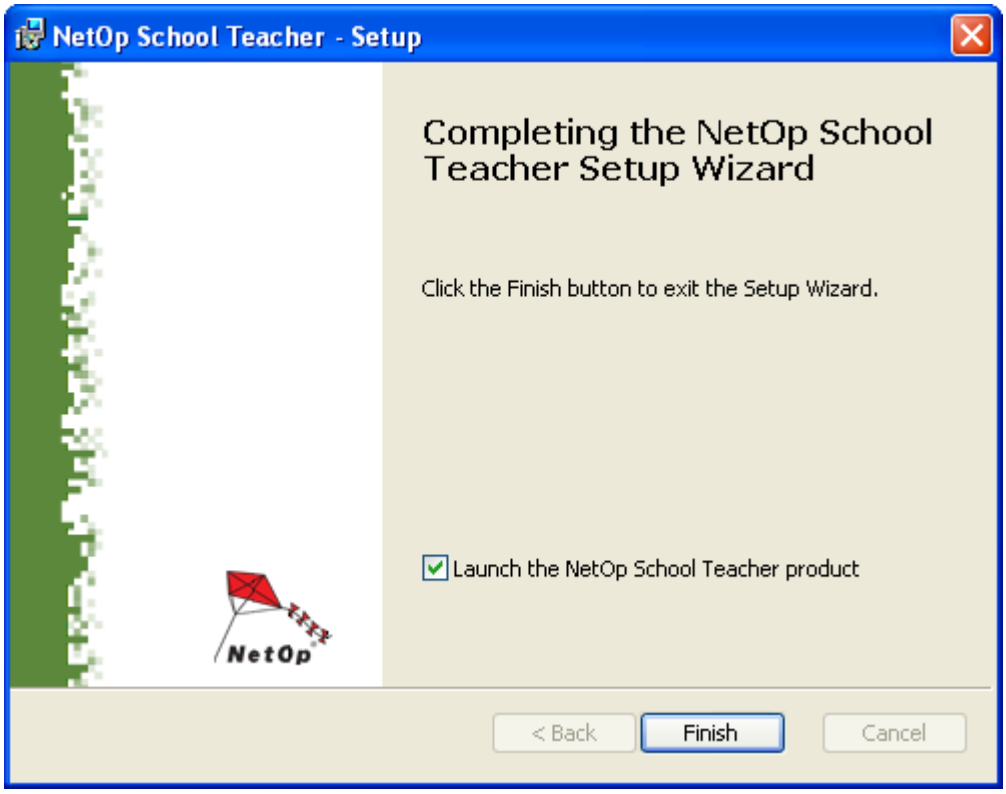
When satisfied with the specification in the *Custom setup* window, click *Next* to show this window:



Leave the box checked to modify the Windows firewall configuration to enable NetOp communication. Click *Next* to show this window:



Check the box to save the installation *msi* file in the directory in which the NetOp module is installed to have it available for reinstallation. Click *Install* to execute installation. When completed, this window will be shown:



Leave the box checked to load the installed module. Click *Finish* to end installation.

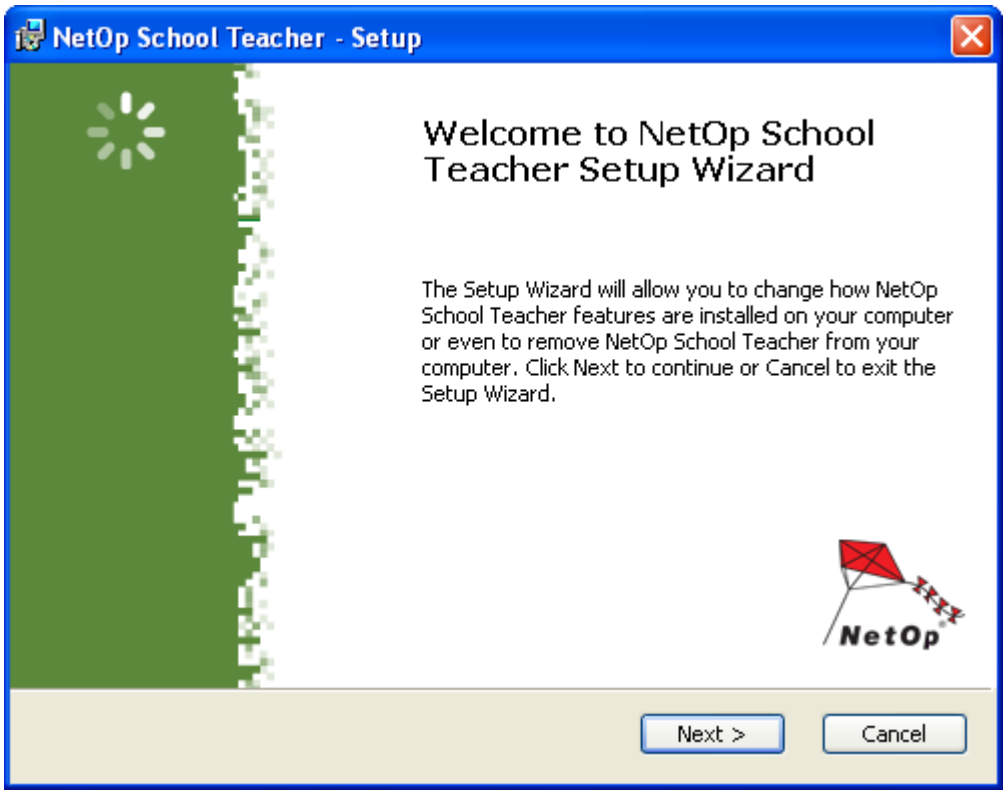
2.1.1 Change or Remove

To change or remove a *NetOp Teacher* or *NetOp Student* installation, click *Start* > *[Settings* > *]Control Panel* > *Add or Remove Programs*.

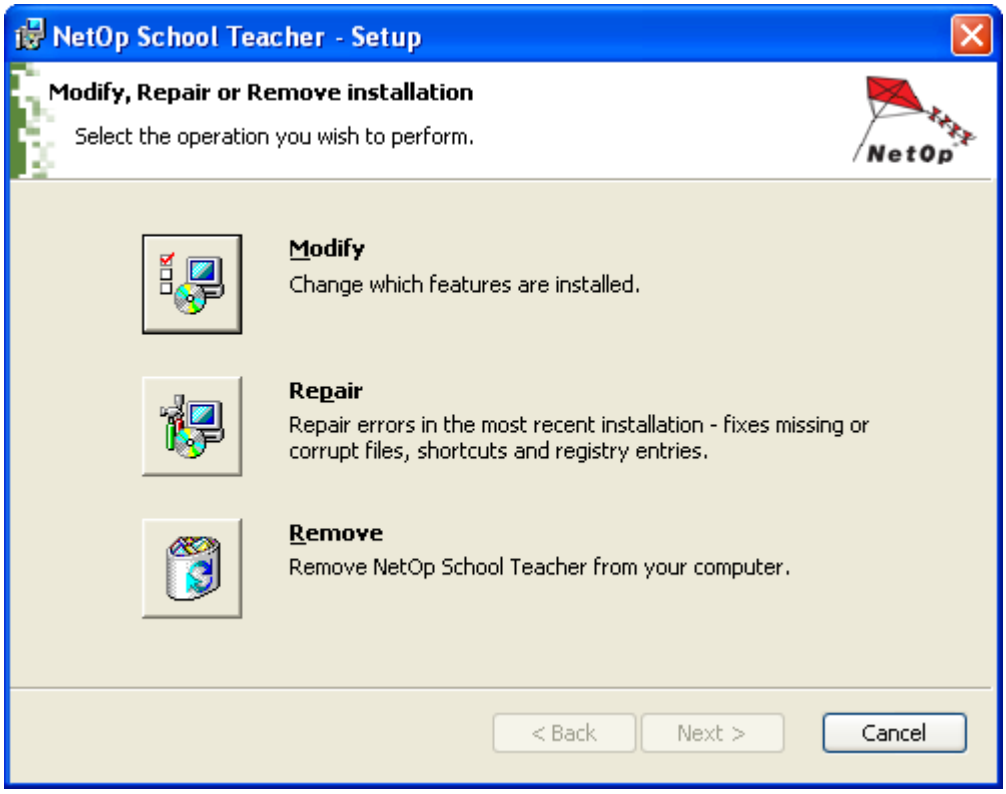
An installed *NetOp Teacher* will be listed as *NetOp School Teacher* and an installed *NetOp Student* will be listed as *NetOp School Student*.

Click a record to highlight and expand it to show *Change* and *Remove* buttons.

Click *Change* to show this window:



Click *Next* to show this window:



Click one of these options:

- *Modify:* Show the *Custom setup* window to modify installed features and the following *Interactive installation* windows to reinstall applying the modified setup. Installation files must be available.
- *Repair:* Show a *Repair* window like the *Ready to install* window and the following *Interactive installation* windows to reinstall. Installation files must be available.
- *Remove:* Show a *Remove* window like the *Ready to install* window. You can check a box to remove module configuration files during module removal. The following *Interactive installation* windows will be shown. Installation files do not need to be available.

In the *Add or Remove Programs* window, click *Remove* to remove the module showing a small window. Installation files do not need to be available.

To remove NetOp completely from the computer, also delete the *NetOp.ini* file from the Windows (WINNT) directory, remove other NetOp files placed in other directories and remove all NetOp keys from the Windows registry.

2.2 Student Deployment

Student deployment installs and sets up *NetOp Student* on remote network computers.

Note: To facilitate the administration of student computers in a teaching environment, a uniform setup of *NetOp Student* on computers is typically demanded. *Student deployment* meets this demand.

Student deployment has some basic requirements:

1. The deploying computer must run on one of the operating systems Windows Vista, XP, 2000 or NT.

2. Computers deployed to must run on one of the operating systems Windows Vista, XP, 2000 or NT.

3. The user logged on to Windows on the deploying computer must have remote installation rights, typically administrator rights, on computers deployed to.

You cannot deploy *NetOp Student* to computers that run on one of the operating systems Windows ME, 98 or 95. However, in *NetOp Pack'n Deploy* you can generate uniform setup installation files that can be used

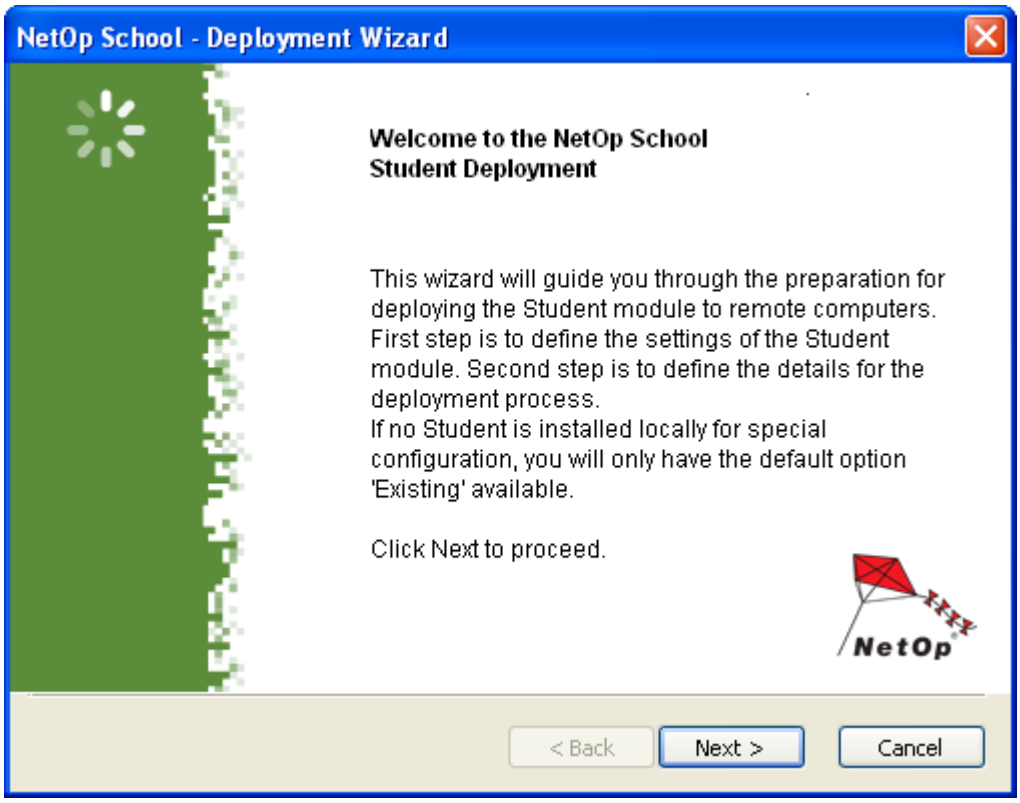
for local installation.

This section contains these sections:

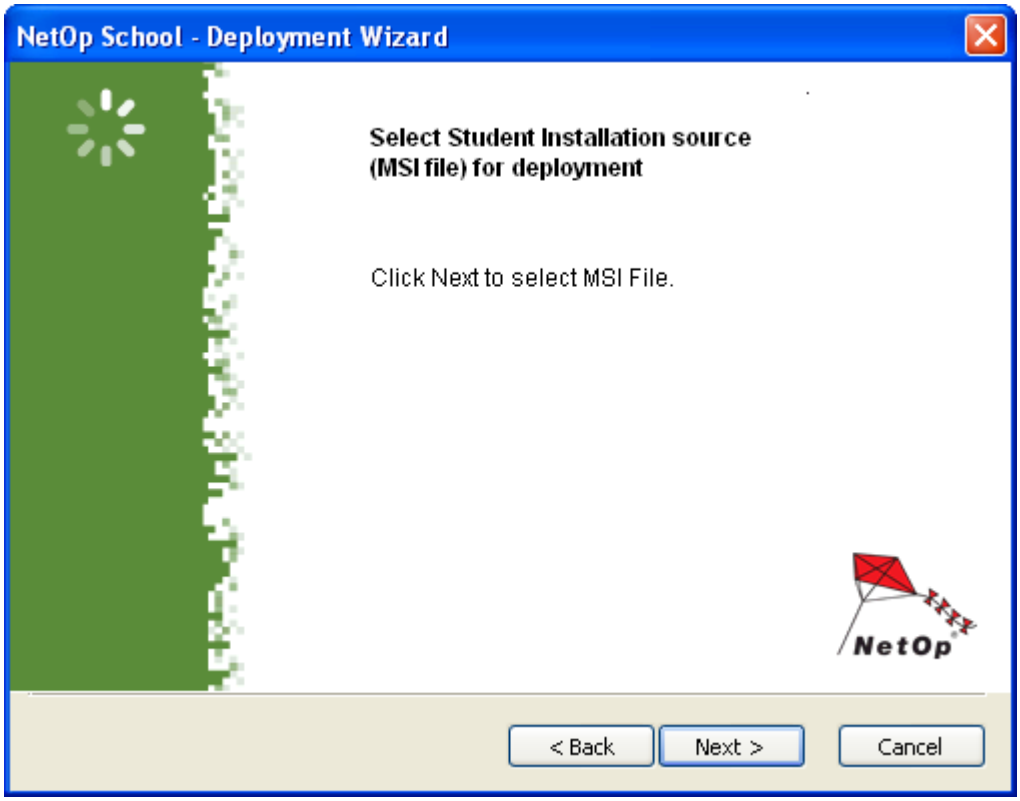
- *Deployment wizard*
- *Deploy*

2.2.1 Deployment Wizard

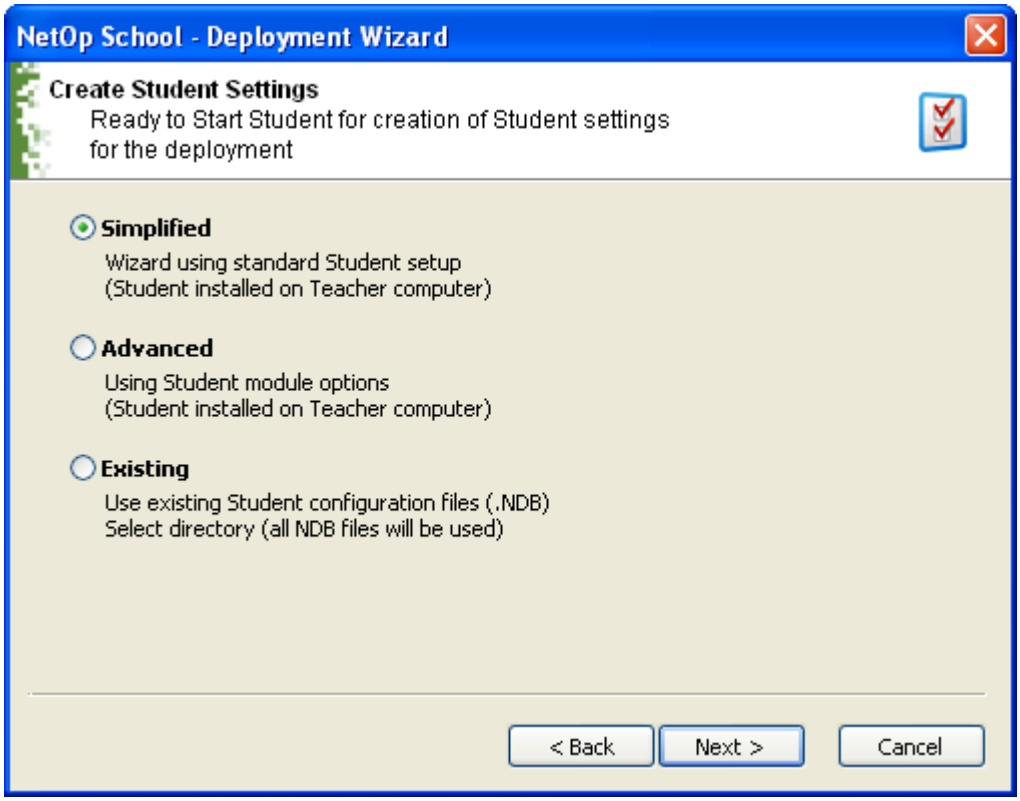
To start *Student deployment*, in the *NetOp Teacher* window *Tools* menu click *Run student deployment* to show this window:



Click *Next* to show this window:



Click *Next* to show a Windows *Open* window to open a *NetOpSchoolStudent_*<Language abbreviation>*.msi* file to show this window:



Click one of these options:

⊙ *Simplified:* Specify deployed *NetOp Student* module setup in the *NetOp Student Setup wizard*.

○ *Advanced:* Specify deployed *NetOp Student* module setup in the *NetOp Student Options* window.

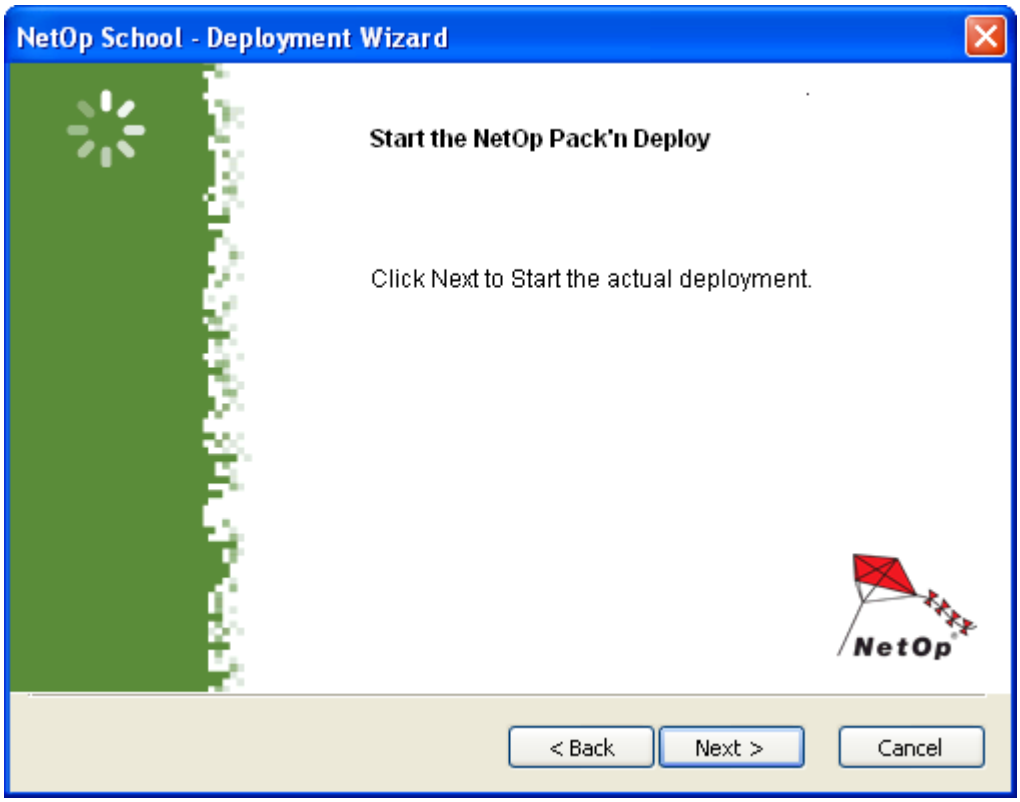
○ *Existing:* Specify deployed *NetOp Student* module setup by the configuration files of an existing *NetOp Student* installation.

Note: For *Simplified* and *Advanced* to work, *NetOp Student* must be installed on the deploying computer.

Click *Next* to continue to show one of these alternatives:

- If *Simplified* was clicked, the *NetOp Student Setup wizard* will run in front of a *Create configuration files* window. Set up deployed *NetOp Student* modules in the *Setup wizard*. After ending the *Setup wizard*, in the *Create configuration files* window click *Next* to continue.
- If *Advanced* was clicked, the *NetOp Student Options* window will be shown in front of a *Create configuration files* window. Specify deployed *NetOp Student* module setup on the *Options* window tabs. After closing the *Options* window, in the *Create configuration files* window click *Next* to continue.
- If *Existing* was clicked, a Windows *Open* window will be shown to enable you to open the *User configuration files* of an existing *NetOp Student* installation. Open a set of *User configuration files* to continue.

When done, this window will be shown:

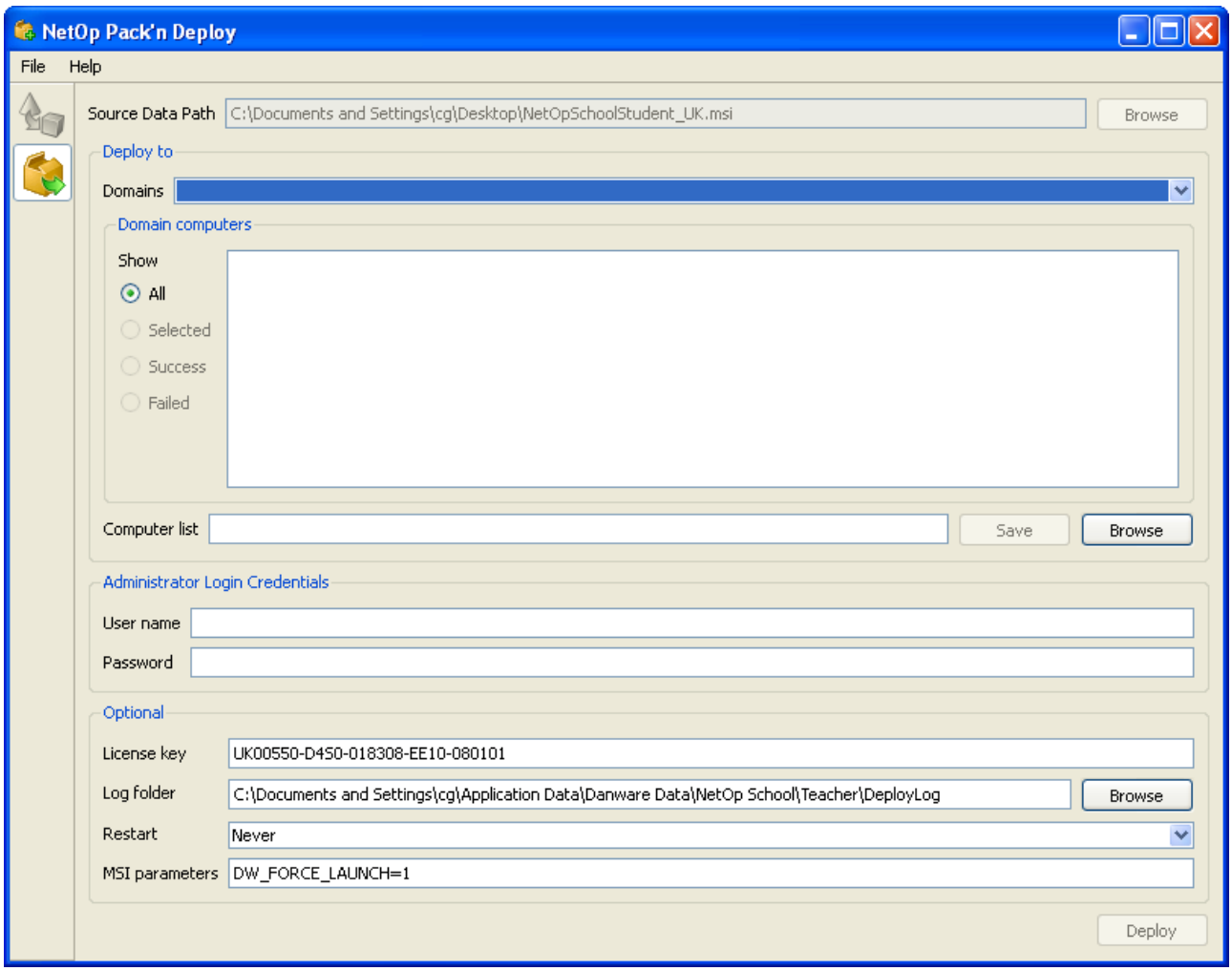


Click *Next* to open the *NetOp Pack'n Deploy* window *Deploy* page and show this window:

Click *Finish* to close the window ending the *Deployment wizard*.

2.2.2 Deploy

Click the *Deployment wizard* *Start NetOp Pack'n Deploy* window *Next* button to show this window:



It is the *Deploy* page of the *NetOp Pack'n Deploy* deployment utility. It enables you to deploy configured installation files to install fully set up Netop modules on remote computers. It contains these details:

- *Source data path [][Browse]:* This disabled field will show the path to the installation file specified in the *Deployment wizard* *Select Student installation source* window. You cannot change this selection here.

Deploy to

- *Domain []:* Click in the drop-down box list an available domain to show its name in the field and after browsing the names of its accessible computers in the *Domain computers* pane below. Unavailable computer names will show a ⛔ icon. Available computer names will show a ✕ icon. To select computers to deploy to, click available computer names to show a ✔ icon. Click ⊙ *All* or ○ *Selected* to show all or only selected computer names in the pane. The two remaining options ○ *Success* and ○ *Failed* will be available after deployment.
- *Computer list [] [Save] [Browse]:* To save a computer selection, click *[Save]* to save the selection in a text file. To apply a saved computer selection, click *[Browse]* to select a text file to show its path in the field and mark available computer names in the pane that belong to the selection with a ✔ icon.

Credentials

- *User name:* Installing NetOp modules on remote computers will require administrator rights. Specify the name by which the user that installs on remote computers shall be identified.

- *Password:* Specify the password by which the user that installs on remote computers shall be identified.

Optional

- *License key []:* If the directory in which the installation file resides contains a *license.dat* file with a *NetOp Student* license number, this license number will be specified. The field must contain a valid *NetOp Student* license number.

- *Log path []:* Deployment to each remote computer will on the deploying computer create a local log file named <Remote computer name>*.log* and if successfully connected to the remote computer a remote log file named <Remote computer name>*.rlg*. These plain text log files will tell what went wrong in a failed deployment. You can specify the folder in which these log files shall be saved. *.\log* means a *DeployLog* folder under the *NetOp Teacher User configuration files* folder.

- *Restart []:* Click one of the options *Never*, *If needed* or *Always* to make the remote computer do that after installation.
- *MSI parameters []:* To apply selected Windows Installer parameters to installations on remote computers, specify them in this field. To view available Windows Installer parameters, from a command prompt specify *msiexec*. The special NetOp parameter DW_FORCE_LAUNCH=1 will force *NetOp Student* to load after being deployed.

Deploy

To execute deployment, click *Deploy*.

Progress will be indicated by these icons replacing pane ✔ icons:

: Deploying installation files to the remote computer.

: Remote computer access failed. Read the <Remote computer name>*.log* file contents to identify what went wrong.

: Installing on the remote computer.

: Remote installation was successful.

: Remote installation failed. Read the <Remote computer name>*.rlg* file contents to identify what went wrong.

3 NetOp Teacher

This section explains *Teacher* properties in these sections:

- *Load and unload Teacher*
- *Teacher window*
- *NetOp screen image*
- *NetOp screen video*

3.1 Load and Unload Teacher

To load the *Teacher*, click *Start* > *All programs* > *NetOp School* > *Teacher* or use one of the available *Loading alternatives*.

If you load the *Teacher* for the first time, the *Setup wizard* will run in front of the *Teacher* window.

If you have loaded the *Teacher* before, the *Teacher* window will be shown.

To unload the *Teacher*, in the *Teacher* window click the window control *Close* button, click the matching window control command or *File* menu *Exit* command or press ALT+F4.

3.1.1 Loading Alternatives

These *Teacher* loading alternatives are available:

1. In the directory where the *Teacher* was installed, typically *C:\Program Files\Danware Data\NetOp School\Teacher*, double-click *ntchw32.exe*.
2. Create a desktop shortcut to the *Teacher* program file *ntchw32.exe*. Double-click this shortcut.
3. From a Windows Run or Command prompt window, execute the *Teacher* program file *ntchw32.exe*.

To load the *Teacher* from another application, use a command that you can expand with a switch that specifies the *Class* that shall be running on the *Teacher* when loaded.

The command syntax is:

```
<Path>ntchw32 [/N:<Class name>]
```

If the *Class* name contains spaces, it must be enclosed within quotation marks.

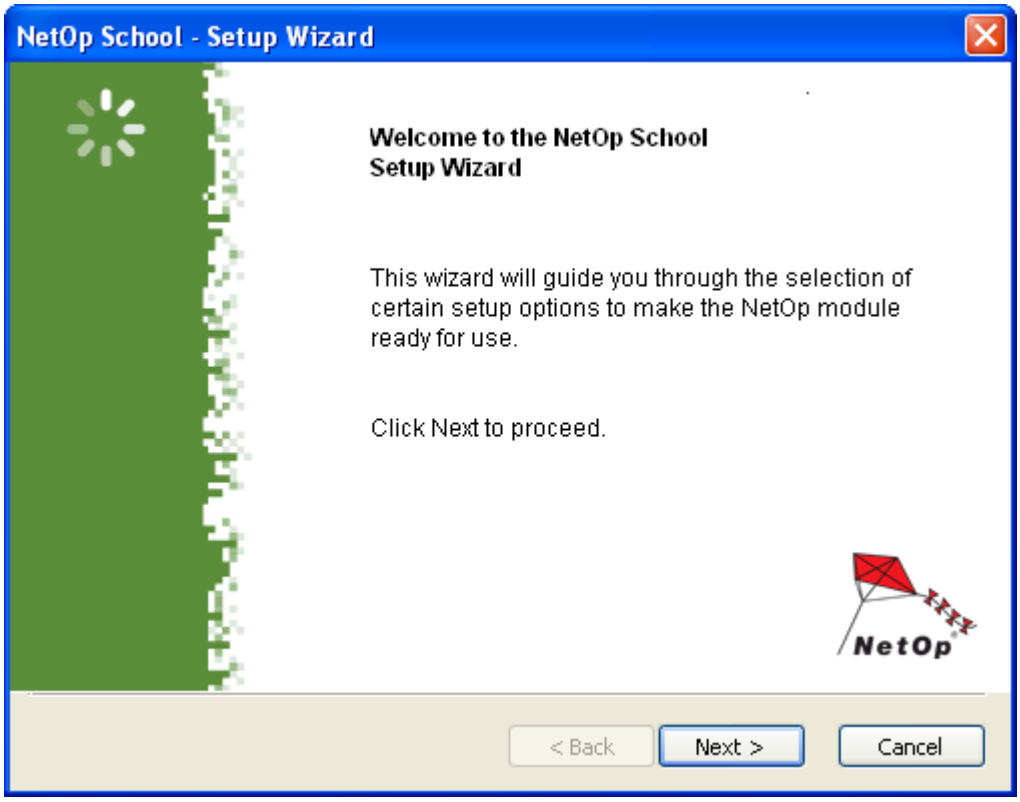
Example

To load a default directory installed *Teacher* to run the *Class* *Dr. Nelson*, use this command:

```
C:\Program Files\Danware Data\NetOp School\Teacher\ntchw32 /N:"Dr. Nelson"
```

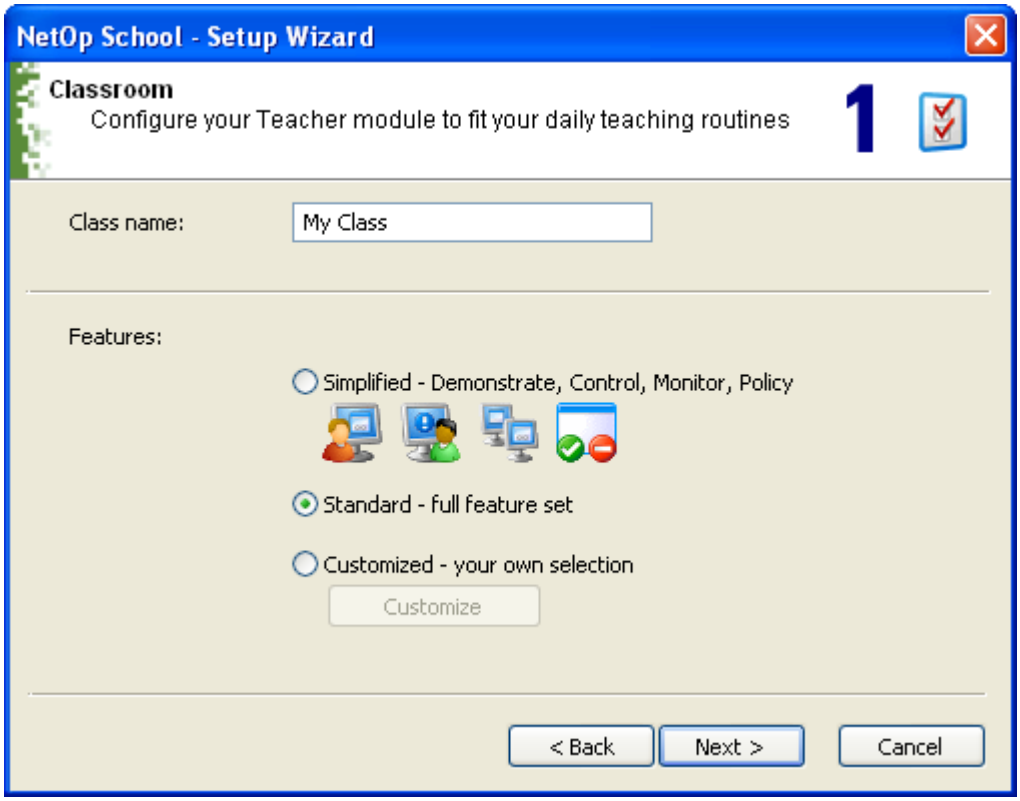
3.1.2 Setup Wizard

When a specific user loads the *Teacher* for the first time or if in the *Teacher* window you click the *Tools* menu *Run setup wizard* command, this window will be shown in front of the *Teacher* window:



The *Setup wizard* will guide you through initial *Teacher* setup.

Click *Next* to show this window:



It enables you to specify the initial *Class* name and features selection in these elements:

Note: You can change all *Setup wizard* specifications from the *Teacher* window at any time.

Class name []: When the Teacher is newly installed, *My class* will be specified. You can edit the initial *Class* name in the field.

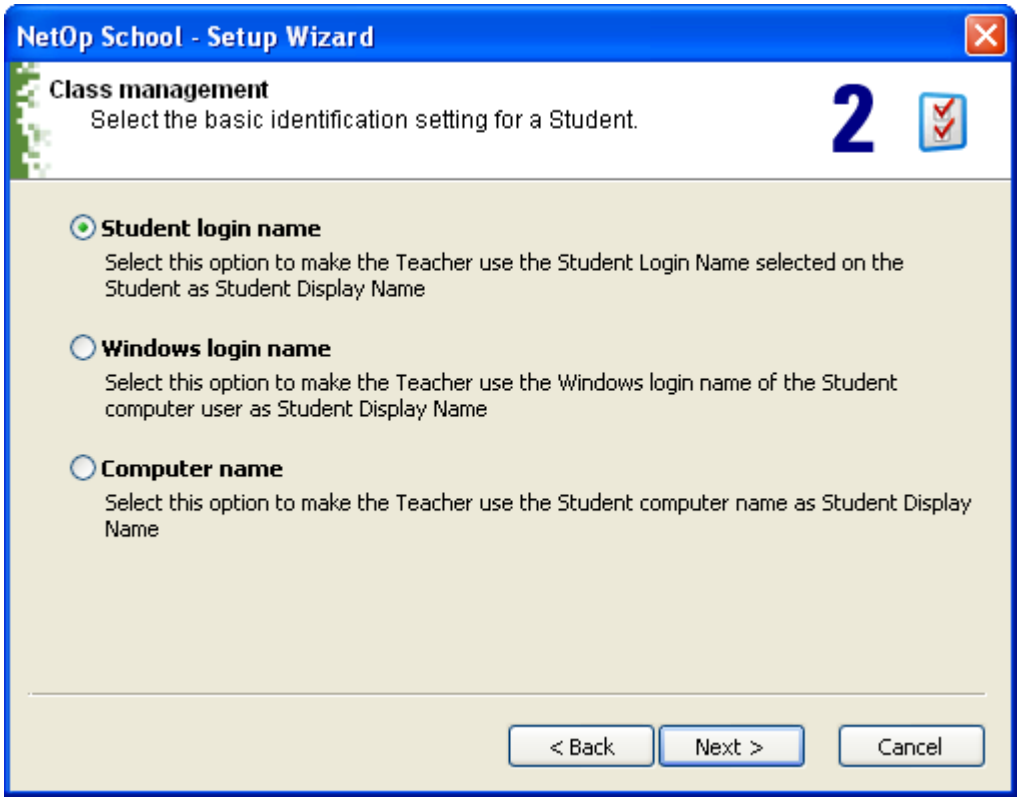
Features: Click one of these options:

○ *Simplified - Demonstrate, Attention, Control, Policy:* Will enable only the *Demonstrate*, *Attention*, *Control* and *Policy* actions that for many *Teacher* users are the only ones ever used.

⊙ *Standard - full feature set:* Will enable all available actions.

○ *Customized - your own selection:* Will enable the *Customize* button below. Click it to show the *Options* window *Menu/Toolbar* tab for your own selection of enabled actions.

Click *Next* to show this window:



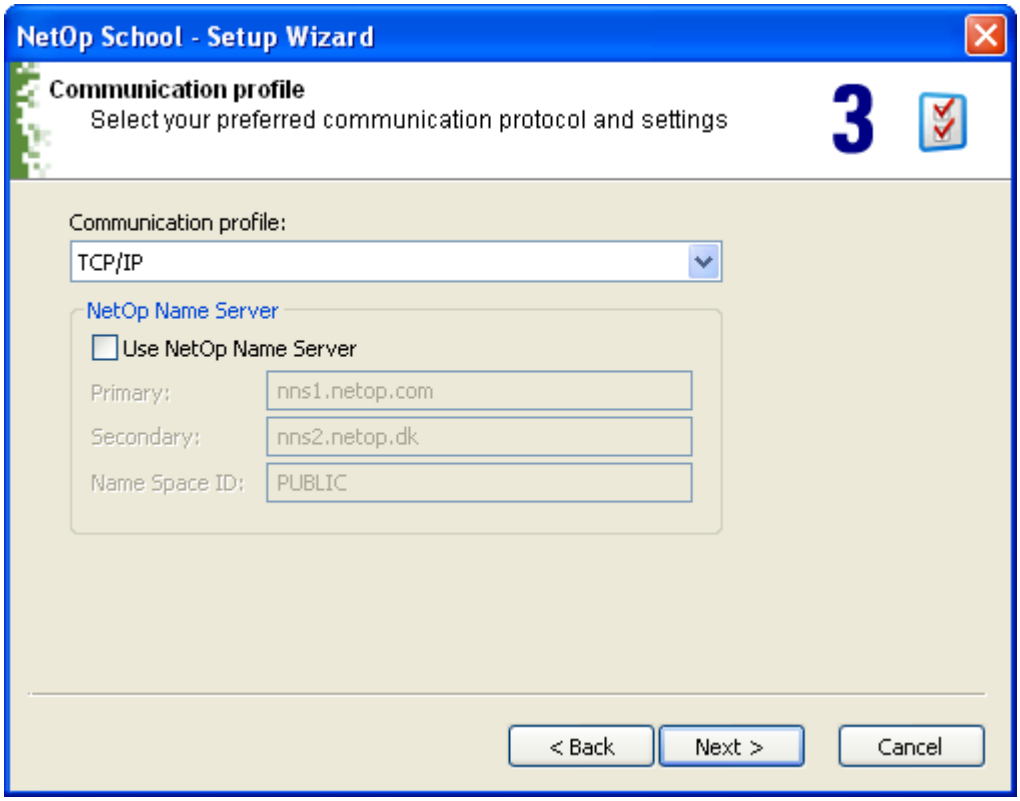
It enables you to select which name type shall identify *Students* in the *Teacher* window. Click one of these options:

⊙ *Student login name:* The name type selected on the *Student* *Options* window *Student login* tab.

○ *Windows login name:* The *Student* computer user Windows login name.

○ *Computer name:* The *Student* computer name.

Click *Next* to show this window:



It selects a *Communication profile* and optionally specifies the use of *NetOp name management* in these elements:

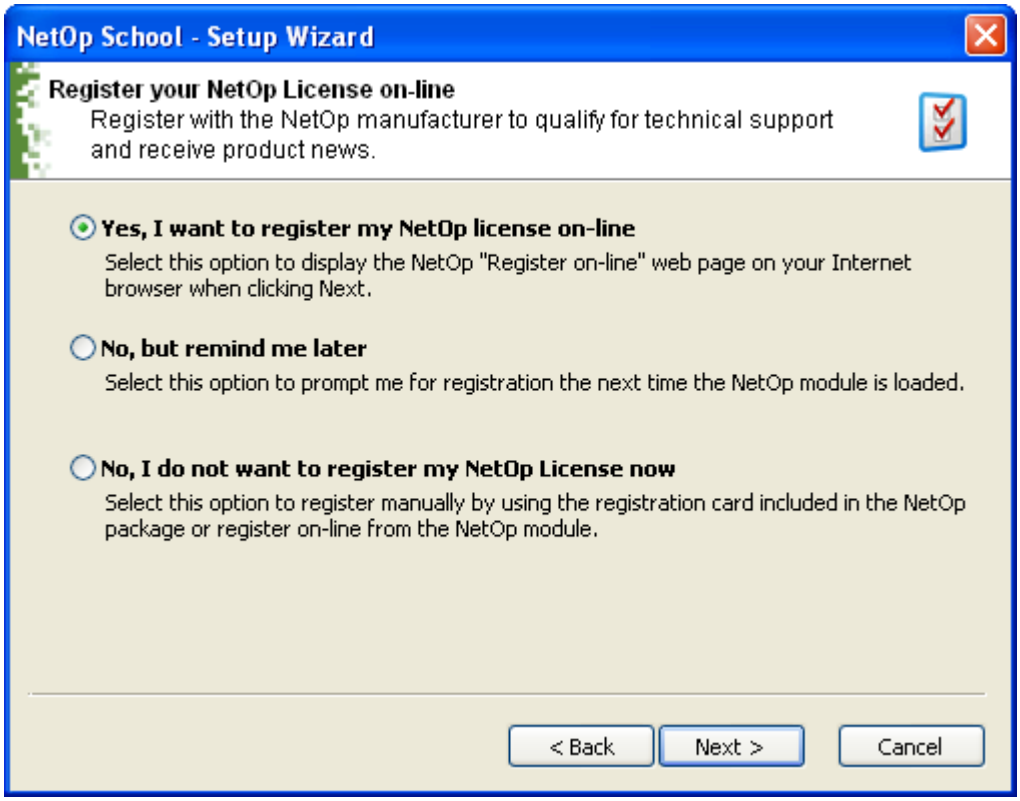
- *Communication profile []:* Click in the drop-down box the *Communication profile* by which the *Teacher* shall communicate.

NetOp Name Server

☐ *Use NetOp Name Server:* Will be enabled if a *Communication profile* that uses the *TCP/IP Communication device* is clicked in the *Communication profile* drop-down box above. Check the box to enable the use of *NetOp name management* and the fields below.

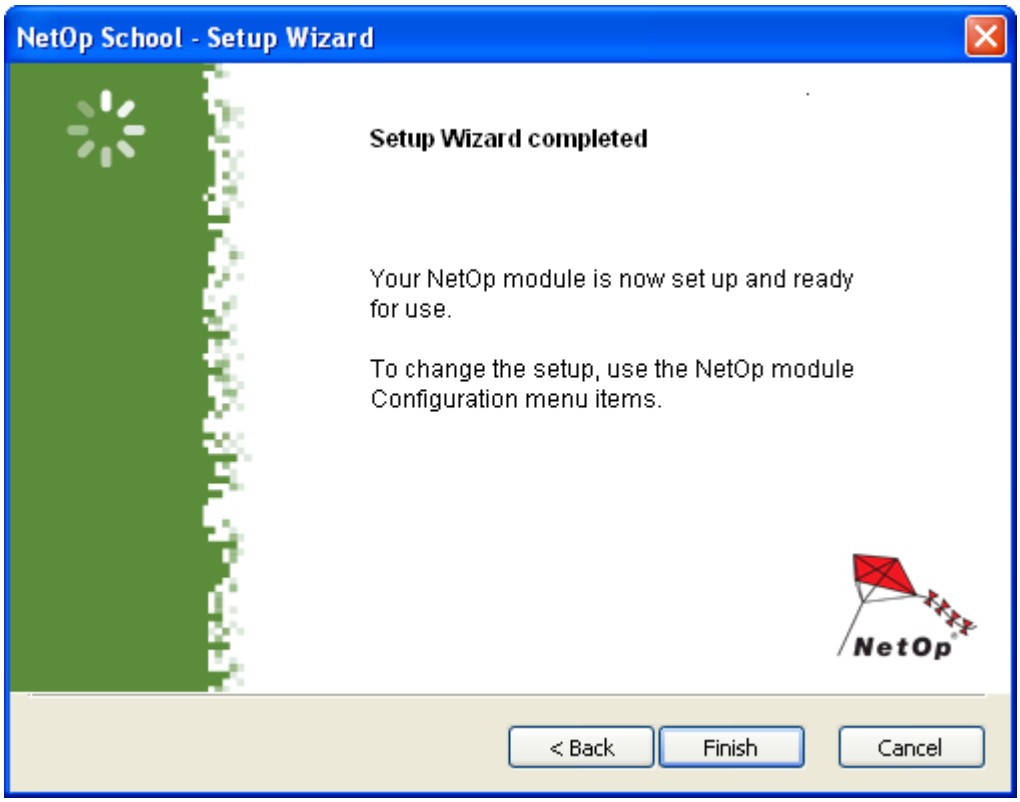
- *Primary []:* Specify the primary *NetOp Name Server* address.
- *Secondary []:* Specify the secondary *NetOp Name Server* address.
- *Name space ID []:* Specify the *Name space ID* used by the *Students* with which you shall communicate.

Click *Next* to show this window:



We recommend that you leave the default *Yes, I want to register my NetOp license on-line* selection unless you or somebody else in your organization has already registered or will register the license.

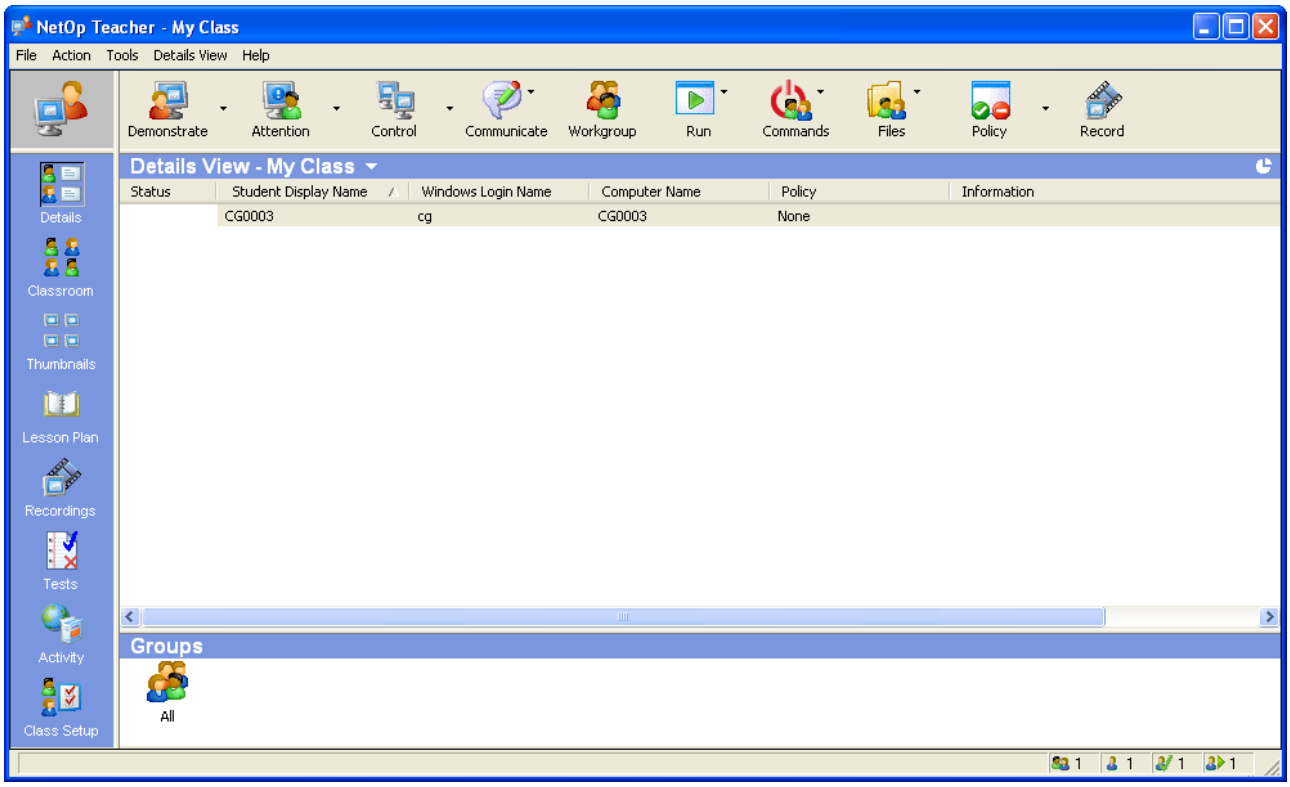
Click *Next* to connect to register or show this window:



Click *Finish* to close the window to end the *Setup wizard*.

3.2 Teacher Window

This is the *Teacher* window:



It contains these sections:

- *Title bar*
- *Menu bar*
- *Toolbar*
- *Class control panel*
- *Status bar*

3.2.1 Title Bar

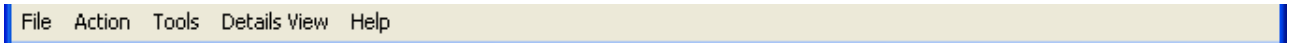
This is the *Teacher* window title bar:

Click the left *Teacher* button or right-click anywhere in the title bar to show a standard window control menu.

Typically, the running *Class* name will be shown next to the *NetOp Teacher* window name. If *Teacher profiles* are implemented, the *Teacher profile* *User name* of the user logged in to the *Teacher* will be shown instead of the *Class* name.

3.2.2 Menu Bar

This is the *Teacher* window menu bar:

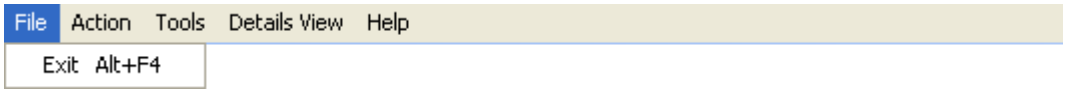


It contains these menus:

- *File*
- *Action*
- *Tools*
- <Selected view>
- *Help*

3.2.2.1 File Menu

This is the *Teacher* window *File* menu:

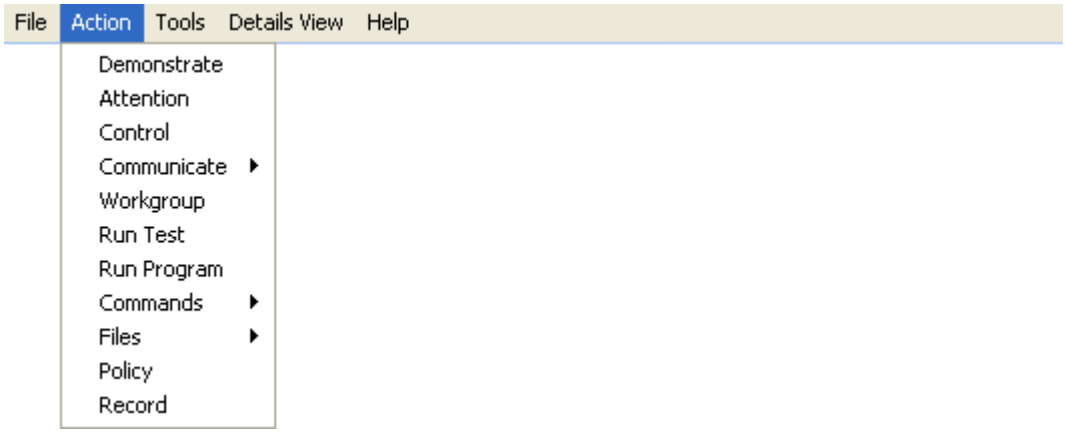


It contains this command:

- *Exit:* Click this command, press ALT+F4, click the *Title bar* window control menu *Close* command, click the *Title bar* *Close* button or double-click the left *Title bar* button to unload the *Teacher* closing the *Teacher* window.

3.2.2.2 Action Menu

This is the *Teacher* window *Action* menu:



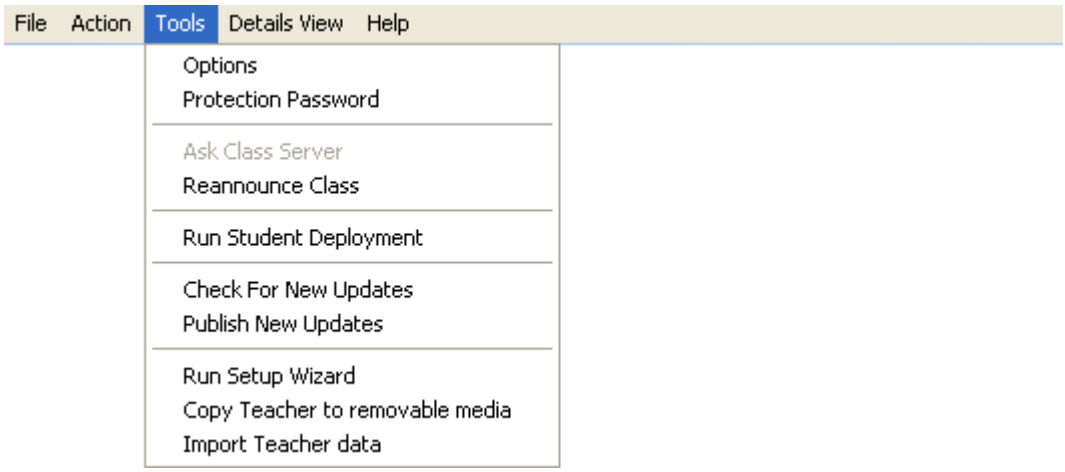
It can contain these commands that match *Toolbar* buttons:

- *Demonstrate:* Click to show selected contents on selected *Student* computer screens as explained in the *Demonstrate* section.
- *Attention:* Click to cover selected *Student* computer screens with a selected image to get users' attention as explained in the *Attention* section.
- *Control:* Click to execute a selected type of control with selected *Student* computers as explained in the *Control* section.
- *Communicate:* Expands into these commands:
  - *Audio-video chat:* Click to start an *Audio-video chat* session with selected *Student* computer users as explained in the *Audio-video chat* section.
  - *Chat:* Click to start a *Chat* session with selected *Student* computer users as explained in the *Chat* section.
  - *Send message:* Click to send a *NetOp message* to selected *Student* computer users as explained in the *Send message* section.
- *Workgroup:* Click to create a *Workgroup* from selected *Students* as explained in the *Workgroup* section.

- *Run test:* ???Click to run a selected test on selected *Student* computers as explained in the *Run test* section.
- *Run program:* ???Click to run a selected program on selected *Student* computers as explained in the *Run* section.
- *Commands:* Expands into these commands:
  - *Log off:* Click to log off users from Windows on selected *Student* computers.
  - *Restart:* Click to restart selected *Student* computers.
  - *Shut down:* Click to shut down selected *Student* computers.
  - *Rejoin:* Click to make selected *Student* *Leave class* and *Join class*.
- *Files:* Expands into these commands:
  - *Distribute files:* Click to distribute selected files to selected *Student* computers as explained in the *Distribute files* section.
  - *Collect files:* Click to collect selected files from selected *Student* computers as explained in the *Collect files* section.
  - *File Manager:* Click to manage and exchange files with selected *Student* computers as explained in the *File manager* section.
- *Policy:* Click to apply a selected *Policy* to selected *Student* computers as explained in the *Policy* section.
- *Record:* Click to start recording a *Teacher* computer screen movie as explained in the *Record* section.

3.2.2.3 Tools Menu

This is the *Teacher* window *Tools* menu:

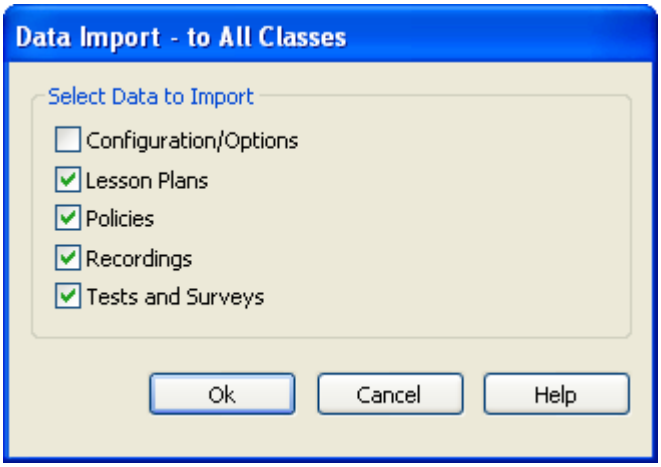


It contains these commands:

- *Options:* Click to show the *Options* window.
- *Options as icons:* Will be included if the *Options* window tabs version is enabled. Click to enable the *Options* window icons version.
- *Protection password:* Click to show the *Options* window *Protection* tab.
- *Log off:* Will be included if *Teacher profiles* are implemented. Click to log off from the *Teacher*.
- *Ask class server:* Will be enabled if the *Options* window *Class* tab *Use class server* box is checked. Click to ask *Class server* for the current or upcoming *Class*.
- *Reannounce class:* Will be enabled if the *Options* window *Class* tab *Use class server* box is unchecked.

Click to send an *Announcement* of the running *Class*.

- *Run student deployment:* Click to run the *Deployment wizard* to install and set up *NetOp Student* on remote computers.
- *Check for new updates:* Click to check for updates to the current *Teacher* installation according to the *Options* window *Web update* tab.
- *Publish new updates:* Click to show a Windows *Browse for folder* window to select a folder to upload downloaded *Web update* installation files to it.
- *Run setup wizard:* Click to run the *Teacher Setup wizard*.
- *Copy teacher to removable media:* Click to show a Windows *Browse for folder* window to select a removable media folder, e.g. a USB key folder, to copy your entire *Teacher* installation to it to take it to another computer or keep it as backup.
- *Import teacher data:* Click to show this window:

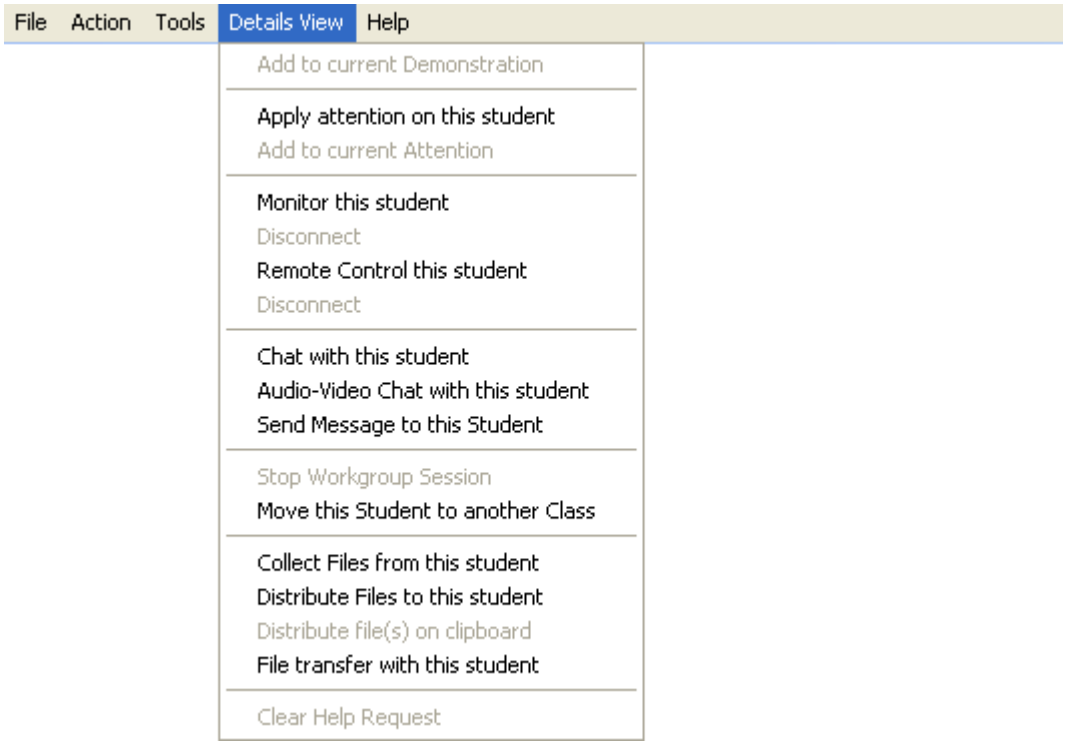


It enables you to import *Teacher* data from removable media to your computer. Check the categories of *Teacher* data that you want to import and click *OK* to show the *Browse for folder* window to select the removable media folder from which to import *Teacher* data. Imported files will overwrite resident files with the same name.

- *Debug trace:* To include this command, press ALT+Z while showing the *About NetOp School Teacher* window. Click to save a log of recent *Teacher* communication, which will assist NetOp professionals in diagnosing communication problems. The debug trace is a plain text file. Interpreting its contents requires special NetOp skills.

3.2.2.4 Selected View Menu

This menu will be named by the *Teacher* window *Class control panel* selected view and will contain commands that execute actions in the selected view:



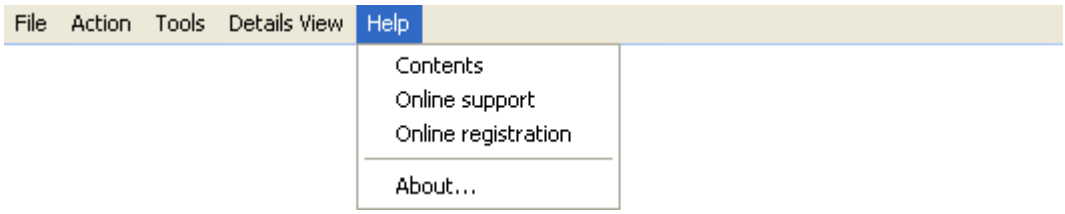
The *Details view* menu shown above matches the *Details view* *Student context menu*.

Similarly, other selected view menus will contain the same commands as the view's context menus.

Menu contents will be explained in the respective view sections.

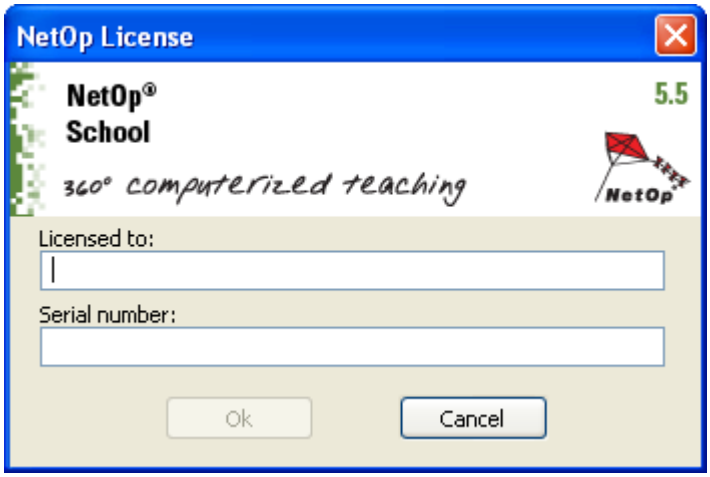
3.2.2.5 Help Menu

This is the *Teacher* window *Help* menu:



It contains these commands:

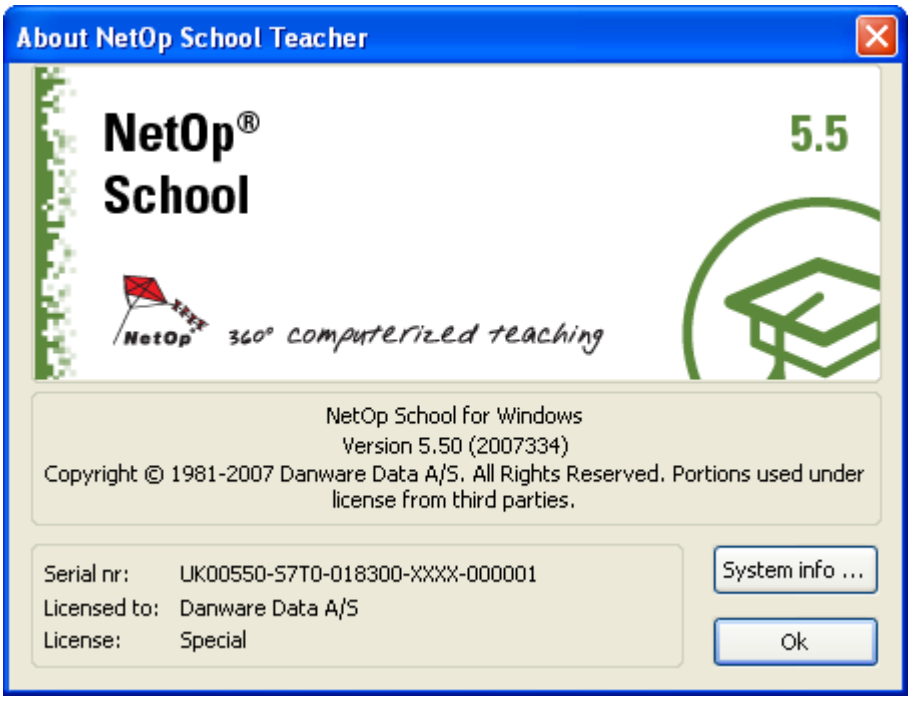
- *Contents:* Click to open the *NetOp Teacher Help* window that has a graphical table of contents in its left pane.
- *Online support:* Click to open the *Support for NetOp School* web page to request technical support.
- *Apply license/Online registration:* Will be *Apply license* if a trial version is installed and *Online registration* if a licensed version is installed.
  - *Apply license:* Click to show this window:



Specify your licensee name and your *Teacher* license number and click *OK* to replace the trial version licensee name and license number by the specified licensee name and license number.

- *Online registration:* Click to open the *NetOp product registration* web page to register your license with the NetOp manufacturer.

- *About:* Click to show this window:

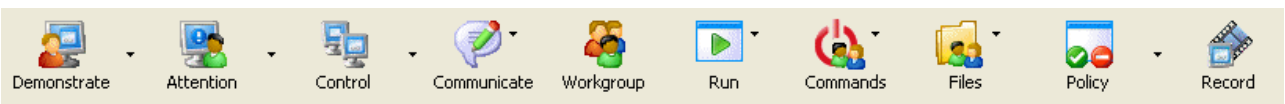


It contains information on your *Teacher* installation. The build number in format YYYYDDD (Y=year number digit, D=day number digit) is enclosed in parentheses next to the version number.

- *System info:* Click to show the *System info* window.

3.2.3 Toolbar

This is the *Teacher* window toolbar:

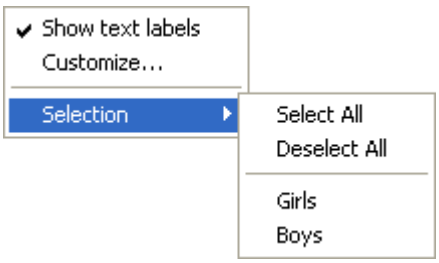


It contains buttons by which the *Teacher* user can execute actions, typically on selected *Students*. The full

range includes these buttons:

- *Demonstrate*
- *Attention*
- *Control*
- *Communicate*
- *Workgroup*
- *Run*
- *Commands*
- *Files*
- *Policy*
- *Record*

Right-click in the tool bar to show this menu:



It contains these commands:

Show text labels: Click to hide or show button text labels hiding or showing the command check mark.

Customize: Click to show the Windows *Customize toolbar* window to customize the toolbar appearance.

Selection: Expands into these commands:

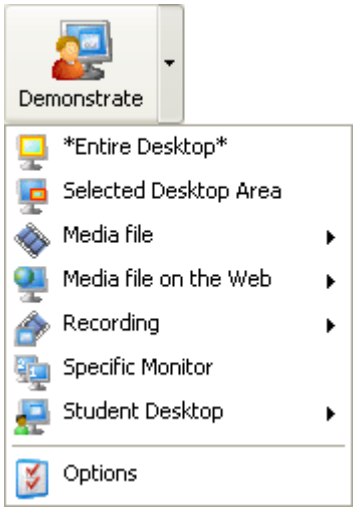
Select All: Click to select all connected *Students* in the *Class control panel*.

Deselect All: Click to deselect all *Students* in the *Class control panel*.

<Student groups>: Click a *Student group* to select connected *Students* in the selected *Student group*.

3.2.3.1 Demonstrate

This is the *Teacher* window *Toolbar* *Demonstrate* button and menu:



Demonstrate enables showing selected contents on selected *Student* computers.

To start a *Demonstrate* session, select *Students* and click the *Action* menu *Demonstrate* command or click the *Demonstrate* button for the default session or click a *Demonstrate* menu command for a custom session.

The *Demonstrate* menu that will open from the *Demonstrate* button down pointer button or from the *Student group context menu* *Demo to this group* command contains these commands:

- *Entire desktop*
- *Selected desktop area*
- *Media file*
- *Media file on the web*
- *Recording*
- *Specific monitor*
- *Student desktop*
- *Options*

The default session command that is selected in the *Demonstrate* menu *Options* command *Demonstrate* window *Default button action* drop-down box will be enclosed by asterisks.

Note: You can demonstrate running a program on the *Teacher* computer from a *Toolbar* *Run* button menu program command *Demo* command.

During a *Demonstrate* session, *Details view* participating *Student* records will show this icon in the *Status* column:

Classroom view and *Class setup view* participating *Student* icons will show a green check mark.

During a *Demonstrate* session, the *Demonstrate* button will appear pressed in and the *Action* menu *Demonstrate* command will be check marked.

Click the pressed in *Demonstrate* button or check marked *Demonstrate* command to end the *Demonstrate* session.

You can specify general *Demonstrate* properties on the *Tools* menu *Options* command/window *Demonstrate* tab.

3.2.3.1.1 Entire Desktop

To *Demonstrate* the *Teacher* computer entire desktop, select *Students* and click this *Demonstrate* menu command:

This will show the *Teacher* computer entire desktop or a scrolling section of it on selected *Student* computer screens.

Note: If the *Teacher* computer uses multiple monitors, its entire desktop can spread across multiple monitors.

You can control a screen area *Demonstrate* session from this *Teacher* computer screen toolbox:

It is explained in the *Screen control toolbox* section.

You can enable this toolbox on the screen of *Student* computers that receive a screen image demonstration:

It is explained in the *Student demo toolbox* section.

Screen Control Toolbox

On the *Teacher* computer, you can control a screen area *Demonstrate* session from this *Screen control* toolbox:

Its title bar will show the *Screen control* name and <*Teacher*> if a *Teacher* screen is being demonstrated, otherwise the name of the demonstrated screen *Student*. Click the left square button to make the toolbox the active window. Click the right down pointer button to minimize the toolbox to the Windows taskbar notification area.

It contains these tool tip identified buttons:

End session: Click this button to close the toolbox and end the *Demonstrate* session.

Teacher full screen/window: Will be enabled if a *Student* screen is demonstrated. Click to switch between showing the *Student* screen in full screen mode or window mode on the *Teacher*. The startup mode is specified in the *Options* window *Demonstrate* tab *On teacher during student demo* section.

Start/stop sound transfer: Click to start or stop the transfer of microphone input and running application sound from the computer being demonstrated to the computers that receive the demonstration. *Sound transfer* and *Audio-video chat* cannot run at the same time.

Note: *Sound transfer* will typically work smoothly with new computers with integrated sound devices. On older computers with older sound devices and older operating systems, if *Sound transfer* does not work, look into recording sound mix setup. NetOp expects to find the recording sound mix name *Wave Out Mix*. If only other recording sound mix names are available, add this section to the *NetOp.ini* file:

```
[AUDIO]
Sound_Mix=<Recording sound mix name>
```

If the computer sound device does not support recording sound mix, *Sound transfer* will not work.

Start/stop audio-video chat: Click to start or stop an *Audio-video chat* session with the *Students* that take part in the *Demonstrate* session. *Audio-video chat* and *Sound transfer* cannot run at the same time.

Start/stop NetOp marker utility: Click to start or stop *NetOp marker utility* to create markers or magnify an area on the demonstrated screen.

Student full screen/window: Click to switch between showing the demonstrated screen in full screen mode or window mode on *Students* that receive demonstration. The startup mode is specified in the *Options* window *Demonstrate* tab *On receiving students* section.

Pass the chalk: Click to assign keyboard and mouse control in the demonstrated screen to a selected *Student*. This functionality is explained in the *Pass the chalk* section.

Student Demo Toolbox

Check the *Teacher Options* window *Demonstrate* tab *Launch toolbox* box to show on the screen of *Student* computers that receive a demonstration this *Student demo* toolbox:

Its title bar will show the *Student* computer name. Click the left square button to make the toolbox the active window.

It contains these tool tip identified buttons (from left to right):

Request the microphone: Will be enabled if an *Audio-video chat* session is running during a *Demonstrate* session. Click to request the microphone to make the button appear pressed in and show the request in the *Audio-video chat* window. Click the pressed in button to withdraw the microphone request and release the button. When a microphone request has been met, the pressed in button will be released.

Request help: Click to *Request help* from the *Teacher* user to make the button appear pressed in. Click the pressed in button to withdraw the help request and release the button. When a help request has been met, the pressed in button will be released.

Request the chalk: Click to request keyboard and mouse control in the demonstrated screen to make the button appear pressed in. Click the pressed in button to withdraw the chalk request and release the button. When a chalk request has been met, the pressed in button will be released.

NetOp Marker Utility

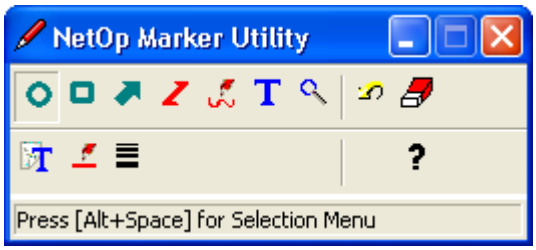
NetOp marker utility enables you to create figure and text markers on top of a screen image and magnifying a section of a screen image.

You can load and unload *NetOp marker utility* on the *Teacher* computer from a *Demonstrate* *Entire desktop*, *Selected desktop area* or *Specific monitor* session *Screen control toolbox* or *Record* session *Recording toolbox* *Start/stop NetOp marker utility* button.

You can load and unload *NetOp marker utility* on a *Student* computer from a *Demonstrate* *Student desktop* session *Screen control toolbox* *Start/stop NetOp marker utility* button or *Remote control* session *NetOp marker utility* button or command.

Note: The *NetOp marker utility* program *vitawrap.exe* will run on the local *Teacher* or *Student* computer.

NetOp marker utility will show this window:



It contains these elements:

- *Title bar*
- *Upper toolbar*
- *Lower toolbar*
- *Status bar*

Title Bar

This is the *NetOp marker utility* window title bar:

Click the title bar icon or right-click in the title bar to show this menu:

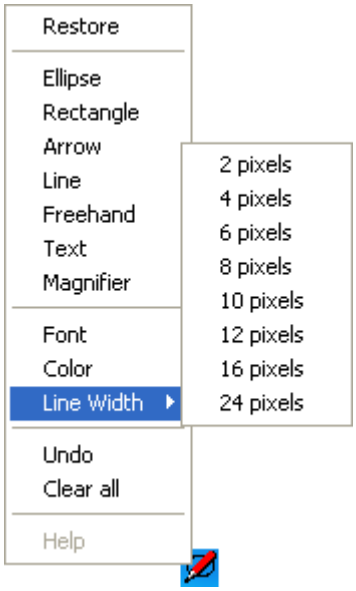
The top section contains window control commands. The other sections contain these types of *NetOp marker utility* commands:

- Figure marker commands, see *Figure markers*
- *Text* command, see *Text marker*
- *Magnifier* command, see *NetOp magnifier*
- *Undo* and *Clear all* commands, see *Delete markers*
- Properties and *Help* commands, see *Marker properties and help*

Click *Minimize* to minimize the *NetOp marker utility* window into this Windows taskbar notification area button:

Behind the pencil, the most recently enabled marker tool symbol will be shown.

Right-click to show this menu:



It contains a *Restore* command that will restore the *NetOp marker utility* window and the same *NetOp marker utility* commands as the *NetOp marker utility title bar menu*.

Upper Toolbar

This is the *NetOp marker utility* window upper toolbar:

It contains these buttons:

- *Draw Ellipse:* Click to appear pressed in or click the *NetOp marker utility title bar menu* or *NetOp marker utility button menu* *Ellipse* command to enable the ellipse tool, see *Figure markers*.
- *Draw Rectangle:* Click to appear pressed in or click the *NetOp marker utility title bar menu* or *NetOp marker utility button menu* *Rectangle* command to enable the rectangle tool, see *Figure markers*.
- *Draw Arrow:* Click to appear pressed in or click the *NetOp marker utility title bar menu* or *NetOp marker utility button menu* *Arrow* command to enable the arrow tool, see *Figure markers*.
- *Draw Lines (Stop=MB2):* Click to appear pressed in or click the *NetOp marker utility title bar menu* or *NetOp marker utility button menu* *Line* command to enable the sectioned line tool, see *Figure markers*.
- *Draw Freehand:* Click to appear pressed in or click the *NetOp marker utility title bar menu* or *NetOp marker utility button menu* *Freehand* command to enable the freehand tool, see *Figure markers*.
- *Show Free Text:* Click to appear pressed in or click the *NetOp marker utility title bar menu* or *NetOp marker utility button menu* *Text* command to enable the *Text marker* tool.
- *Show Magnifier:* Click to appear pressed in or click the *NetOp marker utility title bar menu* or *NetOp marker utility button menu* *Magnifier* command to show the *NetOp magnifier* window.
- *Undo:* Click or click the matching *NetOp marker utility title bar menu* or *NetOp marker utility button menu* command to delete the most recently selected marker, see *Delete markers*.
- *Clear All:* Click or click the matching *NetOp marker utility title bar menu* or *NetOp marker utility button menu* command to delete all markers, see *Delete markers*.

Lower Toolbar

This is the *NetOp marker utility* window lower toolbar:

It contains these buttons:

Select Font: Click or click the *NetOp marker utility title bar menu* or *NetOp marker utility button menu* *Font* command to show the Windows *Font* window to select a *Text marker* font, see *Marker properties and help*.

Select Color: Click or click the *NetOp marker utility title bar menu* or *NetOp marker utility button menu* Color command to show the Windows *Color* window to select a *Figure marker* color, see *Marker properties and help*.

Select Pen Thickness: Click to show a line width drop-down box or click the *NetOp marker utility title bar menu* or *NetOp marker utility button menu* *Line Width* command to select a *Figure marker* or *Text marker* frame line width, see *Marker properties and help*.

Help: Click or click the *NetOp marker utility title bar menu* or *NetOp marker utility button menu* *Help* command to open the local help system on the *NetOp marker utility* section, see *Marker properties and help*.

Status Bar

This is the *NetOp marker utility* window status bar:

It will show a hint to the mouse pointer position button or highlighted menu command.

Figure Markers

To select a figure marker tool with the mouse, click the *Upper toolbar* figure marker button to make it appear pressed in or click the *NetOp marker utility title bar menu* or *NetOp marker utility button menu* figure marker command to change the mouse pointer into a pencil with the figure marker shape.

To enable a figure marker tool from the keyboard, place the mouse pointer on the active *NetOp marker utility* window *Upper toolbar* figure marker button and press F9 to change the mouse pointer into a pencil with the figure marker shape. Alternatively, while the *NetOp marker utility* window is active press ALT+SPACE to show the *NetOp marker utility title bar menu* and press the figure marker command first character keyboard key or highlight the figure marker command and press ENTER.

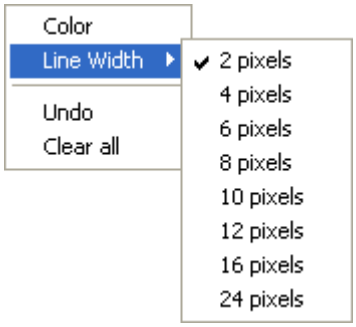
To create a figure marker with the mouse, drag (sectioned line: click). To end a sectioned line, right-click.

To draw a figure marker from the keyboard, move the figure marker with the arrow keys. Press INSERT to engage, move with the arrow keys and press INSERT to disengage or section a line. To end a sectioned line, press F10.

To move a marker or change its appearance, move the mouse pointer to it to show an arrow-pointed +.

To move, drag or press INSERT to engage, move with the arrow keys and press INSERT to disengage.

To change appearance, right-click or press F10 to show this menu:



Color: Click or click the marker and click the *Lower toolbar* *Select color* button to show the Windows *Color* window to change the marker color selection (default: *Red*).

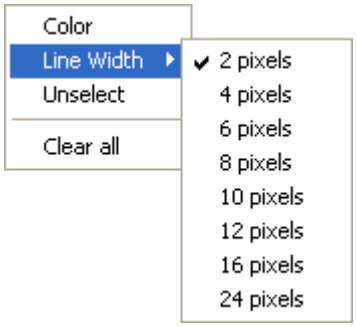
Line Width: Click to expand into a selection of numbers of pixels or click the marker and click the *Lower toolbar* *Select pen thickness* button to show a drop-down box with a selection of line widths to change the marker line width selection.

Undo: Click click the marker and click the *Upper toolbar* *Undo* button to delete the selected marker.

Clear All: Click or click the marker and click the *Upper toolbar* *Clear All* button to to delete all markers.

Click outside the menu or press F10 to close the menu.

To change figure marker tool properties, right-click or press F10 to show this menu:



This menu is similar to the *Figure marker menu* but has *Unselect* instead of *Undo*.

Unselect: Click, press ESCAPE, click the *Upper toolbar* pressed in figure marker button to release it or click the *NetOp marker utility title bar menu* or *NetOp marker utility button menu* figure marker command to unselect the figure marker tool to restore the normal mouse pointer.

Note: Selecting another marker tool will unselect the selected marker tool.

Text Marker

To select the text marker tool with the mouse, click the *Upper toolbar* the *Show free text* button to make it appear pressed in or click the *NetOp marker utility title bar menu* or *NetOp marker utility button menu* *Text* command to change the mouse pointer into an angle that indicates a text marker box corner.

To select the text marker tool from the keyboard, place the mouse pointer on the active *NetOp marker utility* window *Upper toolbar* *Show free text* button and press F9 to make the button appear pressed in and change the mouse pointer into an angle that indicates a text marker box corner. Alternatively, while the *NetOp marker utility* window is active press ALT+SPACE to show the *NetOp marker utility title bar menu* and press the T key or highlight the *Text* command and press ENTER.

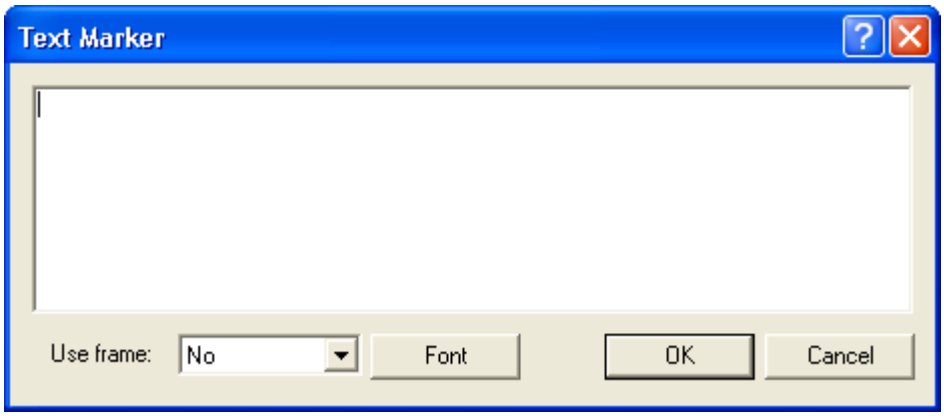
To unselect the text marker tool, press ESCAPE or use one of the selection procedures explained above to release the *Show free text* button and restore the normal mouse pointer.

Note: Selecting another marker tool will unselect the selected marker tool.

When the text marker tool is selected:

- To create a text marker with the mouse, drag a dotted rectangle to show the *Text marker* window.

- To create a text marker from the keyboard, move the text marker tool with the arrow keys. Press INSERT to engage, move with the arrow keys to create a dotted rectangle and press INSERT to disengage to show this window:



This window specifies the text marker contents and appearance.

In the pane, specify the text marker text. Right-click to show an edit menu.

Use frame: []: The field of this drop-down box will by default show *No* to show no frame around the text marker. The drop-down box list contains *No* and a selection of frame line widths. Select an option in the list to show it in the field.

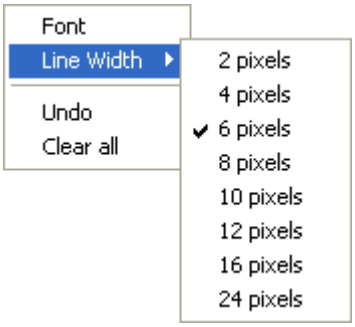
Font: Click to show the Windows *Font* window to change the text marker font and color selection.

OK: Click to close the *Text marker* window to show the text marker.

To move a marker or change its appearance, move the mouse pointer to it to show an arrow-pointed +.

To move, drag or press INSERT to engage, move with the arrow keys and press INSERT to disengage.

To change appearance, right-click or press F10 to show this menu:



This menu is similar to the *Figure marker menu* but has *Font* instead of *Color*.

Font: Click to show the Windows *Font* window to change the text marker font and color selection.

Note: This menu will include a *Line width* command only if a framed text marker is selected.

NetOp Magnifier

To show the *NetOp magnifier* window with the mouse, click the *Upper toolbar Show magnifier* button to make it appear pressed in or click the *NetOp marker utility title bar menu* or *NetOp marker utility button menu Magnifier* command.

To show the *NetOp magnifier* window from the keyboard, place the mouse pointer on the active *NetOp marker utility* window *Upper toolbar Show magnifier* button and press F9 to make the button appear pressed in. Alternatively, while the *NetOp marker utility* window is active press ALT+SPACE to show the *NetOp marker utility title bar menu* and press M or highlight the *Magnifier* command and press ENTER.

If the mouse pointer is outside this window, the window pane will show a magnified image of the mouse pointer surroundings.

To move the window, drag its title bar or place the mouse pointer in the title bar, press INSERT to engage, move with the arrow keys and press INSERT to disengage.

To resize the window, drag its sides or corners or position the mouse pointer on a side or corner to show a double arrow, press INSERT to engage, move with the arrow keys and press INSERT to disengage.

To change the pane image magnification, drag the right side scroll bar button or place the mouse pointer above or below it and press F9. Its top position will show a 1:1 scale image.

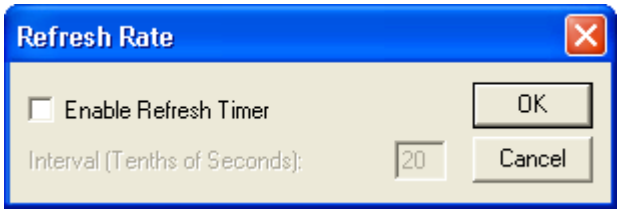
Right-click in the window or place the mouse pointer in the window and press F10 to show this menu:

Close: Click or click the *NetOp marker utility* window *Upper toolbar Show magnifier* button appearing pressed in to release it to close the *NetOp magnifier* window.

Copy Ctrl+C: Click or press CTRL+C to copy the pane contents to the clipboard.

Refresh F5: The pane image will refresh when the mouse pointer is moved but by default not refresh if the mouse pointer is not moved. Click or press F5 to refresh the pane image.

Refresh rate: Click to show this window:



☐ *Enable refresh timer:* Check to refresh the pane image if the mouse pointer is not moved.

Interval (tenths of seconds): []: Specify a number to refresh at the specified interval.

Delete Markers

To delete markers, click one of these *Upper toolbar* buttons or click the matching *NetOp marker utility title bar menu* or *NetOp marker utility button menu* command:

Undo: Delete the most recently selected marker.

Clear All: Delete all markers.

Note: When *NetOp marker utility* is unloaded, all markers and any *NetOp magnifier* window will disappear.

Marker Properties and Help

Specify marker properties and show help from the *Lower toolbar* buttons or matching *NetOp marker utility title bar menu* or *NetOp marker utility button menu* commands:

(Select) Font: Click this button or click this command to show the Windows *Font* window to select a *Text marker* font and color.

(Select) Color: Click this button or click this command to show the Windows *Color* window to select a *Figure marker* color.

Select pen thickness/Line width: Click this button to show a line width drop-down box or click this command to expand it into a selection of numbers of pixels to select a *Figure marker* or *Text marker* frame line width.

Help: Click this button or click this command to open the local help system on the *NetOp marker utility* topic.

Pass the Chalk

This is the *Demonstrate* *Screen control* toolbox *Pass the chalk* button:

It enables the *Teacher* user to pass the chalk, i.e. assign keyboard and mouse control of a demonstrated screen, to a *Student* user, pass the chalk on to another *Student* user and take it back.

If the *Student demo* toolbox is shown on *Students* that receive a demonstration, *Student* users can click the *Request the chalk* button to request the chalk. In the *Teacher* *Demonstrate* *Screen control* toolbox, the *Pass the chalk* button will get a raised hand like the *Request the chalk* button if any chalk request is pending:

Click the *Pass the chalk* button to show a list of the *Students* that receive the demonstration. *Students* with a check mark have requested the chalk. Select any shown *Student* to pass the chalk to the selected *Student* closing the list. Click outside the list to close it without passing the chalk.

While a *Student* has the chalk, the *Pass the chalk* button will appear pressed in. The *Student* user with the chalk and the *Teacher* user both have keyboard and mouse control in the demonstrated screen. If a *Student* desktop is demonstrated, also the demonstrated *Student* user has keyboard and mouse control in the demonstrated screen.

Two, possibly three, users moving the *Teacher* mouse pointer at the same time can make it difficult for the *Teacher* user to execute desired mouse actions. The *Teacher* user can suppress *Student* keyboard and

mouse input to the *Teacher* screen by holding down the CTRL key to execute desired mouse actions undisturbed.

Note: Any keyboard or mouse action by the *Student* user with the chalk while the *Teacher* user holds down the CTRL key will return the chalk to the *Teacher* and release the *Pass the chalk* button.

Click the pressed in *Pass the chalk* button to show the list of *Students* that receive a demonstration. The *Student* with the chalk will be marked with asterisks. Click the asterisk-marked *Student* to take the chalk back and close the list. Click another *Student* to pass the chalk to the selected *Student* and close the list. Click outside the list to leave the chalk where it is and close the list.

3.2.3.1.2 Selected Desktop Area

To *Demonstrate* a *Teacher* computer *Selected desktop area*, specify it in this *Demonstrate* window section:

Click *Area* to show a red frame window on your desktop. Drag its title bar and sides to enclose the area you want to demonstrate and click *OK* to apply.

Select *Students* and click this *Demonstrate* menu command:

This will show the *Teacher* computer *Selected desktop area* or a scrolling section of it on selected *Student* computer screens.

You can control a screen area *Demonstrate* session from this *Teacher* computer screen toolbox:

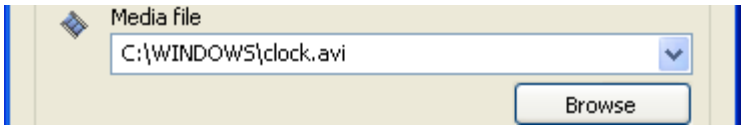
It is explained in the *Screen control toolbox* section.

You can enable this toolbox on the screen of *Student* computers that receive a screen area demonstration:

It is explained in the *Student demo toolbox* section.

3.2.3.1.3 Media File

To *Demonstrate* a *Media file*, specify its path in this *Demonstrate* window section:



Click *Browse* to select an *avi, mpg, mpeg* or *wmv Media file* to specify its path in the drop-down box field. The drop-down box list will contain the paths of previously specified *Media files*.

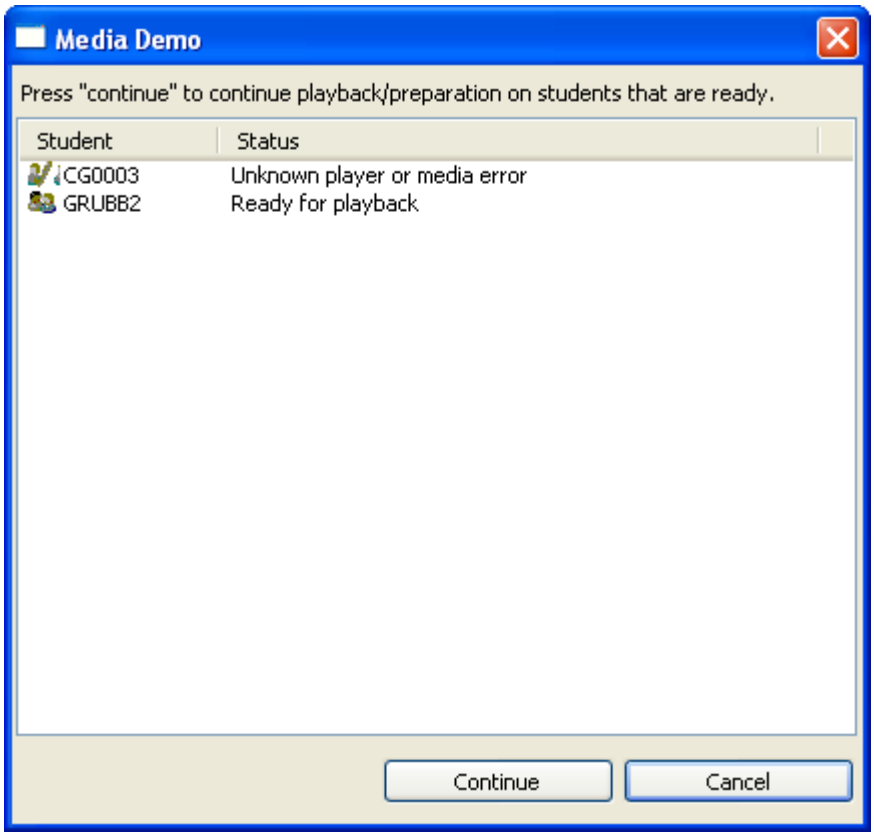
Select *Students* and in the *Demonstrate* menu click *Media file* to expand into the names of *Media files* specified in the *Demonstrate options* window *Media file* section:

Click a *Media file* name to *Prepare media file*. When ready, the *Teacher* user can *Play media file*.

Prepare Media File

When a *Media file Demonstrate* session is started, it will first be checked that the specified *Media file* is available on the *Teacher*computer. If not, the session will end with an error message.

Then, the *Teacher* will request selected *Students* to prepare for running the specified *Media file* showing this window:



Its pane will show selected *Student* records with a status message.

If *Students* report that the *Media file* is unavailable, the *Teacher* will attempt to distribute it to them.

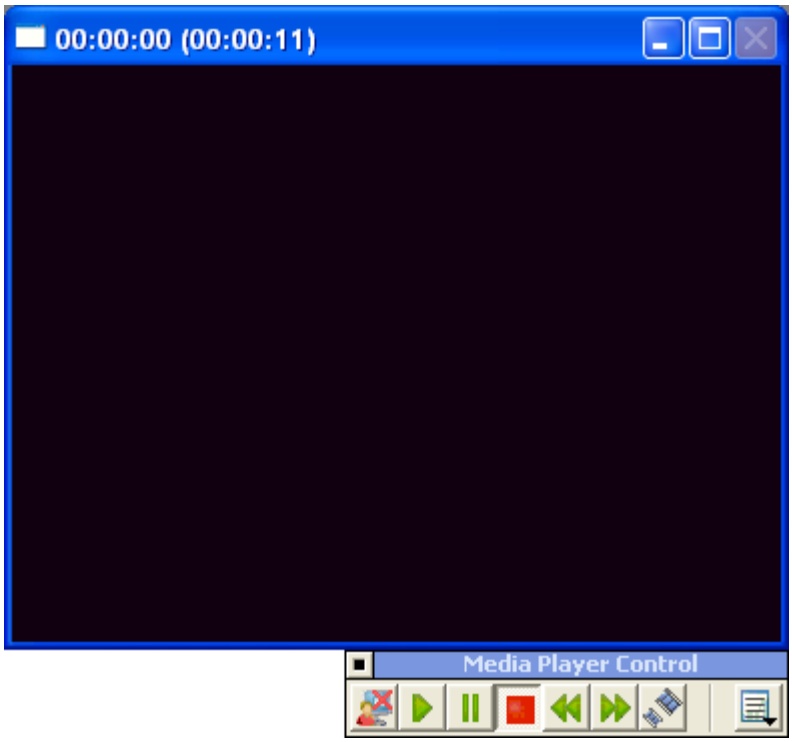
If all selected *Students* become ready to run the *Media file*, the window will close.

If some selected *Students* cannot become ready to run the *Media file*, the window will remain. You will have these options:

- *Continue:* Click to close the window to play the *Media file* only on the *Teacher* and *Students* that are ready.
- *Cancel:* Click to close the window to cancel the *Media file Demonstrate* session.

Play Media File

When in a *Media file Demonstrate* session the *Teacher* and selected *Students* are ready, the *Teacher* computer screen will show this media player:



The media pane size will depend on the *Media file*. The media window title bar will show elapsed and in parentheses total playing time in the format HH:MM:SS. The media pane may or may not show an initial and/or final image. Depending on the *Teacher Options* window *Demonstrate* tab settings, selected *Student* computer screens will show the media pane in a window or in full screen display with a black background.

You can control the *Media file Demonstrate* session from the *Media player control* toolbox. Click its title bar square button to make the toolbox the active window. It contains these buttons:

End session: Click to end the *Demonstrate* session to close the *Teacher* media player and selected *Students'* media pane display.

Play: Click to appear pressed in to play the media on the *Teacher* and selected *Students*. Click *Pause* to pause playing to resume or click *Stop* to end playing.

Pause: Click to appear pressed in to pause playing the media freezing the image and synchronizing *Student* media playing with *Teacher* media playing. Click *Play* to resume playing.

Stop: Click to appear pressed in to stop playing the media freezing the image. Click *Play* to play the media from the start.

Fast backward: Click to jump ten seconds back in the media, if playing or not.

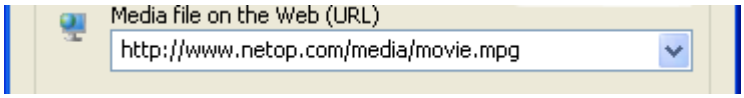
Fast forward: Click to jump ten seconds forward in the media, if playing or not.

Zoom: Click to show *50*, *100*, *200* and *Maximized*. Click one to zoom the media pane by the selected percentage or maximize the media pane.

Play list: Click to show the ten most recently specified or demonstrated media files or web media. Click one to replace the currently selected media.

3.2.3.1.4 Media File on the Web

To *Demonstrate* a media file that is available on the Internet, specify the media file URL in this *Demonstrate* window section:



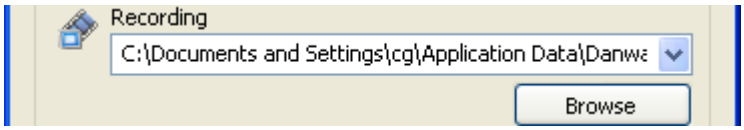
The drop-down box list will contain the URLs of previously specified *Media files on the web*.

Select *Students* and in the *Demonstrate* menu click *Media file on the web* to expand into the names of *Media files on the web* specified in the *Demonstrate options* window *Media file on the web* section:

Click a *Media file on the web* name to *Prepare media file*. When ready, the *Teacher* user can *Play media file*.

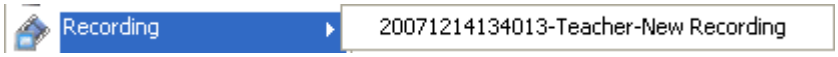
3.2.3.1.5 Recording

To *Demonstrate* a *Teacher* computer desktop *Recording*, specify its file path in this *Demonstrate* window section:



Click *Browse* to select a NetOp *Recording dwr* file to specify its path in the drop-down box field. The drop-down box list will contain the paths of previously specified *dwr* files.

Select *Students* and in the *Demonstrate* menu click *Recording* to expand into the names of recording files specified in the *Demonstrate options* window *Recording* section:



Click a *Recording* file name to play the recording in the *Teacher* computer screen *Recording playback* window while demonstrating the *Teacher* computer *Entire desktop* to selected *Students*.

You can control a screen area *Demonstrate* session from this *Teacher* computer screen toolbox:

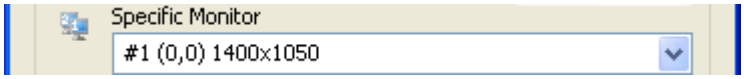
It is explained in the *Screen control toolbox* section.

You can enable this toolbox on the screen of *Student* computers that receive a screen area demonstration:

It is explained in the *Student demo toolbox* section.

3.2.3.1.6 Specific Monitor

To *Demonstrate* a *Specific monitor* of a *Teacher* computer that uses multiple monitors, select it in this *Demonstrate* window section:



Click a monitor in the drop-down box list to show it in the field as selected.

Select *Students* and click this *Demonstrate* menu command:

This will show the *Teacher* computer specific monitor screen area or a scrolling section of it on selected *Student* computer screens.

You can control a screen area *Demonstrate* session from this *Teacher* computer screen toolbox:

It is explained in the *Screen control toolbox* section.

You can enable this toolbox on the screen of *Student* computers that receive a screen area demonstration:

It is explained in the *Student demo toolbox* section.

3.2.3.1.7 Student Desktop

To *Demonstrate* a *Student* computer desktop, select the *Student* whose desktop shall be demonstrated and the *Students* to whom it shall be demonstrated and in the *Demonstrate* menu click *Student desktop* to expand into a list of the names of selected *Students:*

One name may be enclosed by asterisks. That is the *Student* name selected in the *Demonstrate* window *Student desktop* section for a default *Student desktop Demonstrate* session:

Click in the list any *Student* name to demonstrate the desktop of this *Student* computer to the other *Students* in the list. In fact, the *Teacher* will be running a *Remote control* session with the selected *Student* while running an *Entire desktop Demonstrate* session with the other *Students* in the list.

You can also start a *Student desktop Demonstrate* session from the *Student context menu Demo this student* command.

You can control a screen area *Demonstrate* session from this *Teacher* computer screen toolbox:

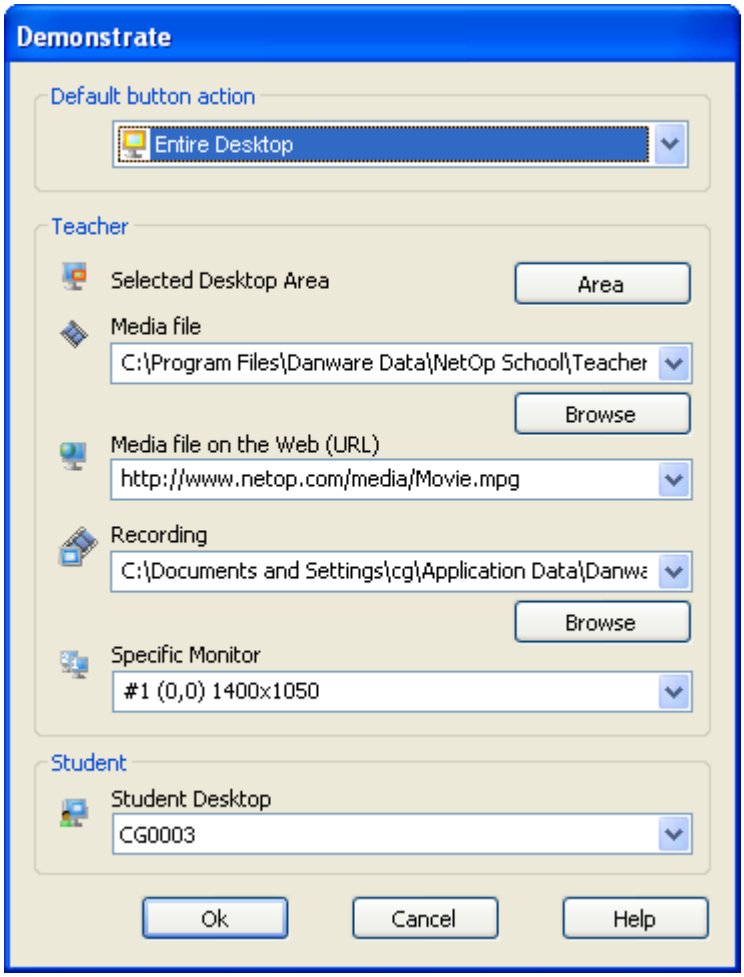
It is explained in the *Screen control toolbox* section.

You can enable this toolbox on the screen of *Student* computers that receive a screen area demonstration:

It is explained in the *Student demo toolbox* section.

3.2.3.1.8 Options

Click the *Demonstrate* menu *Options* command or click the *Tools* menu *Options* command/window *Demonstrate* tab *Default settings* button to show this window:



It contains these sections:

- *Default button action:* The drop-down box list contains the names of available *Demonstrate* session types. Click one to show it in the field to start this type of session when clicking the *Demonstrate* button.

Teacher

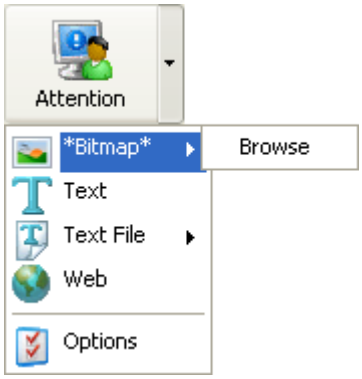
- *Selected desktop area:* Specifies a selected desktop area as explained in the *Selected desktop area* section.
- *Media file:* Specifies a media file as explained in the *Media file* section.
- *Media file on the web:* Specifies a media file on the web as explained in the *Media file on the web* section.
- *Recording:* Specifies a recording as explained in the *Recording* section.
- *Specific monitor:* Specifies a specific monitor as explained in the *Specific monitor* section.

Student

- *Student desktop:* Specifies a *Student* computer desktop as explained in the *Student desktop* section.

3.2.3.2 Attention

This is the *Teacher* window *Toolbar* *Attention* button and menu:



Attention will cover selected *Student* computer screens to call *Student* user attention.

To apply *Attention*, select *Students* and click the *Action* menu *Attention* command or click the *Attention* button for the default *Attention* mode or click an *Attention* menu command for a custom *Attention* mode.

You can also apply default mode *Attention* from the *Student context menu* *Apply attention on this student* command and the *Student group context menu* *Apply attention on this group* command.

The *Attention* menu that will open from the *Attention* button down pointer button contains these commands:

- *Bitmap*: Expands into the names of previously selected bitmap images and *Browse*. Click a bitmap image name to apply *Attention* showing it. Click *Browse* to open a bitmap image file to apply *Attention* showing its image.
- *Text:* Click to apply *Attention* showing a text specified on the *Tools* menu *Options* command/window *Attention* tab.
- *Text file:* Expands into the names of previously selected text files and *Browse*. Click a text file name to apply *Attention* showing its contents. Click *Browse* to open a text file to apply *Attention* showing its contents.
- *Web:* Click to apply *Attention* showing a web page specified on the *Tools* menu *Options* command/window *Attention* tab.
- *Options:* Click to show the *Tools* menu *Options* command/window *Attention* tab.

The default *Attention* mode that is selected in the *Options* window *Attention* tab *Show attention* section will be enclosed by asterisks.

While *Attention* is applied, *Details view* participating *Student* records will show this icon in the *Status* column:

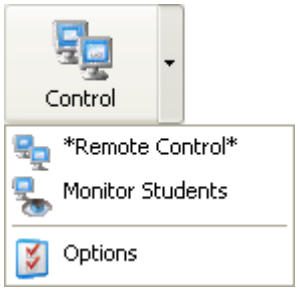
Classroom view and *Class setup view* participating *Student* icons will show a green check mark.

While *Attention* is applied, the *Attention* button will appear pressed in and the *Action* menu *Attention* command will be check marked. Click the pressed in *Attention* button or check marked *Attention* command to lift *Attention*.

You can specify general *Attention* properties on the *Options* window *Attention* tab.

3.2.3.3 Control

This is the *Teacher* window *Toolbar* *Control* button and menu:



Control enables *Remote control* or *Monitoring* of selected *Students*.

To start a *Control* session, select *Students* and click the *Action* menu *Control* command or click the *Control* button for the default *Control* mode or click a *Control* menu command for a custom *Control* mode.

You can also start a *Remote control* session from the *Student context menu* *Remote control this student* command and start a *Monitor* session from the *Student context menu* *Monitor this student* command or *Student group context menu* *Monitor this group* command.

The *Control* menu that will open from the *Control* button down pointer button contains these commands:

- *Remote control*: Click to start a *Remote control* session with a selected *Student* as explained in the *Remote control* section.
- *Monitor students:* Click to start a *Monitor* session with selected *Students* as explained in the *Monitor* section.
- *Options:* Click to show the *Tools* menu *Options* command/window *Control* tab.

The default *Attention* mode that is selected in the *Options* window *Control* tab *Default control button* section will be enclosed by asterisks.

During a *Remote control* session, a *Details view* participating *Student* record will show this icon in the *Status* column:

During a *Monitor* session, a *Details view* participating *Student* record will show this icon in the *Status* column:

Classroom view and *Class setup view* participating *Student* icons will show a green check mark.

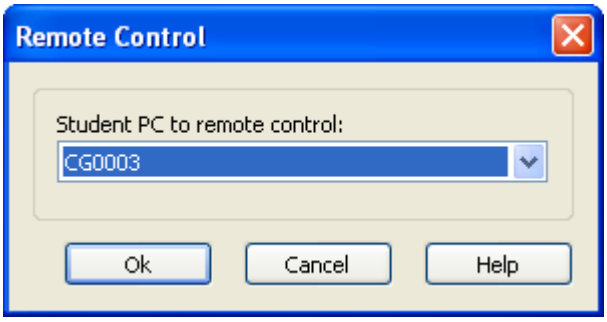
During a *Control* session, the *Control* button will appear pressed in and the *Action* menu *Control* command will be check marked. Click the pressed in *Control* button or check marked *Control* command to end the *Control* session.

You can specify general *Control* properties on the *Options* window *Control* tab.

3.2.3.3.1 Remote Control

To start a *Remote control* session with a selected *Student*, click the *Control* menu *Remote control* command, or if *Remote control* is the default *Control* mode click the *Control* button.

If multiple *Students* are selected, this window will be shown:

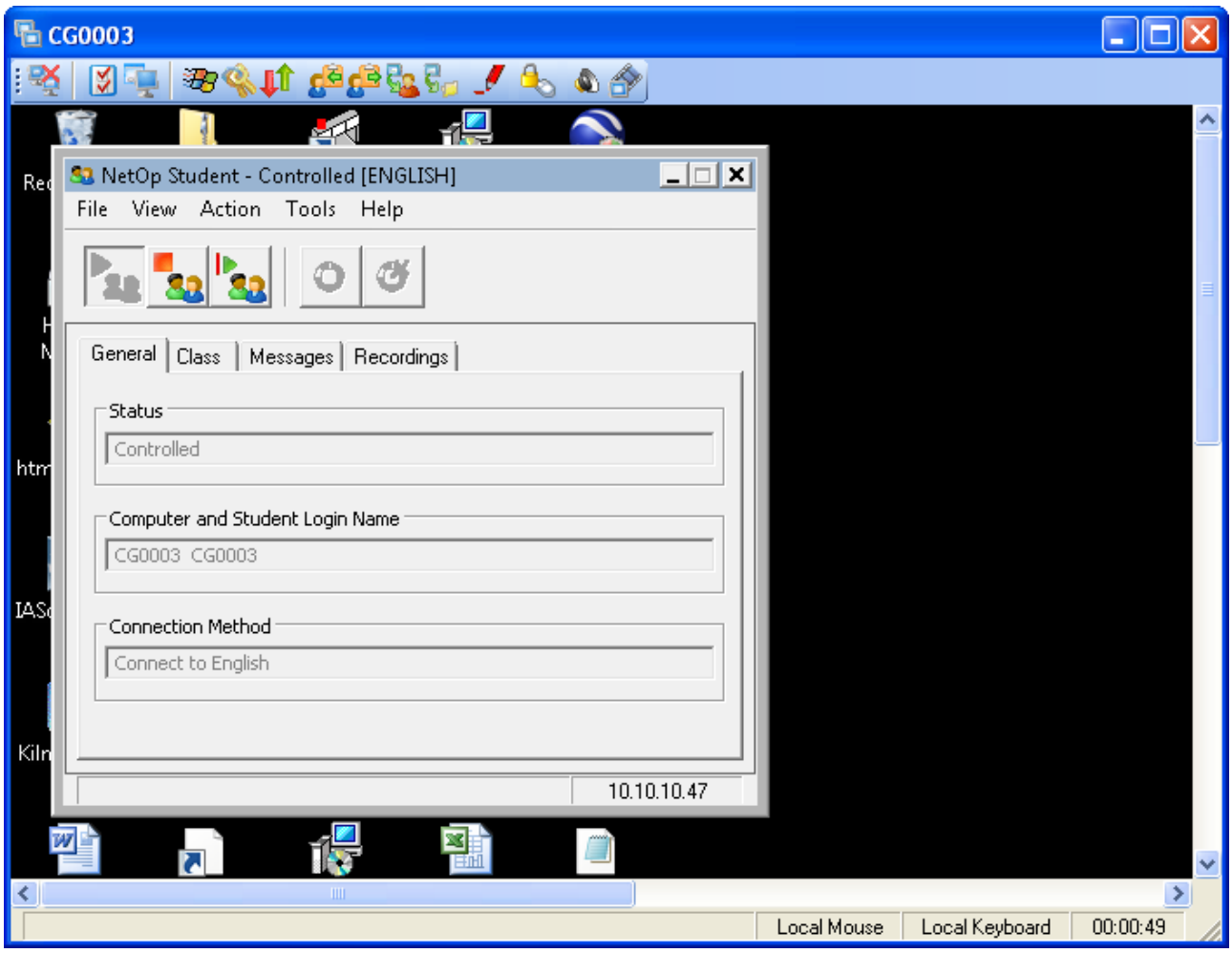


Click in the drop-down box list which *Student* to *Remote control*.

You can also start a *Remote control* session from the *Student context menu* *Remote control this student* command or by double-clicking a *Student* record or icon (not in *Class setup view*).

Note: *Remote control* is a one-to-one session between the *Teacher* and one *Student*. The *Teacher* can start up to ten *Remote control* sessions one at a time and run them in parallel.

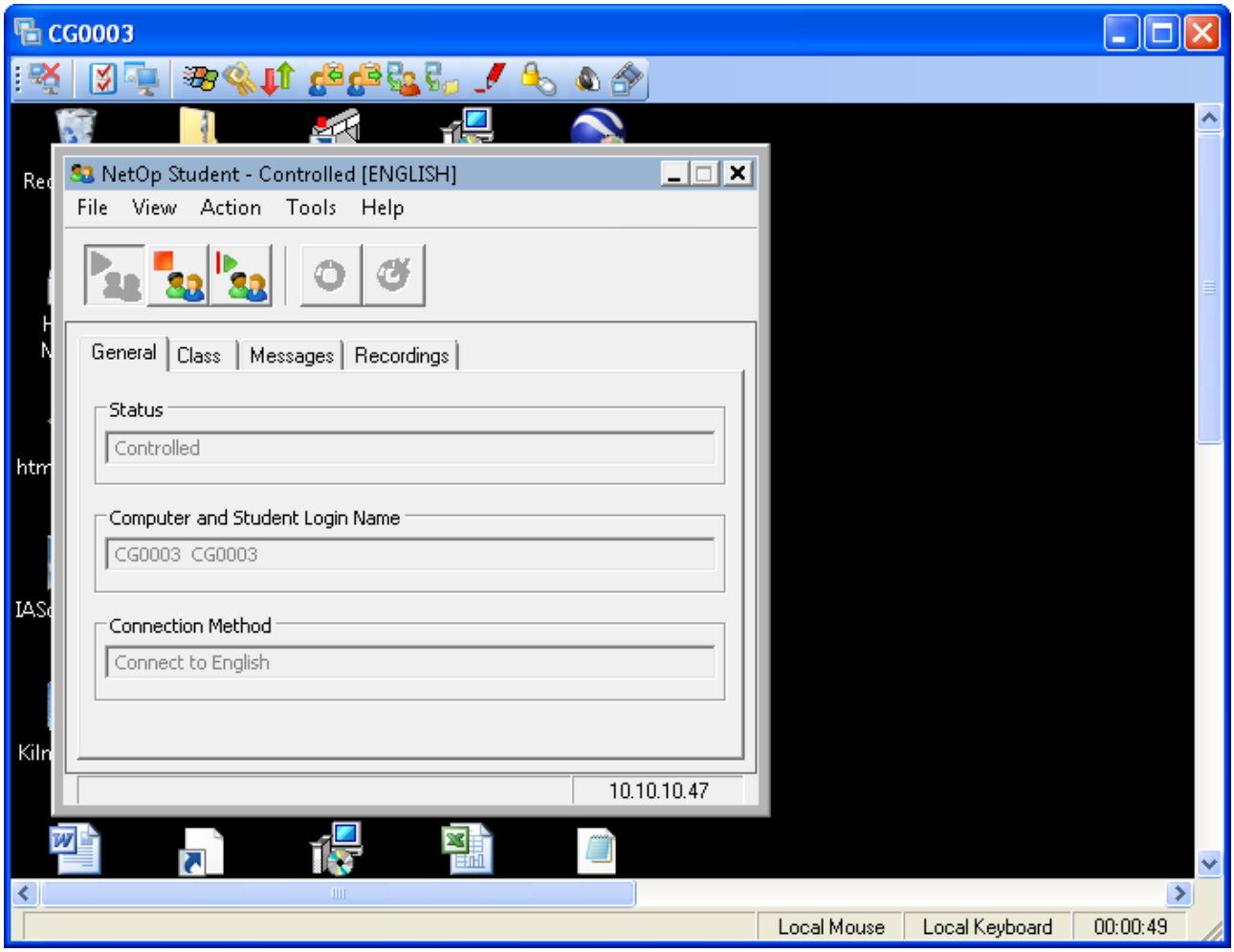
The *Teacher* computer screen will show the *Student* computer screen image, typically in a window:



Remote control functionalities are explained in the *Remote control window* section.

Remote Control Window

This is the *Remote control* window:



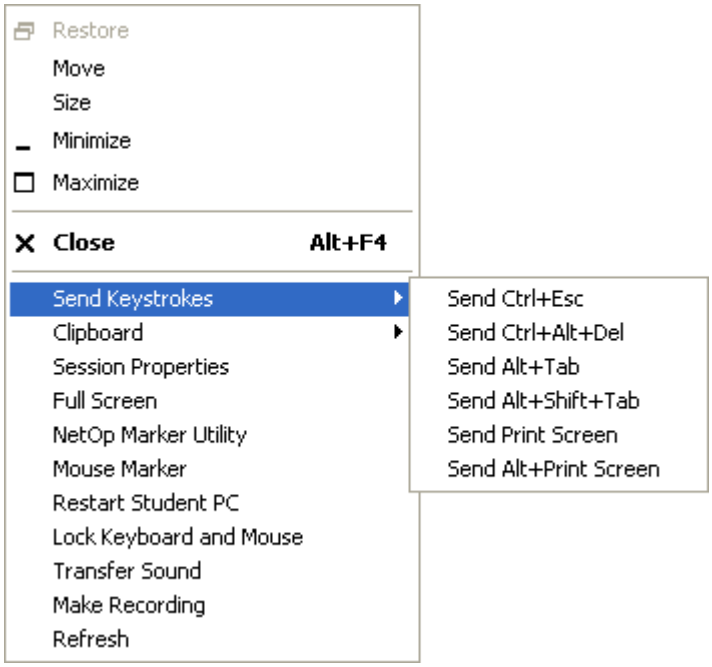
It contains these elements:

- *Title bar*
- *Toolbar*
- *Pane*
- *Status bar*

Title Bar

This is the *Remote control window* title bar:

Click its left end *Remote control* icon or right-click anywhere in it to show this menu:



Its upper section contains window control commands. Its lower section contains *Remote control* commands, some of which are duplicated by toolbar buttons:

- *Send keystrokes:* Expands into these commands:

Note: Sending the following keystroke combinations from the keyboard can have undesirable effects. Therefore, they should always be sent from this menu or matching toolbar buttons.

  - *Send Ctrl+Esc:* Click or click the matching *Toolbar or toolbox* button to send the keystroke combination CTRL+ESC to the *Student*, typically to show the *Student* computer *Start* menu.
  - *Send Ctrl+Alt+Del:* Click or click the matching *Toolbar or toolbox* button to send the keystroke combination CTRL+ALT+DEL to the *Student*, typically to provide program shutdown options.

Note: This command will be disabled if you are remote controlling a *Student* on a Windows 95 classic computer.

  - *Send Alt+Tab:* Click to send the keystroke combination ALT+TAB to the *Student*, typically to shift the *Student* computer screen active window clockwise.
  - *Send Alt+Shift+Tab:* Click to send the keystroke combination ALT+SHIFT+TAB to the*Student*, typically to shift the *Student*computer screen active window counterclockwise.
  - *Send Print screen:* Click to send a PRINT SCREEN command to the *Student* to place an image of the *Student* computer screen on the *Student* computer clipboard.
  - *Send Alt+Print screen:* Click to send an ALT+PRINT SCREEN command to the *Student* to place an image of the *Student* computer active window on the *Student* computer clipboard.
- *Clipboard:* Expands into these commands:
  - *Clipboard to student:* Click or click the matching *Toolbar or toolbox* button to send the *Teacher* computer clipboard contents to the *Student* computer clipboard.
  - *Clipboard from student:* Click or click the matching *Toolbar or toolbox* button to retrieve the *Student* computer clipboard contents to the *Teacher* computer clipboard.
  - *Print screen to clipboard:* Click or click the matching *Toolbar or toolbox* button to take a snapshot of the *Student* computer screen and place it on the *Teacher* computer clipboard.
  - *Print screen to file:* Click or click the matching *Toolbar or toolbox* button to take a snapshot of the *Student* computer screen and save it as a *Teacher* computer file.

Note: When you use this functionality for the first time, a *NetOp SnapShot* folder will be created on your computer desktop to contain snapshot files. You can change the snapshot files folder in the *Options* window *Sharing* tab *Snapshots* element.

- *Session properties:* Click or click the matching *Toolbar or toolbox* button to show the *Session properties* window.
- *Full screen:* Click or click the matching *Toolbar or toolbox* button or press the zoom hot key (default: CTRL +Z) to show the *Student* screen image in full screen mode.
- *NetOp marker utility:* Click or click the matching *Toolbar or toolbox* button to load *NetOp marker utility* on the *Student* computer and check mark the command. Click the check marked command to unload *NetOp marker utility*.
- *Mouse marker:* Click to show a mouse marker arrow when clicking in the *Student* screen image (click functionality disabled) and check mark the command. Click the check marked command to disable.
- *Restart student PC:* Click or click the matching *Toolbar or toolbox* button to restart the *Student* computer after a warning message.
- *Lock keyboard and mouse:* Click or click the matching *Toolbar or toolbox* button to disable the *Student* computer keyboard and mouse and check mark the command. Click the check marked command to enable the *Student* computer keyboard and mouse.
- *Transfer sound:* Click or click the matching *Toolbar or toolbox* button to transfer *Student* computer microphone input and running application sound and check mark the command. Click the check marked command to not transfer *Student* computer microphone input and running application sound.

  Note: *Transfer sound* will typically work smoothly with new computers with integrated sound devices. On older computers with older sound devices and older operating systems, if *Transfer sound* does not work, look into recording sound mix setup. NetOp expects to find the recording sound mix name *Wave Out Mix*. If only other recording sound mix names are available, add this section to the *NetOp.ini* file:

  ```
  [AUDIO]
  Sound_Mix=<Recording sound mix name>
  ```

  If the computer sound device does not support recording sound mix, *Transfer sound* will not work.
- *Record:* Click or click the matching *Toolbar or toolbox* button to start recording the *Teacher* desktop showing the *Recording toolbox*. Control and stop recording in the *Recording toolbox*.
- *Refresh:* Click to refresh the *Student* screen image.

Toolbar or Toolbox

This is the *Remote control window* toolbar:

You can drag it by its left end to a horizontal or vertical position along a window edge or floating inside or outside the window. This is the *Remote control* full screen toolbox:

They contain the same tool tip identified buttons by which you can execute *Remote control* actions:

End session: Click or use *Remote control window* *Title bar* *Close* controls to close the *Remote control* window/full screen display to end the *Remote control* session.

Session properties: Click or click the matching *Title bar* menu command to show the *Session properties* window.

Full screen/window: Click, click the matching *Title bar* menu command or press the zoom hot key (default: CTRL+Z) to switch between full screen and window display mode.

Send Ctrl+Esc: Click or click the matching *Title bar* menu command to send the keystroke combination CTRL+ESC to the *Student* to typically show the Windows *Start* menu.

Send Ctrl+Alt+Del: Click or click the matching *Title bar* menu command to send the keystroke combination CTRL+ALT+DEL to the *Student* to typically provide program shutdown options.

Note: This button will be disabled if a *Student* running on a Windows 95 classic computer is remote controlled.

Restart student computer: Click or click the matching *Title bar* menu command to restart the *Student* computer after a warning message.

Clipboard to student: Click or click the matching *Title bar* menu command to send the *Teacher* computer clipboard contents to the *Student* computer clipboard.

Clipboard from student: Click or click the matching *Title bar* menu command to retrieve the *Student* computer clipboard contents to the *Teacher* computer clipboard.

Print screen to clipboard: Click or click the matching *Title bar* menu command to take a snapshot of the *Student* computer screen and place it on the *Teacher* computer clipboard.

Print screen to file: Click or click the matching *Title bar* menu command to take a snapshot of the *Student* computer screen and save it as a *Teacher* computer file.

Note: When you use this functionality for the first time, a *NetOp SnapShot* folder will be created on your computer desktop to contain snapshot files. You can change the snapshot files folder in the *Options* window *Sharing* tab *Snapshots* element.

NetOp marker utility: Click or click the matching *Title bar* menu command to load *NetOp marker utility* on the *Student* computer and make the button appear pressed in. Click the pressed in button to unload *NetOp marker utility*.

Lock keyboard and mouse: Click or click the matching *Title bar* menu command to disable the *Student* computer keyboard and mouse and make the button appear pressed in. Click the pressed in button to enable the *Student* computer keyboard and mouse.

Transfer sound: Click or click the matching *Title bar* menu command to transfer *Student* computer microphone input and running application sound and make the button appear pressed in. Click the pressed in button to not transfer *Student* computer microphone input and running application sound.

Note: *Transfer sound* will typically work smoothly with new computers with integrated sound devices. On older computers with older sound devices and older operating systems, if *Transfer sound* does not work, look into recording sound mix setup. NetOp expects to find the recording sound mix name *Wave Out Mix*. If only other recording sound mix names are available, add this section to the *NetOp.ini* file:

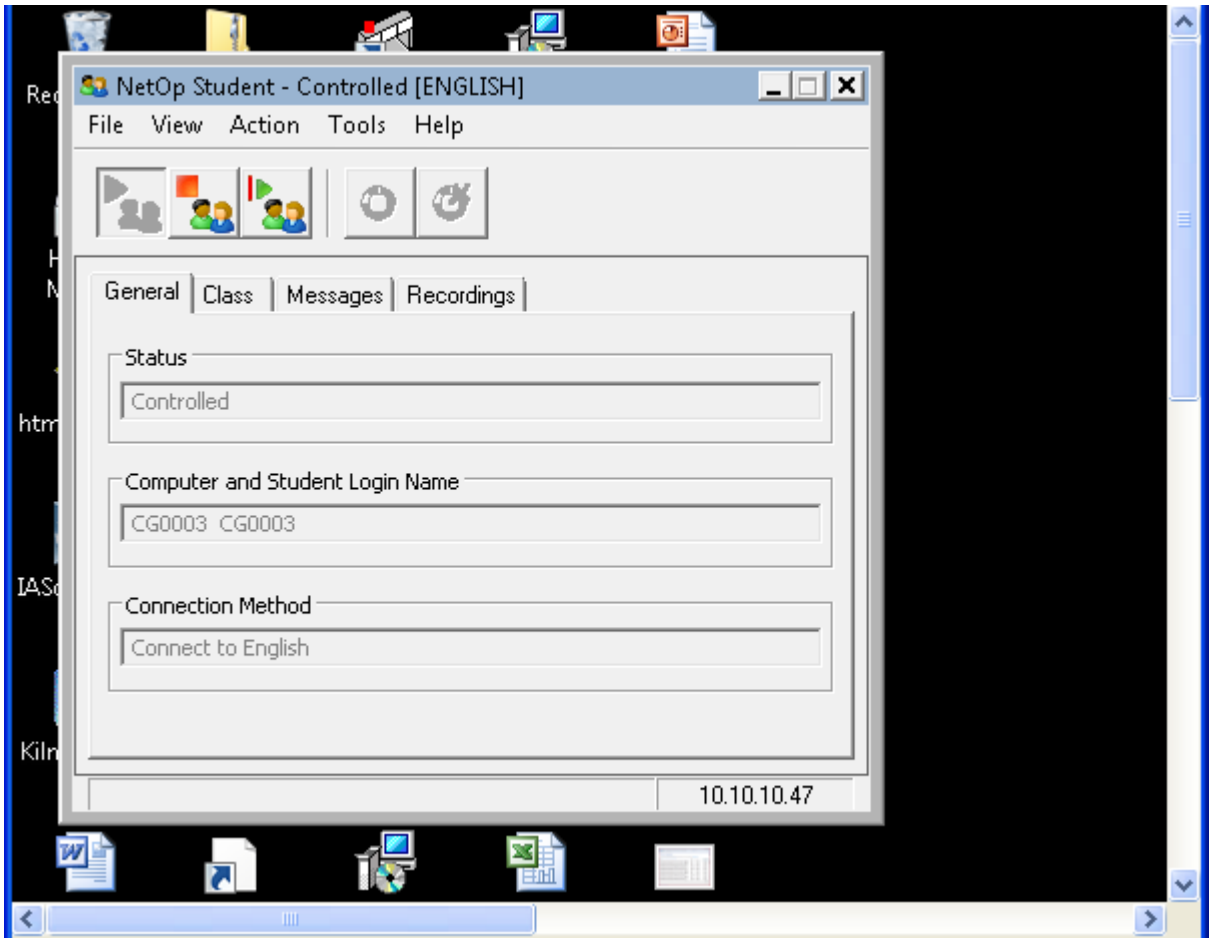
```
[AUDIO]
Sound_Mix=<Recording sound mix name>
```

If the computer sound device does not support recording sound mix, *Transfer sound* will not work.

Record: Click or click the matching *Title bar* menu command to start recording the *Teacher* desktop showing the *Recording toolbox*. Control and stop recording in the *Recording toolbox*.

Pane

This is the *Remote control window* pane:



It will typically show an automatically scrolling full scale section of the *Student* computer screen image. Alternatively, it can show a scaled *Student* computer screen image.

By default, the *Teacher* user and the *Student* user have equal access to working with *Student* computer screen elements with keyboard and mouse.

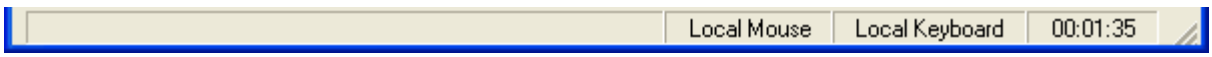
The *Teacher* user can suppress the transfer of *Student* user mouse movements to the *Teacher* computer screen by holding down the CTRL key.

The *Teacher* user can apply *Lock keyboard and mouse* generally when running a *Remote control* session or during a session to disable any *Student* user keyboard and mouse activity.

On the other hand, you can generally protect the *Student* against specified *Teacher* actions including controlling the *Student* without confirmation by its user.

Status Bar

This is the *Remote control window* status bar:



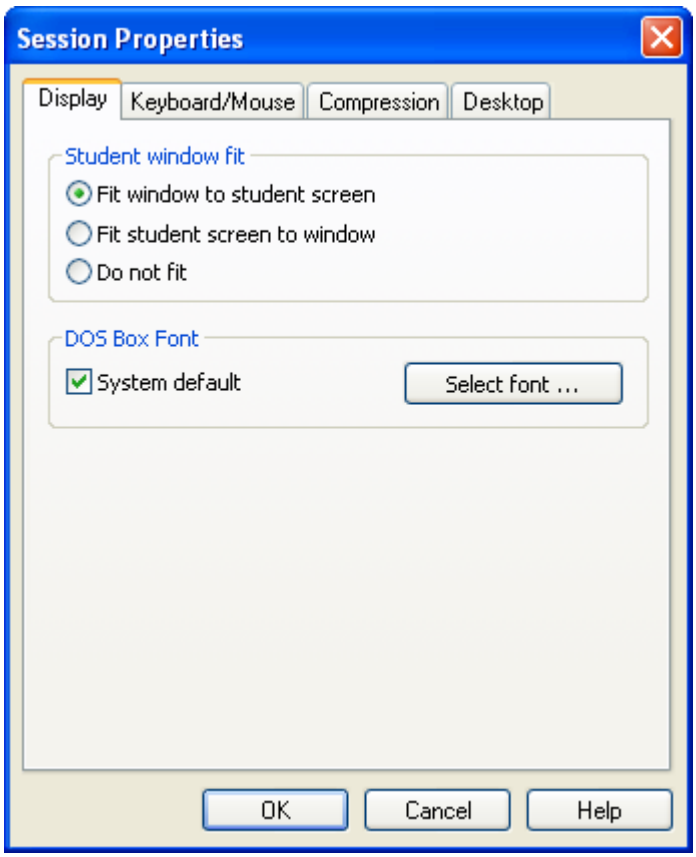
When the mouse pointer is over a *Title bar* menu command, the left end of the status bar will show a hint to the command.

Two fields will show the keyboard and mouse status.

The right field will show the duration of the current session in the format HH:MM:SS.

Session Properties

This is the *Control Session properties* window:

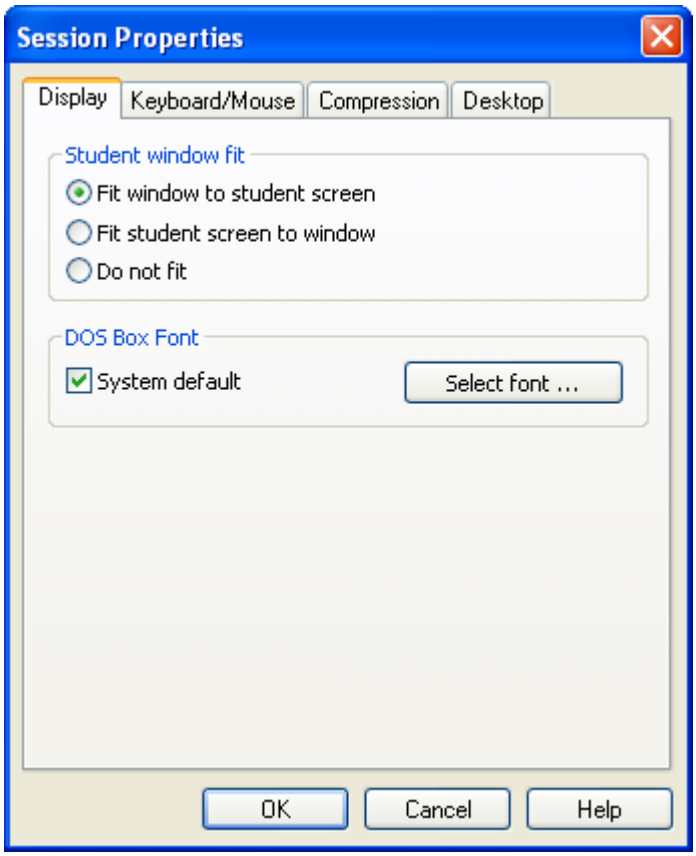


It specifies *Remote control* and *Monitor Session properties* on these tabs:

- *Display*
- *Keyboard/Mouse*
- *Compression*
- *Desktop*

Display Tab

This is the *Session properties* window *Display* tab:



It specifies *Control* session window and DOS box characters display properties.

Student window fit

Click one of the options:

⊙ *Fit window to student screen:* Resize the window to contain the full scale *Student* computer screen image. If the *Student* computer screen image has more pixels than the maximized window *Pane*, the window will have scrollbars.

○ *Fit student screen to window:* Scale the *Student* computer screen image to fit within the selected window *Pane*.

○ *Do not fit:* Show the part of the full scale *Student* computer screen image that will fit within the selected window *Pane*. If the *Student* computer screen image has less pixels than the selected window *Pane*, it will be surrounded by black borders. If the *Student* computer screen image has more pixels than the selected window *Pane*, it will have scrollbars.

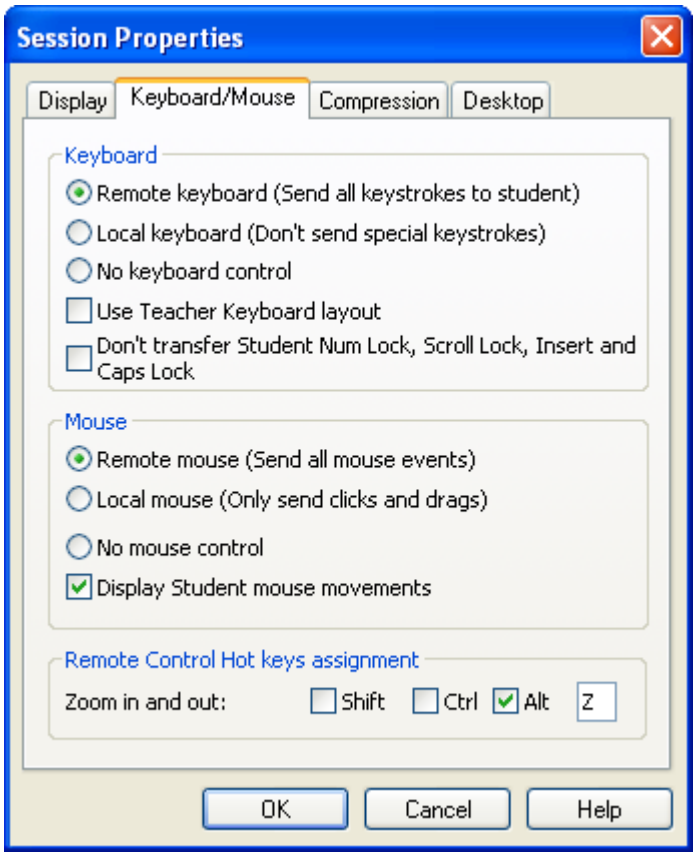
DOS box font

Command window (DOS box) characters will be transferred as data and typically shown using the *Teacher* computer system default font.

☑ *System default [Select font]:* Leave checked to use the *Teacher* computer system default font. Click *[Select font]* to show the Windows *Font* window to select a font and uncheck the box.

Keyboard/Mouse Tab

This is the *Session properties* window *Keyboard/Mouse* tab:



It specifies *Control* session keyboard and mouse properties.

Keyboard

Click one of these options:

⊙ *Remote keyboard (Send all keystrokes to student):* Send all *Teacher* computer keystrokes to the *Student* computer.

○ *Local keyboard (Don't send special keystrokes):* Send all *Teacher* computer keystrokes except special *Send keystrokes* combinations to the *Student* computer. Send special *Send keystrokes* combinations to the *Teacher* computer.

○ *No keyboard control:* Send all *Teacher* computer keystrokes to the *Teacher* computer.

☐ *Use teacher keyboard layout:* If the *Teacher* computer keyboard layout and the *Student* computer keyboard layout are different, *Teacher* computer keystrokes will come out wrong on the *Student* computer. Check to send *Teacher* computer keystrokes not according to layout but according to contents.

☐ *Don't transfer student Num Lock, Scroll Lock, Insert and Caps Lock:* In some cases, these *Student* computer keyboard settings may cause *Teacher* computer keyboard lights to flash. Check to disable the transfer of these settings.

Mouse

Click one of these options:

⊙ *Remote mouse (Send all mouse events):* Send all *Teacher* computer mouse events (clicks, drags and moves) to the *Student* computer to move the *Student* computer mouse pointer in accordance with the *Teacher* computer mouse pointer.

○ *Local mouse (Only send clicks and drags):* Send only *Teacher* computer clicks and drags (not moves) to

the *Student* computer to move the *Student* computer mouse pointer only when the *Teacher* user clicks and drags in the screen image.

○ *No mouse control:* Send all *Teacher* computer mouse events to the *Teacher* computer.

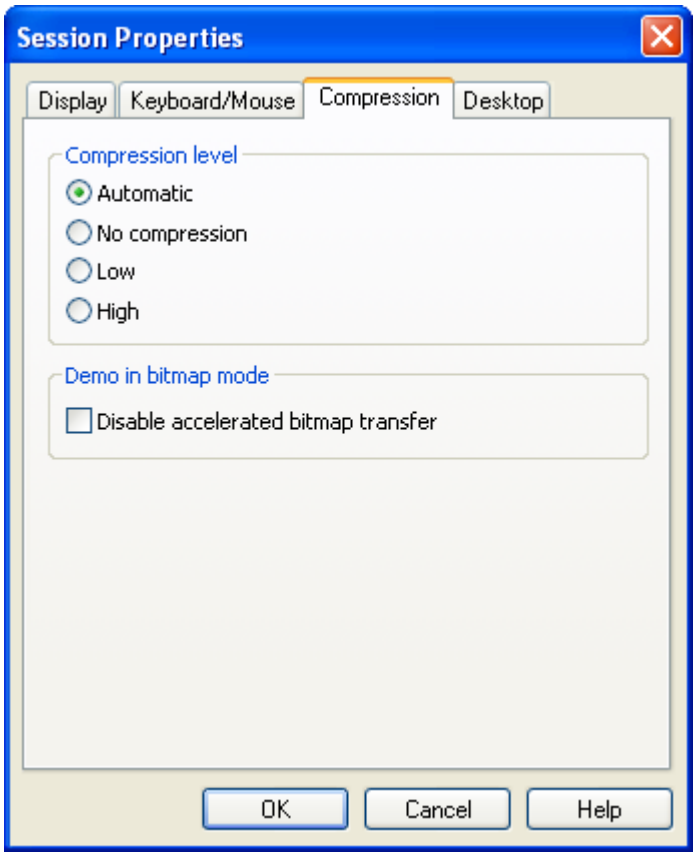
☑ *Display student mouse movements:* Leave checked to move the *Teacher* computer mouse pointer in accordance with *Student* user mouse movements. The *Teacher* computer user can press the CTRL key to suppress this functionality.

Remote control hot keys assignment

- *Zoom in and out* ☐ *Shift* ☐ *Ctrl* ☐ *Alt []:* To change the keystroke combination that will switch between *Remote control* window mode and full screen mode, check/uncheck boxes and specify a key in the field.

Compression Tab

This is the *Session properties* window *Compression* tab:



It specifies *Control* session screen image transfer properties.

Compression level

Screen image data can be compressed to reduce bandwidth consumption and speed up image transfer across slow communication links. Click one of the options:

⊙ *Automatic:* Compress screen image data according to the properties of the selected *Communication profile*.

○ *No compression:* The optimum selection for fast communication links.

○ *Low:* The optimum selection for medium fast communication links.

○ *High:* The optimum selection for slow communication links.

Demo in bitmap mode

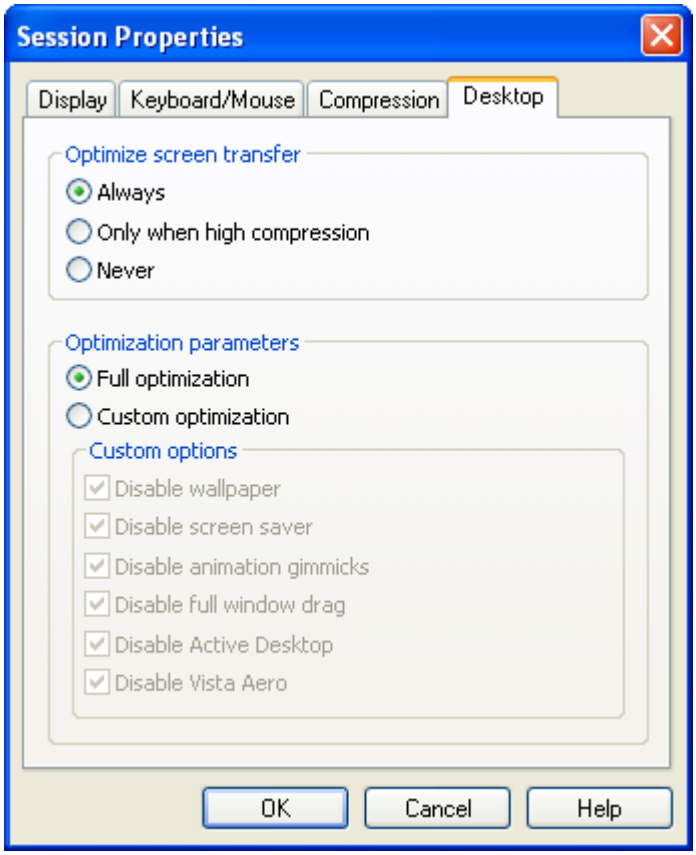
If on the *Options* window *Demonstrate* tab the *Demo in bitmap mode* box is checked, a *Student desktop*

Demonstrate session will typically use accelerated bitmap transfer.

☐ *Disable accelerated bitmap transfer:* If a *Demo in bitmap mode* *Student desktop* *Demonstrate* session causes problems, check this box to see if it solves the problems.

Desktop Tab

This is the *Session properties* window *Desktop* tab:



It specifies *Control* session *Student* computer desktop features transfer properties.

Optimize screen transfer

Advanced *Student* computer desktop features slow down screen image transfer and are in most cases unimportant to the *Teacher* and other *Students* that receive a demonstration. Therefore, NetOp will by default transfer the screen image without advanced desktop features. If unacceptable, select which advanced desktop features to transfer.

⊙ *Always:* Always apply the optimization specified in the section below.

○ *Only when high compression:* Apply the optimization specified in the section below only when NetOp applies high compression to screen image data according to *Compression* tab settings.

○ *Never:* Never apply the optimization specified in the section below.

Optimization Parameters

Click one of these options:

⊙ *Full optimization:* Apply all *Custom options* subsection options.

○ *Custom optimization:* Enable the *Custom options* subsection.

Custom Options

☑ *Disable wallpaper*

☑ *Disable screen saver*

☑ *Disable animation gimmicks*

☑ *Disable full window drag*

☑ *Disable Active Desktop*

☑ *Disable Vista Aero*

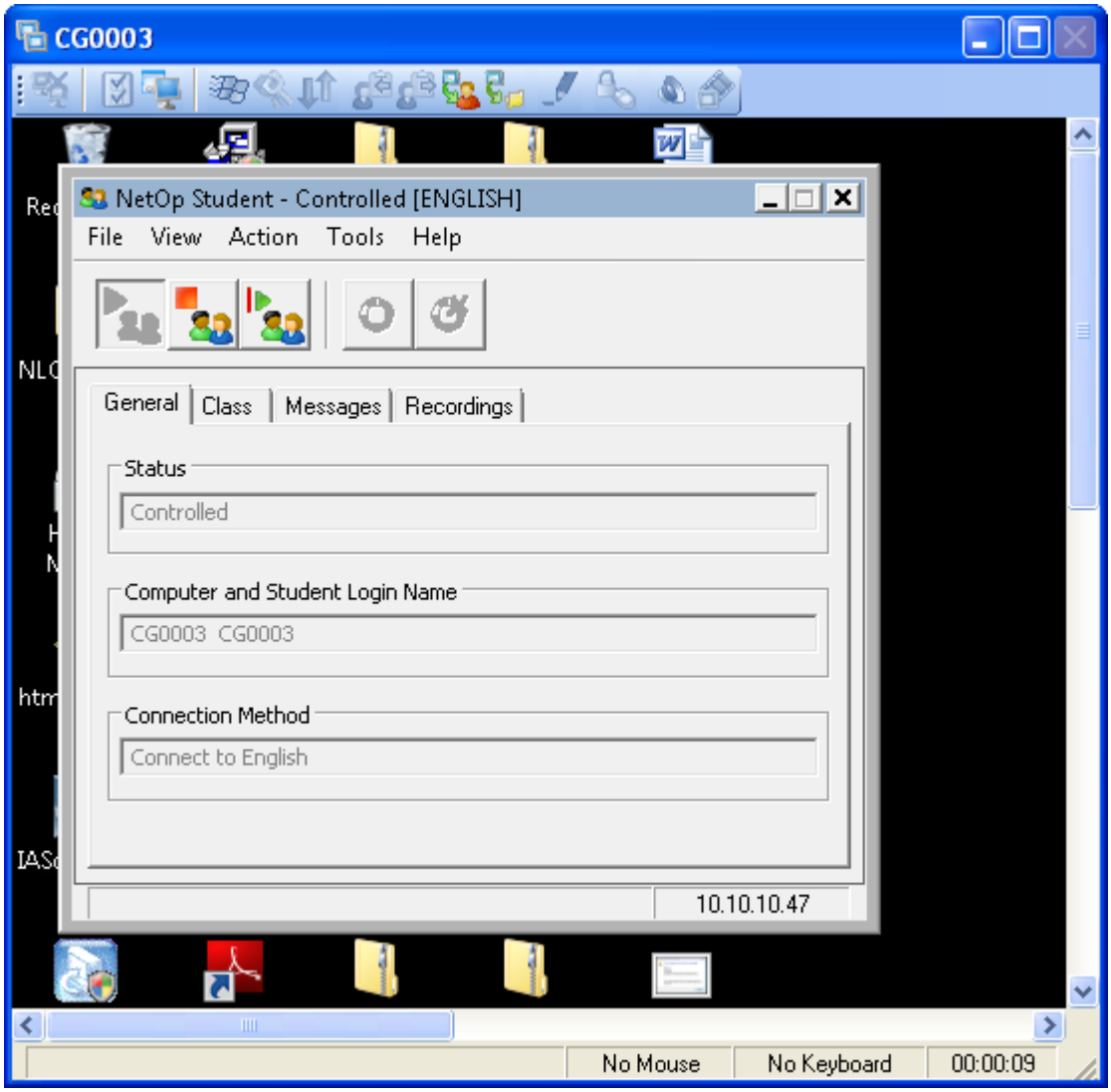
3.2.3.3.2 Monitor

To start a *Monitor* session with selected *Students*, click the *Control* menu *Monitor students* command, or if *Monitor* is the default *Control* mode click the *Control* button.

You can also start a *Monitor* session from the *Student context menu* *Monitor this student* command or from the *Student group context menu* *Monitor this group* command.

Note: *Monitor* is a sequential one-to-one session between the *Teacher* and each selected *Student*.

The computer screen image of each selected *Student* will be shown sequentially on the *Teacher* computer screen, typically in a window:



The *Monitor* display is very similar to the *Remote control* display, but the *Teacher* user will have no keyboard and mouse control and most *Toolbar or Toolbox* buttons will be disabled.

At an interval set on the *Options* window *Control* tab, the computer screen image of the next selected *Student* will be shown.

This toolbox will be shown on the *Teacher* computer screen:

It is explained in the *Monitor toolbox* section.

Monitor Toolbox

This is the *Monitor* toolbox:

Its title bar will show:

- During monitoring countdown: *Monitoring:*, the name of the *Student* being monitored and the number of seconds remaining before monitoring the next *Student*.
- While holding monitoring countdown: *Holding:* and the name of the *Student* being monitored.
- If switched to *Remote control*: *Remote controlling:* and the name of the *Student* being remote controlled.

It contains these tool tip identified buttons:

End session: Click to end the *Monitor* session.

Continue: When *Holding*, click to continue countdown.

Hold: Click to hold countdown.

Previous student: During countdown, click to jump to the previous *Student* to start a new countdown.

Next student: During countdown, click to jump to the next *Student* to start a new countdown.

Remote control/Monitor: Click to switch between *Remote control* and *Monitor*. During *Remote control*, the green icon *Monitor* control buttons will be disabled and countdown will be stopped. The *Remote control* *Title bar* menu and *Toolbar or toolbox* controls except *End session*, *Restart student computer* and *Record* will be enabled.

Full screen/Window: Click to switch between full screen mode and window mode.

Record: Click to start recording the *Teacher* desktop to show the *Recording toolbox*.

Print screen to clipboard: Click to take a snapshot of the *Student* computer screen and place it on the *Teacher* computer clipboard.

Print screen to file: Click to take a snapshot of the *Student* computer screen and save it as a *Teacher* computer file.

> **Note:** When you use this functionality for the first time, a *NetOp SnapShot* folder will be created on your computer desktop to contain snapshot files. You can change the snapshot files folder in the *Options* window *Sharing* tab *Snapshots* element.

Transfer sound: Enabled during *Monitor* *Hold* and *Remote control*. Click to transfer *Student* computer microphone input and running application sound and make the button appear pressed

in. Click the pressed in button to not transfer *Student* computer microphone input and running application sound.

Note: *Transfer sound* will typically work smoothly with new computers with integrated sound devices. On older computers with older sound devices and older operating systems, if *Transfer sound* does not work, look into recording sound mix setup. NetOp expects to find the recording sound mix name *Wave Out Mix*. If only other recording sound mix names are available, add this section to the *NetOp.ini* file:

```
[AUDIO]
Sound_Mix=<Recording sound mix name>
```

If the computer sound device does not support recording sound mix, *Transfer sound* will not work.

Student list: Click to show a list of selected *Students* in monitoring order. Click a *Student* to jump to it to start a new countdown.

3.2.3.4 Communicate

This is the *Teacher* window *Toolbar* *Communicate* button and menu:

Communicate enables different types of communication with selected *Students*.

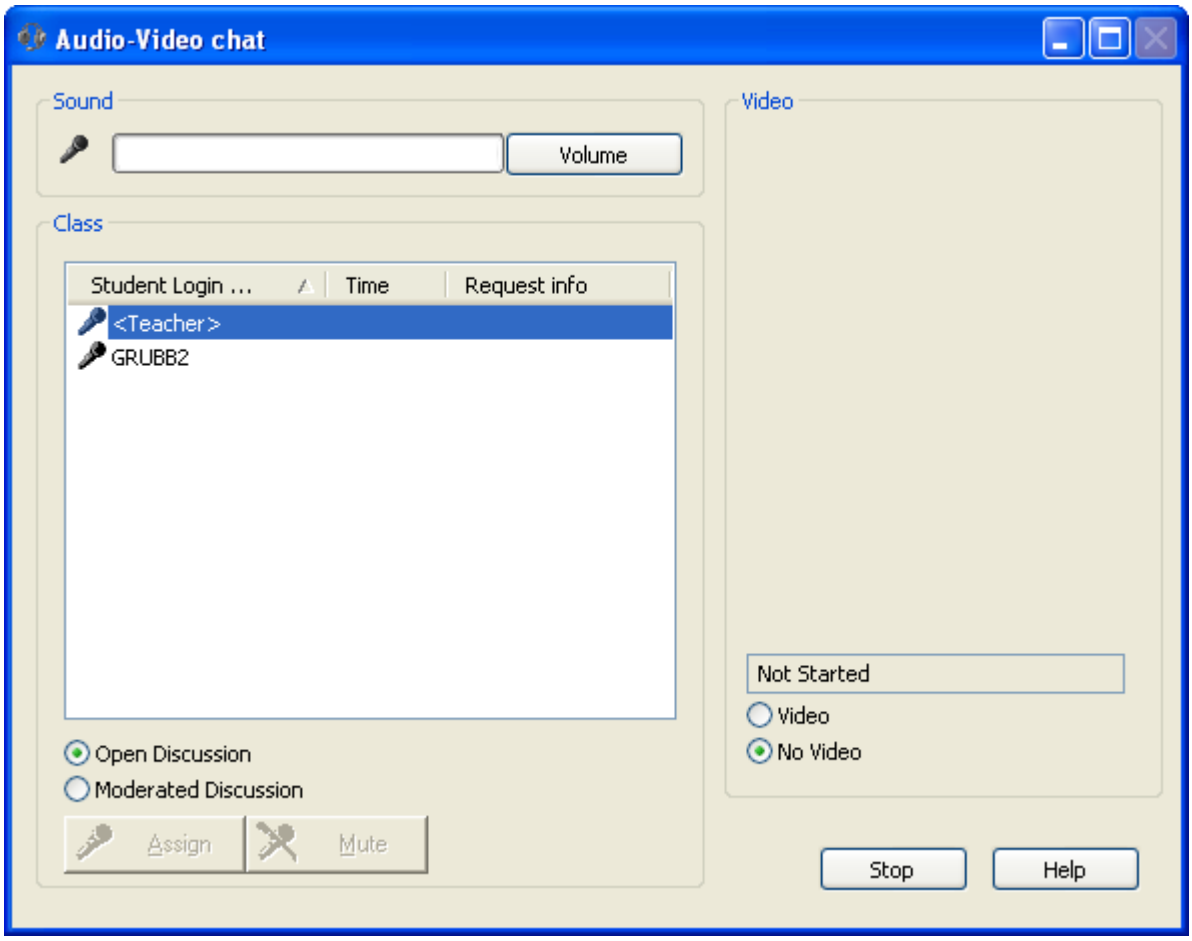
To start a *Communicate* session, select *Students* and click one of these *Action* menu *Communicate* command menu or *Toolbar* *Communicate* button menu commands:

- *Audio-video chat*
- *Chat*
- *Send message*

You can also start each type of *Communicate* session from the *Student context menu* or the *Student group context menu*.

3.2.3.4.1 Audio-Video Chat

To start an *Audio-video chat* session with selected *Students*, click the *Communicate* menu *Audio-video chat* command to show this window:



It enables you to control an *Audio-video chat* session.

Note: Each *Teacher* and each *Student* can run only one *Audio-video chat* session at a time.

You can also start an *Audio-video chat* session from the *Student context menu* *Audio-video chat with this student* command or the *Student group context menu* *Audio-video chat with this group* command.

A similar window with partly different controls will be shown on selected *Students'* computer screen. The *Teacher* *Audio-video chat* window contains these elements:

Sound

Will show a microphone icon when the *Teacher* has the microphone, otherwise a loudspeaker icon.

The field will show sound send volume colored blocks.

Click *Volume* to show the *Teacher* computer sound device volume control window to adjust the loudspeaker output volume.

Class

The table will contain *Audio-video chat* participant records with these column details:

- *Student login name:* Will show the *Teacher* name and the *Student login* name of participating *Students*. Will show a microphone icon if the participant has the microphone. Will show a raised hand if the *Student* has requested the microphone (*Request* button is available on *Student*).

- *Time:* Will show the time of a microphone request.
- *Request text:* Will show the text of a microphone request (*Request text* field is available on *Student*).

With only two participants, you can click one of these options (not available on *Student*):

⊙ *Open discussion:* Initial selection with two participants. Both will have the microphone for duplex communication (talk and listen at the same time).

○ *Moderated discussion:* Always selected with more than two participants. The *Teacher* user can assign the microphone for simplex communication (one talks, others listen).

- *Assign:* Enabled if *Moderated discussion* is selected. Click to make appear pressed in to enable assigning the microphone by clicking a table record. Click again to withdraw the microphone to the *Teacher* (not available on *Student*).
- *Mute:* Enabled if *Moderated discussion* is selected. Click to make appear pressed in to disable microphone input.

Video

Initially, video will be disabled by this section bottom selection (not available on *Student*):

○ *Video:* Enable video.

⊙ *No video:* Disable video.

Click *Video* to show the *Teacher* computer camera view in the top of the section and the *Student* computer camera view in the bottom of the section. With more than two participants, the camera view of the computer to which the microphone is assigned will be shown in the bottom of the section. If a camera view is unavailable, an error message will be shown.

Stop: Click to end the *Audio-video chat* session (not available on *Student*).

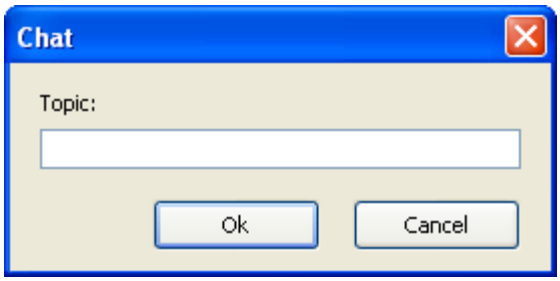
During an *Audio-video chat* session, a *Details view* participating *Student* record will show this icon in the *Status* column:

Classroom view and *Class setup view* participating *Student* icons will show a green check mark.

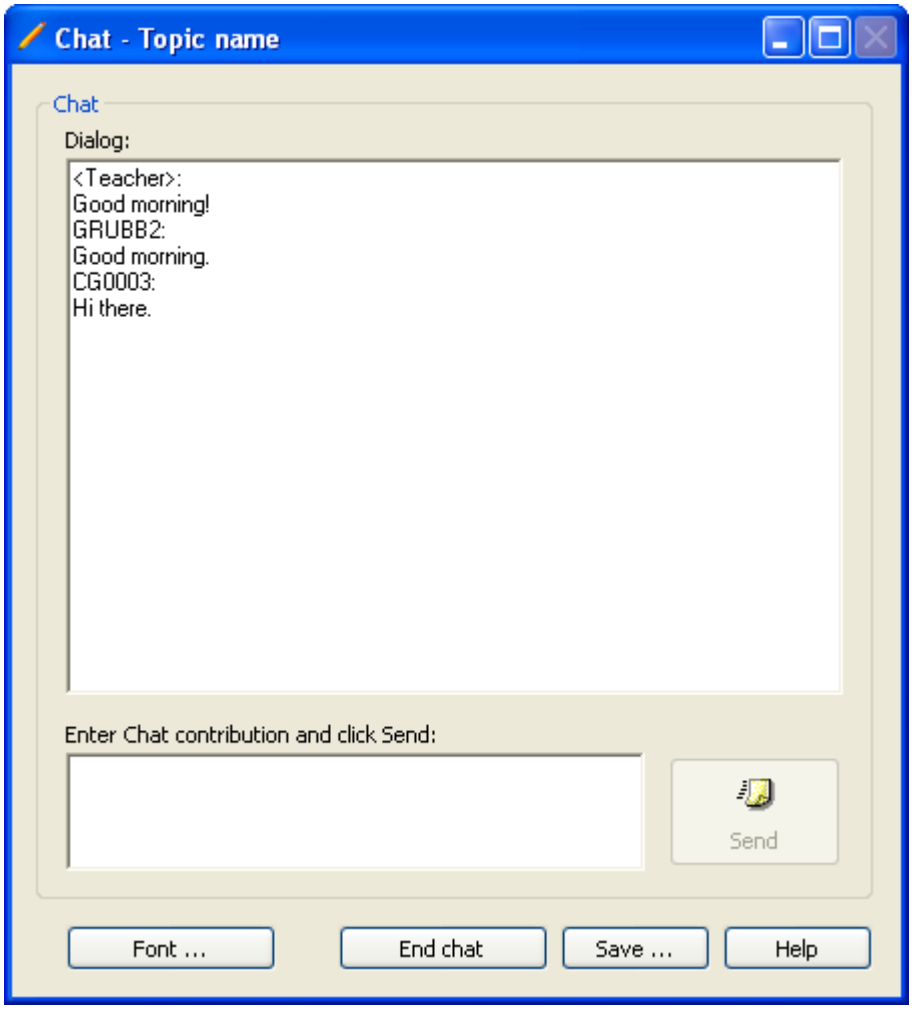
You can specify general *Audio-video chat* properties on the *Options* window *Audio-video chat* tab.

3.2.3.4.2 Chat

To start a *Chat* session with selected *Students*, click the *Communicate* menu *Chat* command to show this window:



Each *Teacher* can run multiple *Chat* sessions at a time.To identify the *Chat* session, optionally specify its topic in the *Topic* field. Click *OK* to show this window:



It enables you to control a *Chat* session.

You can also start a *Chat* session from the *Student context menu* *Chat with this student* command or the *Student group context menu* *Chat with this group* command.

A similar window without the *End chat* button will be shown on the computer screen of selected *Students*. The *Teacher* *Chat* window contains these elements:

- The title bar will show the specified *Chat* topic.

Chat

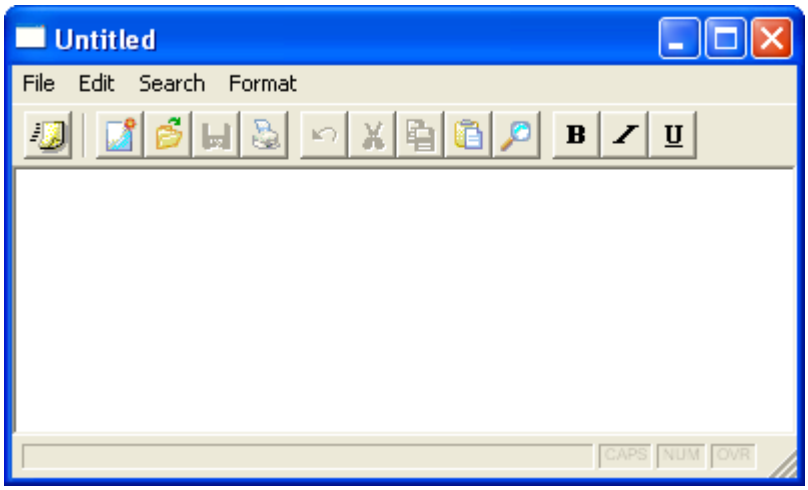
- *Dialog []:* Will show the *Chat* dialog. The contributor's name will precede each contribution.
- *Enter chat contribution and click send []:* Specify your *Chat* contribution by typing or pasting (CTRL+V).
- *Send:* Click to send your *Chat* contribution to the other participants to appear in the pane above.
- *Font:* Click to show the Windows *Font* window to format your *Chat* contribution.
- *End chat:* Click to close the *Chat* window of the *Teacher* and selected *Students* to end the *Chat* session (not available on *Student*).
- *Save:* Click to show a Windows *Save as* window to save the *Chat* dialog.

During a *Chat* session, a *Details view* participating *Student* record will show this icon in the *Status* column:

Classroom view and *Class setup view* participating *Student* icons will show a green check mark.

3.2.3.4.3 Send Message

To send a *NetOp message* to selected *Students*, click the *Communicate* menu *Send message* command to show this window:



It enables you to send a *NetOp message* to selected *Students*.

You can also open the *NetOp message* window from the *Student context menu* *Send message to this student* command or the *Student group context menu* *Send message to this group* command.

Note: As long as the *NetOp message* window is open, you cannot work in the *Teacher* window.

The *Teacher* *NetOp message* window contains these elements:

- *Title bar*
- *Menu bar*
- *Toolbar*
- *Message pane*
- *Status bar*

Title Bar

This is the *Teacher* *NetOp message* window title bar:

It will show the path of an opened *NetOp message* file, otherwise *Untitled*.

Menu Bar

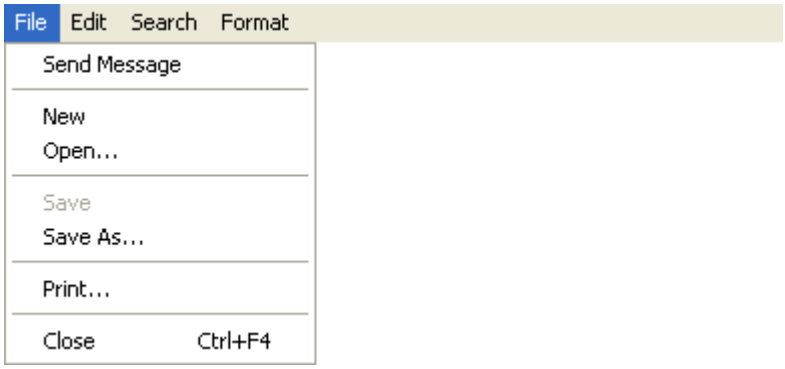
This is the *Teacher* *NetOp message* window menu bar:

It contains these menus:

- *File*
- *Edit*
- *Search*
- *Format*

File Menu

This is the *Teacher* *NetOp message* window *File* menu:



It contains these commands:

- *Send Message:* Click or click the *Toolbar* *Send message* button to send the open *NetOp message* to selected *Students* closing the *NetOp message* window.

Note: A sent *NetOp message* will not automatically be saved on the *Teacher* computer. It will appear on the computer screen of selected *Students* in a *NetOp message* window and automatically be saved on the *Student* computer. If sending the *NetOp message* to all selected *Students* fails, a *File distribution* window will show what failed.

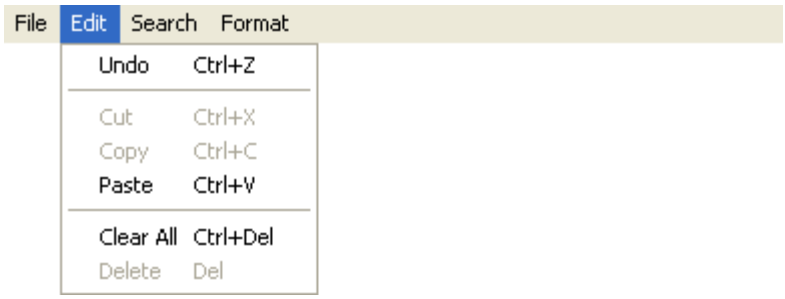
- *New:* Click or click the *Toolbar* *New* button to empty the *NetOp message* window to create a *NetOp message*.
- *Open:* Click or click the *Toolbar* *Open* button to show a Windows *Open* window to open a text file in the *NetOp message* window.

Note: To open a file in the *NetOp message* window, it must have an extension that identifies it as a text file, typically *rtf*, *txt* or *doc*.

- *Save:* Click or click the *Toolbar* *Save* button to save the open *NetOp message* in a file. If no file path has been specified before, a Windows *Save as* window will be shown to specify it.
- *Save as:* Click to show a Windows *Save as* window to save the open *NetOp message* in a new file.
- *Print:* Click or click the *Toolbar* *Print* button to show a Windows *Print* window to print the open *NetOp message*.
- *Close:* Click, press CTRL+F4, click the *Title bar* *Close* button or click the *Title bar* window control menu *Close* command to close the *NetOp message* window.

Edit Menu

This is the *Teacher* *NetOp message* window *Edit* menu:



It contains these commands:

- *Undo Ctrl+Z:* Click, press CTRL+Z or click the *Toolbar* *Undo* button to undo/redo the last *Message pane* action.
- *Cut Ctrl+X:* Select *Message pane* text and click, press CTRL+X or click the *Toolbar* *Cut* button to remove the selected text placing it on the clipboard.
- *Copy Ctrl+C:* Select *Message pane* text and click, press CTRL+C or click the *Toolbar* *Copy* button to copy the selected text to the clipboard.
- *Paste Ctrl+V:* Click, press CTRL+V or click the *Toolbar* *Paste* button to paste the clipboard contents in the *Message pane* cursor position.
- *Clear all Ctrl+Del:* Click or press CTRL+DEL to delete the *Message pane* contents.
- *Delete Del:* Select *Message pane* text and click or press DEL to delete the selected text.

Search Menu

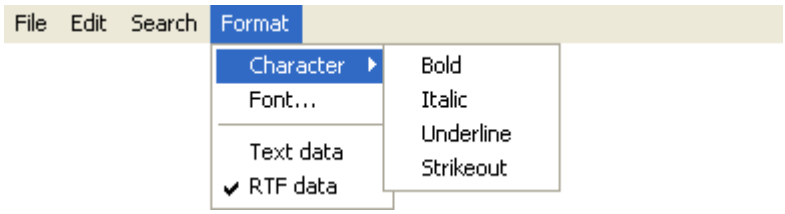
This is the *Teacher* *NetOp message* window *Search* menu:

It contains these commands:

- *Find:* Click or click the *Toolbar* *Find* button to show the Windows *Find* window to specify a character sequence to find it in the *Message pane*.
- *Replace:* Click to show the Windows *Replace* window to specify a character sequence to find and replace it in the *Message pane*.
- *Next F3:* Click or press F3 to highlight the next occurrence of the character sequence specified in a Windows *Find* or *Replace* window.

Format Menu

This is the *Teacher* *NetOp message* window *Format* menu:



It contains these commands:

- *Character:* Select *Message pane* text and click an expanded *Bold*, *Italic*, *Underline* or *Strikeout* command or click the matching *Toolbar* buttons to apply this formatting to or remove this formatting from the selected text. Commands will be check marked and buttons will appear pressed in when the formatting is applied.
- *Font:* Select *Message pane* text and click to show the Windows *Font* window to apply a selected font to the selected text.
- *Text data/RTF data:* One of these commands will be check marked to indicate the *Message pane* text data type. Click the unchecked command to change the *Message pane* text data type.

Note: The RTF data type supports hyperlinks.

Toolbar

This is the *Teacher* *NetOp message* window toolbar:

It contains these buttons:

Send message: Click or click the *File* menu *Send message* command to send the open *NetOp message* to selected *Students* closing the *NetOp message* window.

Note: A sent *NetOp message* will not automatically be saved on the *Teacher* computer. It will appear on the computer screen of selected *Students* in a *NetOp message* window and automatically be saved on the *Student* computer. If sending the *NetOp message* to all selected *Students* fails, a *File distribution* window will show what failed.

New: Click or click the *File* menu *New* command to empty the *NetOp message* window to create a *NetOp message*.

Open: Click or click the *File* menu *Open* command to show a Windows *Open* window to open a text file in the *NetOp message* window.

Note: To open a file in the *NetOp message* window, it must have an extension that identifies it as a text file, typically *rtf*, *txt* or *doc*.

Save: Click or click the *File* menu *Save* command to save the open *NetOp message* in a file. If no file path has been specified before, a Windows *Save as* window will be shown to specify it.

Print: Click or click the *File* menu *Print* command to show a Windows *Print* window to print the open *NetOp message*.

Undo: Click, press CTRL+Z or click the *Edit* menu *Undo* command to undo/redo the last *Message pane* action.

Cut: Select *Message pane* text and click, press CTRL+X or click the *Edit* menu *Cut* command to remove the selected text placing it on the clipboard.

Copy: Select *Message pane* text and click, press CTRL+C or click the *Edit* menu *Copy* command to copy the selected text to the clipboard.

Paste: Click, press CTRL+V or click the *Edit* menu *Paste* command to paste the clipboard contents in the *Message pane* cursor position.

Find: Click or click the *Search* menu *Find* command to show the Windows *Find* window to specify a character sequence to find it in the *Message pane*.

Bold: Select *Message pane* text and click or click the *Format* menu *Character* > *Bold* command to apply this formatting to or remove this formatting from the selected text. The button will appear pressed in and the command will be check marked when the formatting is applied.

Italic: Select *Message pane* text and click or click the *Format* menu *Character* > *Italic* command to apply this formatting to or remove this formatting from the selected text. The button will appear pressed in and the command will be check marked when the formatting is applied.

Underline: Select *Message pane* text and click or click the *Format* menu *Character* > *Underline* command to apply this formatting to or remove this formatting from the selected text. The button will appear pressed in and the command will be check marked when the formatting is applied.

Message Pane

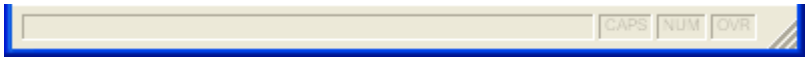
This is the *Teacher* *NetOp message* window message pane:

In it, you can create and edit a *NetOp message*.

Note: The *Student* window *Messages* tab *Subject* column will show the contents of the first message line. The *RTF data* type supports hyperlinks.

Status Bar

This is the *Teacher* *NetOp message* window status bar:



The fields to the right will indicate this:

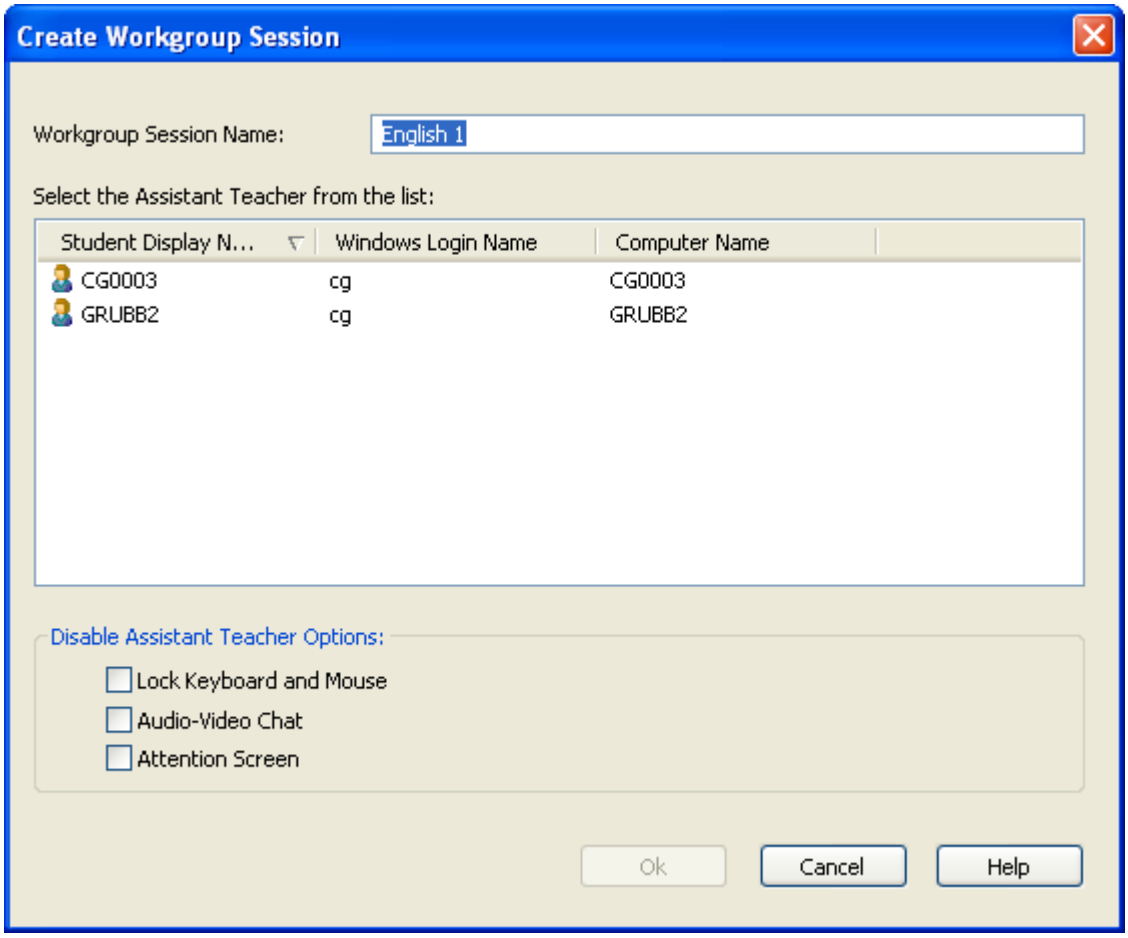
- *CAPS:* Enabled (black text) if CAPS LOCK is enabled.
- *NUM:* Enabled (black text) if NUM LOCK is enabled.
- *OVR:* Enabled (black text) if INSERT is enabled.

3.2.3.5 Workgroup

This is the *Teacher* window *Toolbar* *Workgroup* button:

Workgroup enables creating a *Workgroup* session from selected *Students*.

To create a *Workgroup* session, select the *Students* that shall be in it and click the *Action* menu *Workgroup* command or the *Toolbar* *Workgroup* button to show this window:



Note: You can create a *Workgroup* session with the connected *Students* of a *Student group* from the *Student group context menu Workgroup session for this group* command.

It enables you to specify the *Workgroup* session in these elements:

- *Workgroup session name []:* Will by default show the *Class* name and a number (1 for the first *Class Workgroup* session, 2 for the next, etc.). You can edit the field contents.
- *Select the assistant teacher from the list []:* The table will contain selected *Student* records with these column details:
  - *Student display name:* Icon and *Student* user *Student display name*.
  - *Windows login name:* *Student* user *Windows login name*.
  - *Computer name:* *Student Computer name*.

To appoint the *Workgroup* session *Assistant teacher*, select a record to highlight it and change the *Student* icon into a *Workgroup* icon.

Disable assistant teacher options

☐ *Lock keyboard and mouse:* Check to disable the *Assistant teacher* option to *Lock keyboard and mouse* of *Workgroup* session *Remote control* session *Student* computers.

☐ *Audio-video chat:* Check to disable the *Assistant teacher* option to run an *Audio-video chat* session with *Workgroup* session *Students*.

☐ *Attention:* Check to disable the *Assistant teacher* option to apply *Attention* to *Workgroup* session *Students*.

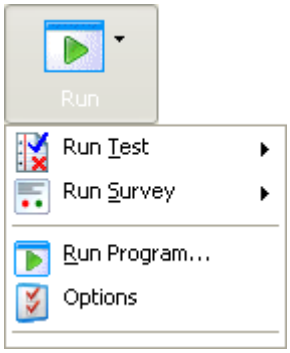
The *OK* button will become enabled when the *Assistant teacher* has been appointed. Click to apply selections closing the window.

This will happen:

- On the *Student* appointed *Assistant teacher*, the *Student* window will minimize to the Windows taskbar notification area and the *Assistant teacher* window that has almost the same appearance and functionality as the *Teacher* window will open.
- *Workgroup* session *Students* will disconnect from the *Teacher* to connect to the *Assistant teacher*.
- In the *Teacher* window *Details view*, the *Student* appointed *Assistant teacher* will in the *Status* column show a *Workgroup* icon and in the *Information* column show *Assistant teacher:* <*Workgroup* name>. *Workgroup* session *Students* will in the *Status* column show an *Unconnected* icon and in the *Student display name* column be named <*Workgroup* name>/<*Student display name*>.
- In the *Teacher* window *Classroom view*, the *Student* appointed *Assistant teacher* will show a *Workgroup* icon and other *Workgroup* session *Students* will appear unconnected being named <*Workgroup* name>/<*Student display name*>.
- In the *Teacher* window *Thumbnails view*, the *Student* appointed *Assistant teacher* will appear connected and *Workgroup* session *Students* will appear unconnected being named <*Workgroup* name>/<*Student display name*>.
- In the *Teacher* window *Activity view*, the *Student* appointed *Assistant teacher* will appear connected and *Workgroup* session *Students* will appear unconnected being named <*Workgroup* name>/<*Student display name*>.
- In the *Teacher* window *Class setup view*, the *Student* appointed *Assistant teacher* will appear connected and *Workgroup* session *Students* will appear unconnected being named <*Workgroup* name>/<*Student display name*>.
- The *Teacher* can control the *Assistant teacher* that will remain connected to the *Class*. In a *Remote control* session with the *Assistant teacher*, the *Teacher* can through the *Assistant teacher* window control *Workgroup* session *Students*.
- To end a *Workgroup* session, in the *Student context menu* of the *Student* appointed *Assistant teacher* click *Stop workgroup session* to return all *Workgroup* session *Students* to the *Class*.

3.2.3.6 Run

This is the *Teacher* window *Toolbar Run* button and menu:



Run enables running a test, survey or program on selected *Students*.

To run a test, survey or program, select *Students* and click a *Toolbar Run* button menu command. In the *Action* menu, click *Run test* to run the *Tests view pane Tests* tab first *Test* or click *Run program* to show the *Run program browse* window to specify a *Program* to run it.

You can also run a test, survey or program from the *Student context menu* or the *Student group context menu*.

Run includes these features:

- *Run test*

- *Run survey*
- *Run program*

3.2.3.6.1 Run Test

The *Run* menu *Run test* command will expand into *Tests view* *Tests* tab available *Test* commands:

Click a *Test* command to run the *Test* on selected *Students* as explained in the *Results* section.

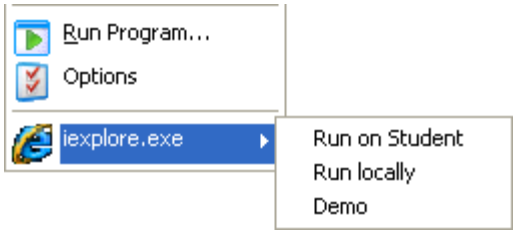
3.2.3.6.2 Run Survey

The *Run* menu *Run survey* command will expand into *Tests view* *Surveys* tab available *Survey* commands:

Click a *Survey* command to run the *Survey* on selected *Students* as explained in the *Results* section.

3.2.3.6.3 Run Program

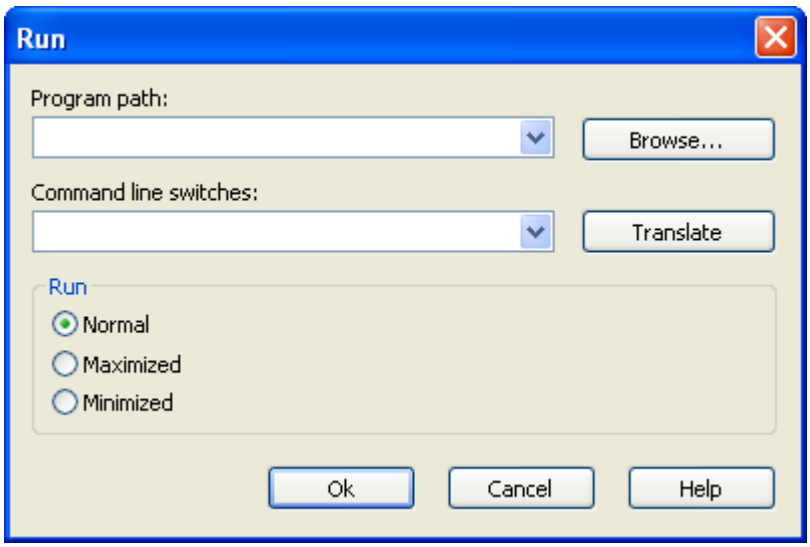
The *Run* menu can include these *Run program* elements:



- Click the *Run program* command to show the *Run program browse* window to browse for a program to run it on selected *Students*.
- Click the *Options* command to show the *Options* window *Run* tab to manage *Run* menu program commands.
- Click a program command to expand into these commands:
  - *Run on student:* Click to run the *Options* window *Run* tab specified program on selected *Student* computers. If a *Student* cannot find the program file on its computer, *File not found* will be shown in its *Details view* record *Information* column. To ensure that the program file is available on *Student* computers, *Distribute* it before attempting to *Run* it.
  - *Run locally:* Click to run the program on the *Teacher* computer.
  - *Demo:* Click to run the program on the *Teacher* computer while running an *Entire desktop* *Demonstrate* session with selected *Students*.

Run Program Browse

Click the *Run* menu *Run program* command to show this window:



It enables you to browse for a program to run it on selected *Student* computers. It contains these elements:

- *Program path [][Browse]:* Must specify the program file path on selected *Student* computers. The drop-down box list will contain program file paths that have been used before. Click one to show it in the field. Click *[Browse]* to show a Windows *Open* window to open a *Teacher* computer program file to show its path in the field or specify the program file path manually.

Note: By default, the *Open* window will show only program files. You can also run other files, e.g. text files. To run on *Student* computers, the file must be available on *Student* computers and identifiable by the *Program path* drop-down box program file path specification.

- *Command line switches []:* To run the *Program path* drop-down box specified program with command line switches, they must be specified in this drop-down box. Its list will contain switches that have been used before. Click one to show it in the field or specify switches manually.
- *Translate:* Click to replace *Program path* drop-down box field specified path elements by available matching environment variables to facilitate path identification on *Student* computers regardless of language differences.

Run

Click one of these options:

⊙ *Normal:* Run the program in a normal size window.

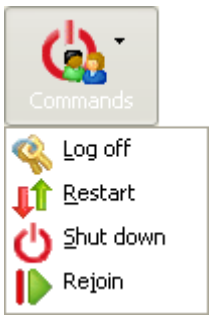
○ *Maximized:* Run the program in a maximized window.

○ *Minimized:* Run the program minimized.

Click *OK* to run the specified program on selected *Student* computers. If a *Student* cannot find the program file on its computer, *File not found* will be shown in the *Details view* *Information* column. To ensure that the program file is available on *Student* computers, *Distribute* it before attempting to *Run* it.

3.2.3.7 Commands

This is the *Teacher* window *Toolbar* *Commands* button and menu:



Commands enables executing system control commands on selected *Students*.

To execute a system control command on selected *Students*, select *Students* and click an *Action* menu *Commands* command menu or *Toolbar* *Commands* button menu command.

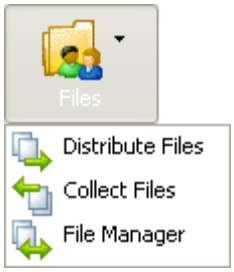
You can also execute a system control command from the *Student context menu* *Execute command on this student* menu or the *Student group context menu* *Execute command on this group* menu.

These *Commands* are available:

- *Log off:* Click to log off the user from Windows on selected *Student* computers.
- *Restart:* Click to restart selected *Student* computers.
- *Shut down:* Click to shut down selected *Student* computers.
- *Rejoin:* Click to make selected *Students* *Leave class* and *Join class*.

3.2.3.8 Files

This is the *Teacher* window *Toolbar* *Files* button and menu:



Files enables distributing, collecting or managing files with selected *Students*.

To start a *Files* session with selected *Students*, select *Students* and click an *Action* menu *Files* command menu or *Toolbar* *Files* button menu command.

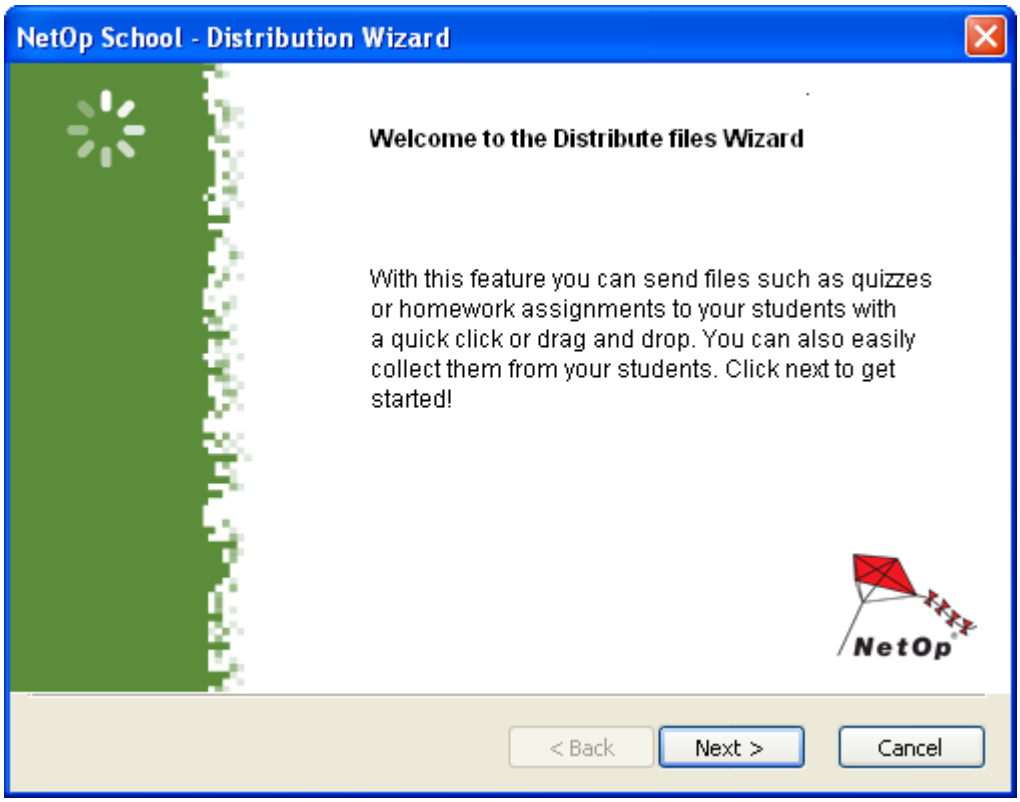
You can also start a *Files* session from the *Student context menu* or the *Student group context menu*.

These *Files* sessions are available:

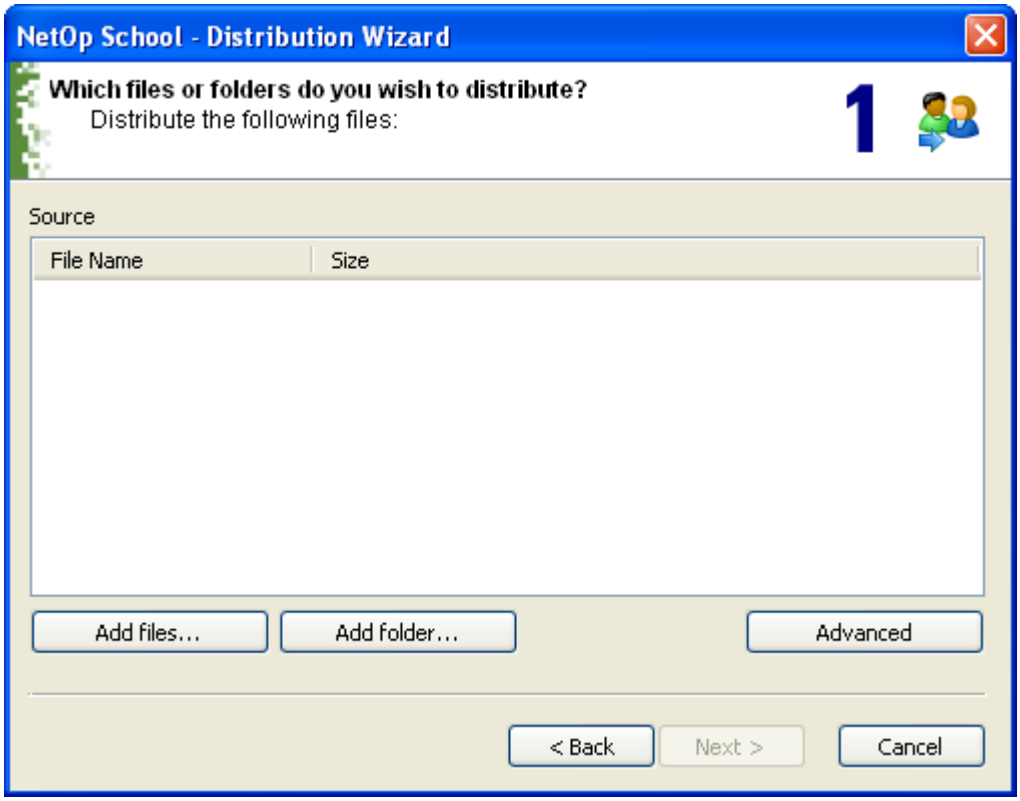
- *Distribute files*
- *Collect files*
- *File manager*

3.2.3.8.1 Distribute Files

To *Distribute files* to selected *Student* computers, click the *Files* menu *Distribute files* command to show this window:



Click *Next* to show this window:



It enables you to select which files and/or folders to distribute.

To select one or multiple files, click *Add files* to show the Windows *Open* window.

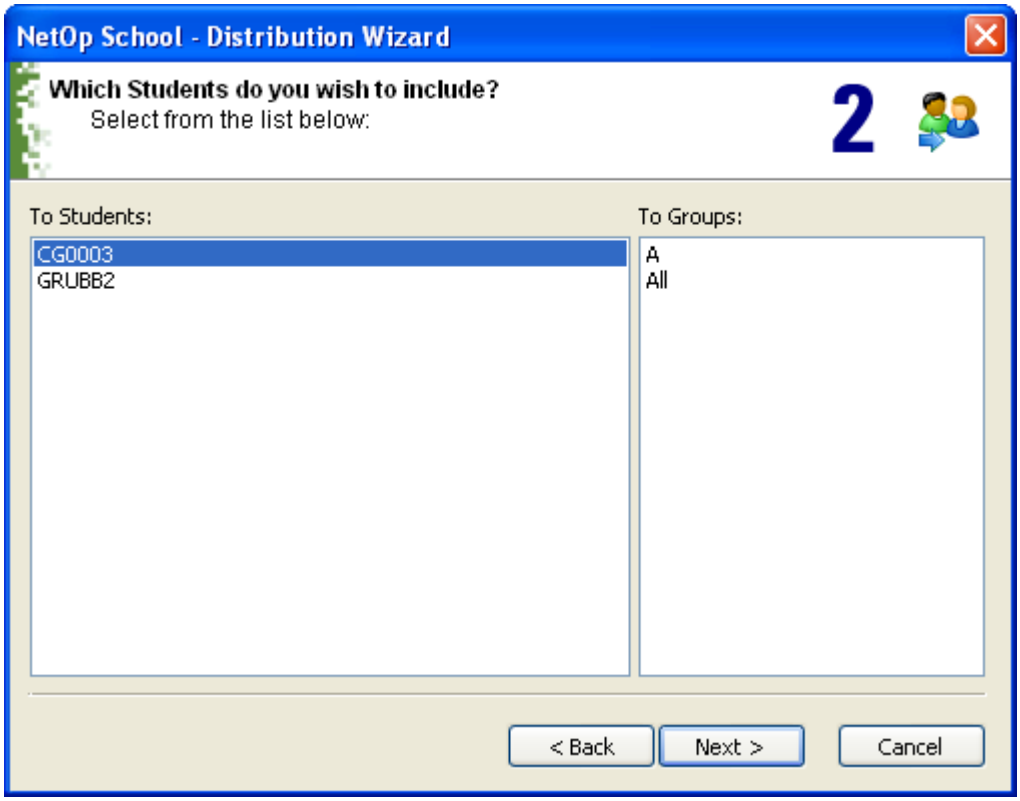
To select one folder, click *Add folder* to show the Windows *Browse for folder* window.

Note: All files and folders in a selected folder but not the folder itself will be distributed.

Selected files and folders will appear as check boxed table records. To deselect a file or folder, uncheck its record's box.

To specify distribution properties in the *Distribute files to students* window instead of in this *Distribution wizard*, click *Advanced*.

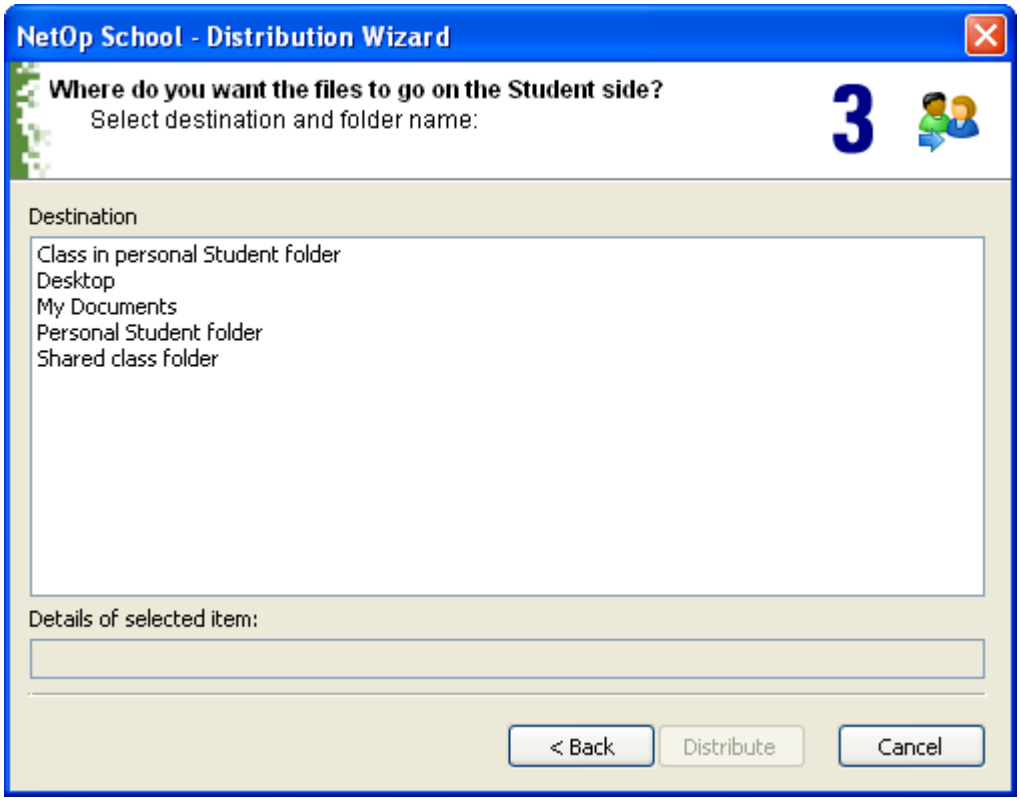
If at least one file is selected, the *Next* button will be enabled. Click it to show this window:



It enables you to select to which *Students* files shall be distributed.

The *To students* pane will contain the names of connected *Students*. The names of initially selected *Students* will be highlighted. The *To groups* pane will contain the names of available *Student groups*. Click *Student* names to select/unselect *Students*. Click a *Student group* name to select the *Students* in the *Student group*.

If at least one *Student* is selected, the *Next* button will be enabled. Click it to show this window:

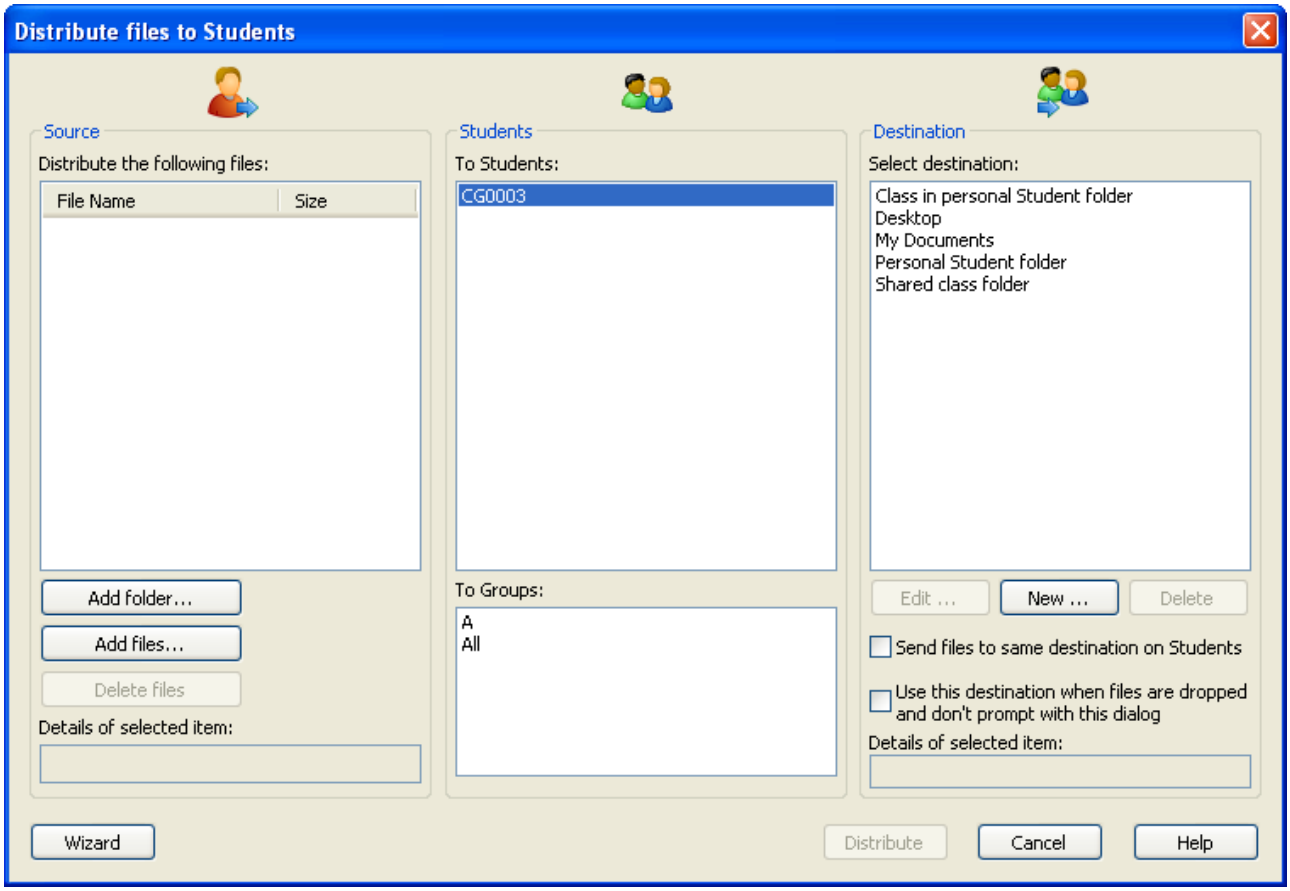


It enables you to select the distributed files *Student* computer destination.

The *Destination* pane will contain available destination descriptions. Click a destination description to highlight it to select the *Student* computer destination whose path is shown in the *Details of selected item* field below. Path elements enclosed by % are environment variables.

If a *Student* computer destination is selected, the *Distribute* button will be enabled. Click it to distribute files as specified.

This is the alternative *Distribute files to students* window:

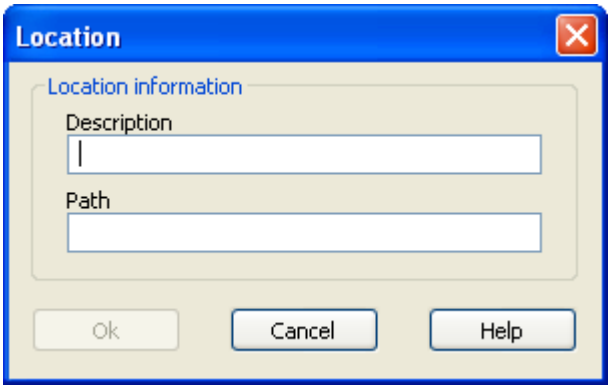


It combines the *Distribution wizard* window contents and includes additional options:

In the *Source* section, you can select a table record to enable the *Delete* button and show the record item path in the *Details of selected item* field. Click *Delete* to delete the selected record.

Note: *Source* pane contents will be retained after file distribution, even after switching to another *Class* and after logging off and on to the *Teacher* using *Teacher profiles*. *Source* pane contents will be lost when the *Teacher* is unloaded.

In the *Destination* section, you can create, edit and delete *Student* computer destinations. Click *New* to show this window:



It enables you to specify a *Student* computer destination in these elements:

- *Description []:* Specify the *Student* computer destination description.
- *Path []:* Specify the *Student* computer destination path, preferably by using environment variables.

Note: To show available computer environment variables, in a command window execute the command

set. *CLASSROOM*, *DESKTOP* and *MYDOCUMENTS* are NetOp environment variables.

Select a destination and click *Edit* to show the *Location* window to edit it. Select a destination and click *Delete* to delete it.

Note: *Student* computer locations are specific to each *Class* and will be retained when the *Teacher* is unloaded. Edited and newly created *Student* computer locations will be written to the *locstd.ndb* *NetOp configuration file*. Distributed files will without any warning overwrite any unprotected files with the same name in the same *Student* computer location.

☐ *Send files to same destination on students:* Check to use the *Teacher* source location path as the *Student* destination location path.

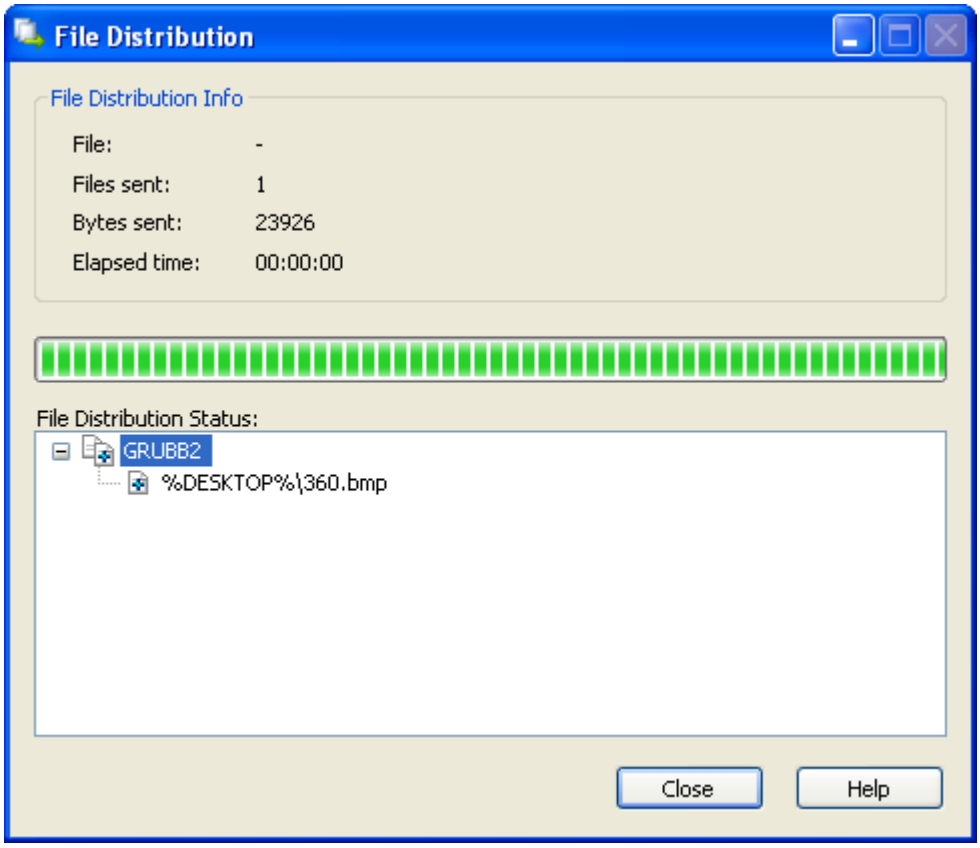
☐ *Use this destination when files are dropped and don't prompt with this dialog:* Check to enable *Quick distribution*.

Quick distribution

Open Windows Explorer, select files and folders, drag them to a *Class control panel* *Student*, selected *Students*, *Student group* or selected *Student groups* and drop them.

Note: *Quick distribution* will replace any *Source* section pane contents by *Quick distribution* selected source files and folders.

File distribution will show this window:



It will show file distribution progress and results in these elements:

File distribution info

File: The name of the file currently being distributed, or "-" if all files have been distributed.

Files sent: The current number of files distributed.

Bytes sent: The current number of bytes distributed.

Elapsed time: The elapsed time of file distribution in the format HH:MM:SS.

The colored blocks progress bar will indicate file distribution progress.

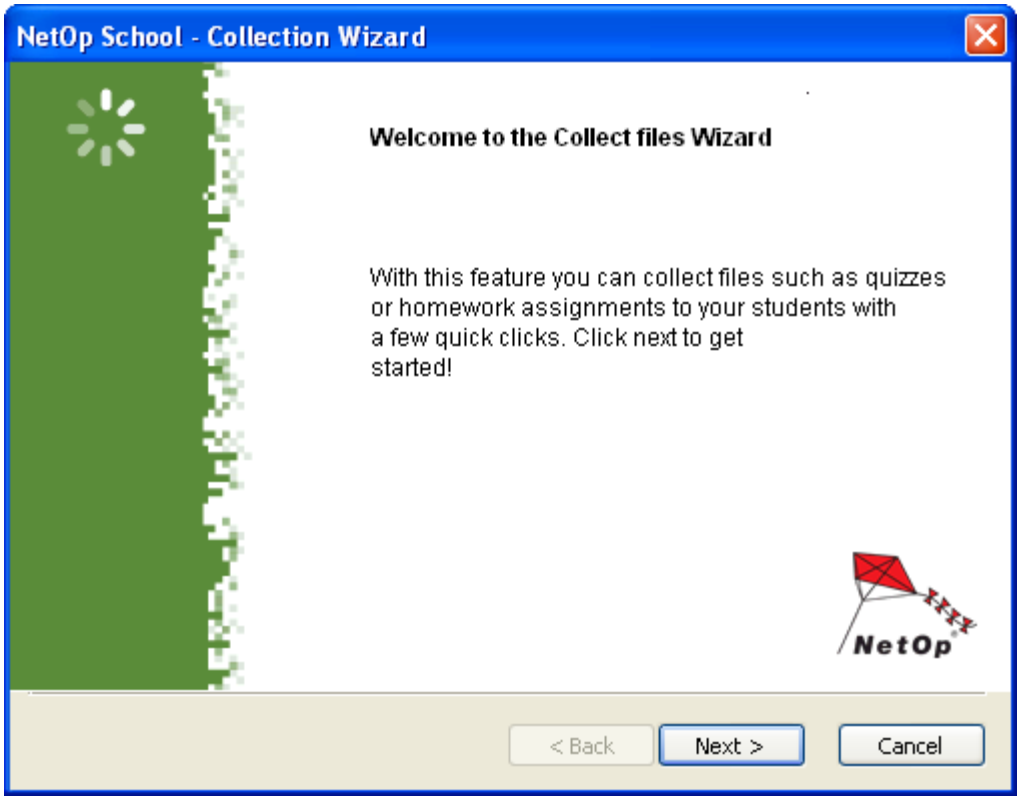
File distribution status []: The pane will graphically show the current file distribution status. *Students* to which files have been distributed will be indicated by a named icon. File distribution errors will be indicated by a red exclamation mark. Expand each line by clicking the [+] button in front of it to show the paths and names of distributed files and in case of file distribution errors a text that indicates their nature.

During a *Distribute files* session, a *Details view* participating *Student* record will show this icon in the *Status* column:

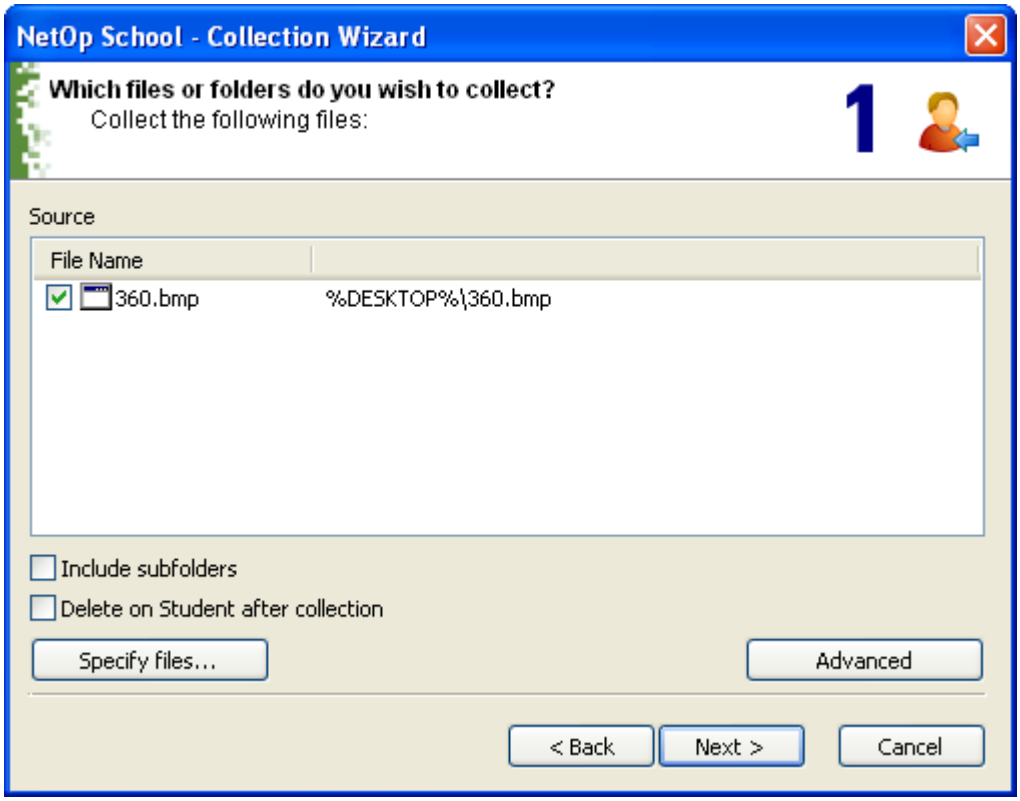
Classroom view and *Class setup view* participating *Student* icons will show a green check mark.

3.2.3.8.2 Collect Files

To *Collect files* from selected *Student* computers, click the *Files* menu *Collect files* command to show this window:

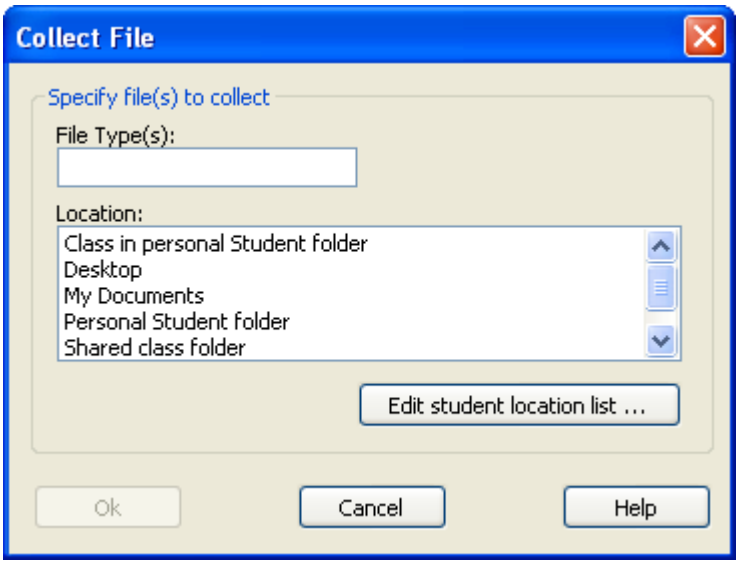


Click *Next* to show this window:



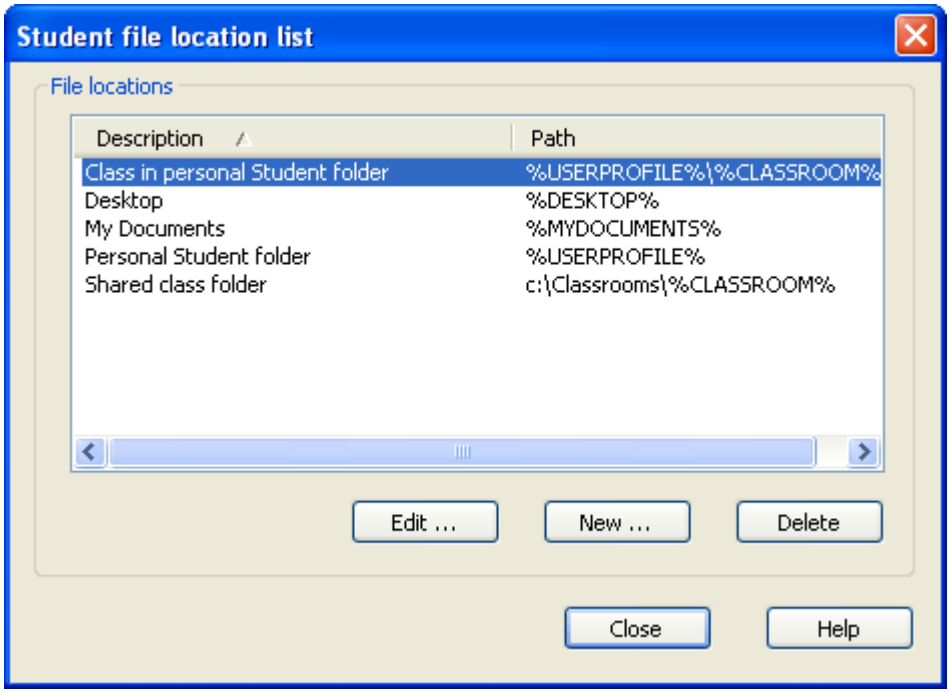
It enables you to select which files and/or folders to collect.

Initially, the pane will contain the file and folder records of the most recent *Distribute files* session. To add files to the selection, click *Specify files* to show this window:



It enables you to specify a collect file name or mask and a *Student* computer location in these elements:

- *File type []:* Specify a file name or a file mask (a file name with wildcard characters like *) to collect one or multiple files in the *Student* computer location selected in the *Location* pane below. Leave empty to collect all files in the location.
- *Location []:* Click a *Student* computer location to highlight it as selected. If the desired *Student* computer location is unavailable, click *Edit student location list* to show this window:



Its table contains records of available *Student* computer locations.

Click *New* to show the *Location* window to create a *Student* computer location. Select a record and click *Edit* to edit the location in the *Location* window. Select a record and click *Delete* to delete it. When done, click *Close* to close the window returning to the *Collect file* window.

Note: *Student* computer locations are specific to each *Class* and will be retained when the *Teacher* is unloaded. Edited and newly created *Student* computer locations will be written to the *locstd.ndb* *NetOp configuration file*.

The *OK* button will become enabled when a *Student* computer location has been selected. Click it to close the window adding the collect file specification in the wizard window *Source* pane.

To deselect a collect file specification, uncheck its box.

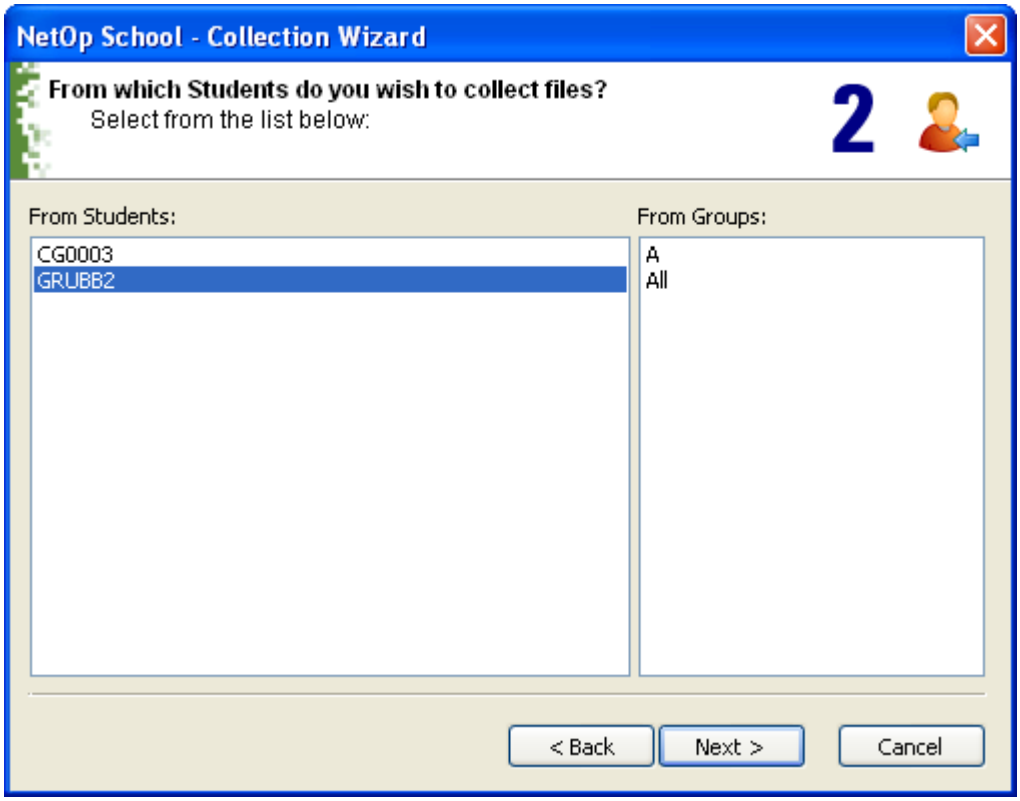
☐ *Include subfolders:* Check to include the subfolders of specified folders.

☐ *Delete on student after collection:* Check to remove collected files from the *Student* computer.

Caution: Check only if you are certain that no files needed on the *Student* computer will be removed.

To specify collection properties in the *Collect files from students* window instead of in this *Collection wizard*, click *Advanced*.

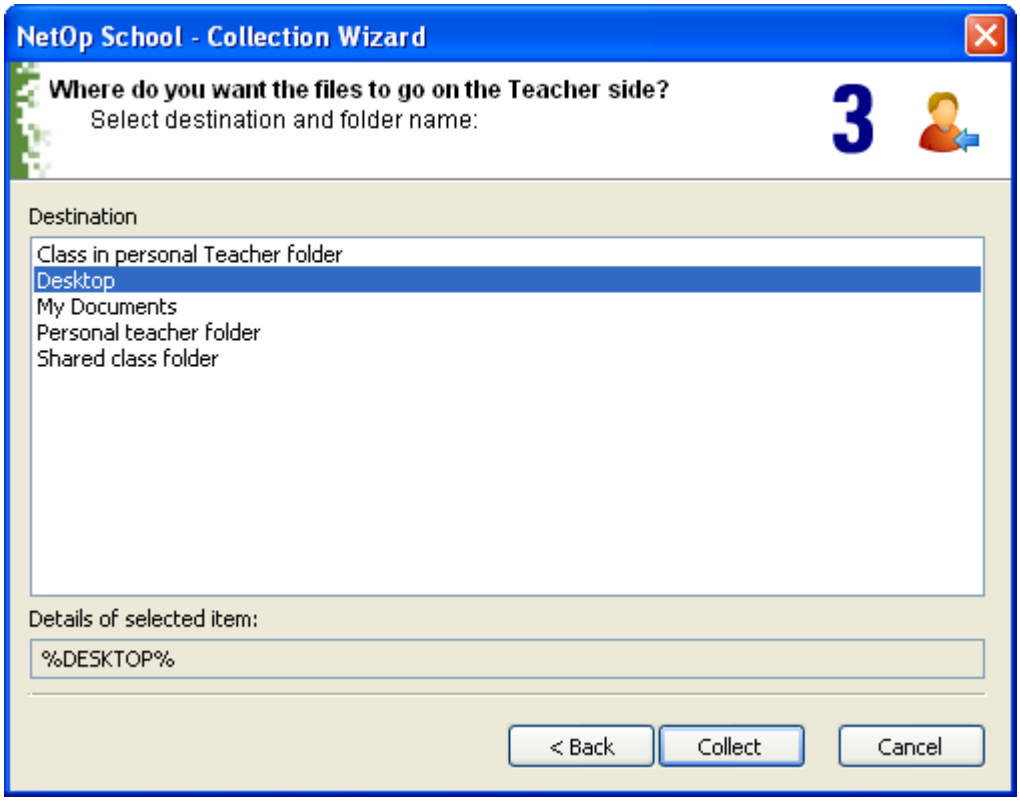
If at least one file is selected, the *Next* button will be enabled. Click it to show this window:



It enables you to select from which *Students* files shall be collected.

The *From students* pane will contain the names of connected *Students*. The names of initially selected *Students* will be highlighted. The *From groups* pane will contain the names of available *Student groups*. Click *Student* names to select/unselect *Students*. Click a *Student groups* name to select the *Students* in the *Student group*.

If at least one *Student* is selected, the *Next* button will be enabled. Click it to show this window:

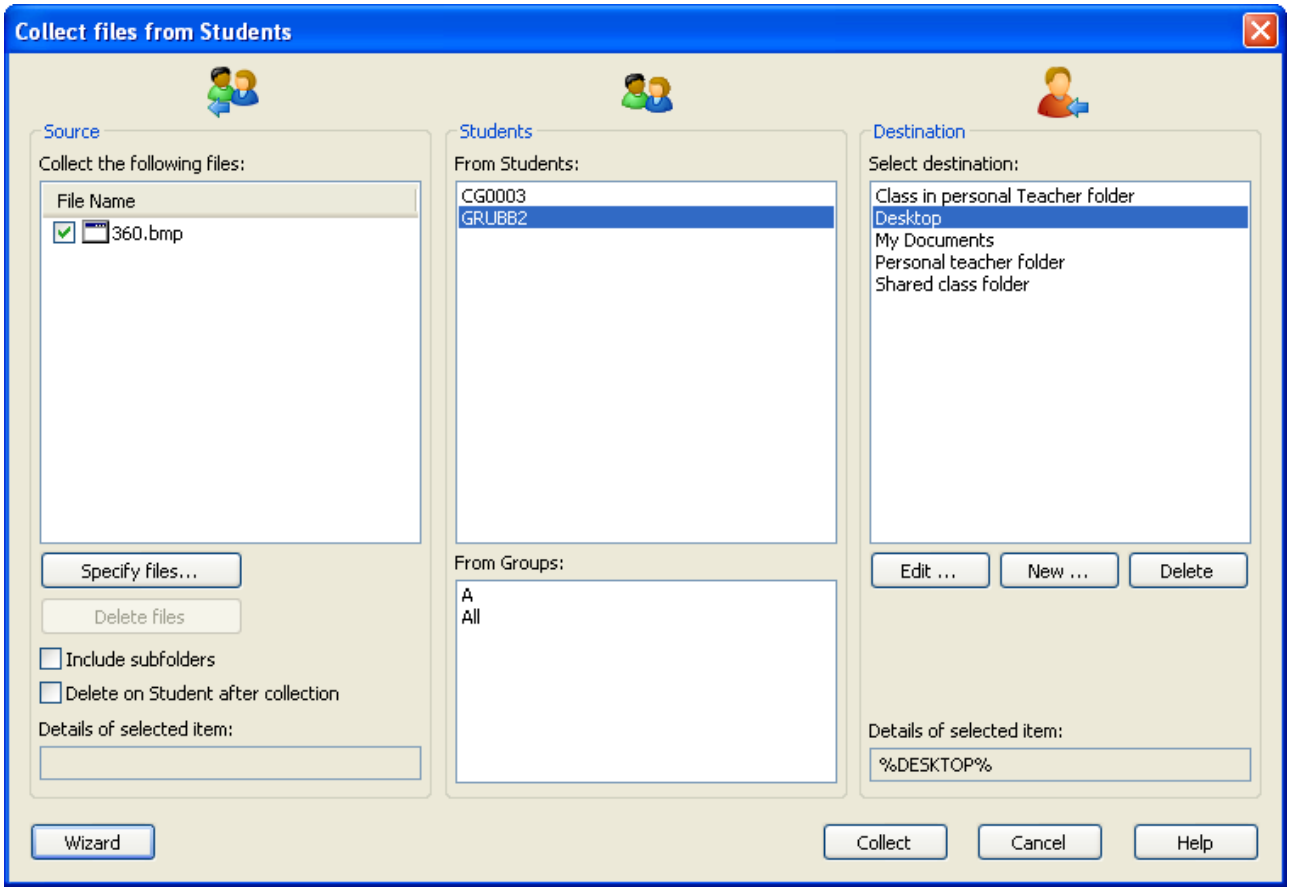


It enables you to select the *Teacher* computer destination of collected files.

The *Destination* pane will contain available destination descriptions. Click a destination description to highlight it to select the *Teacher* computer destination whose path is shown in the *Details of selected item* field below. Path elements enclosed by % are environment variables.

If a *Teacher* computer destination is selected, the *Collect* button will be enabled. Click it to collect files as specified.

This is the alternative *Collect files from students* window:



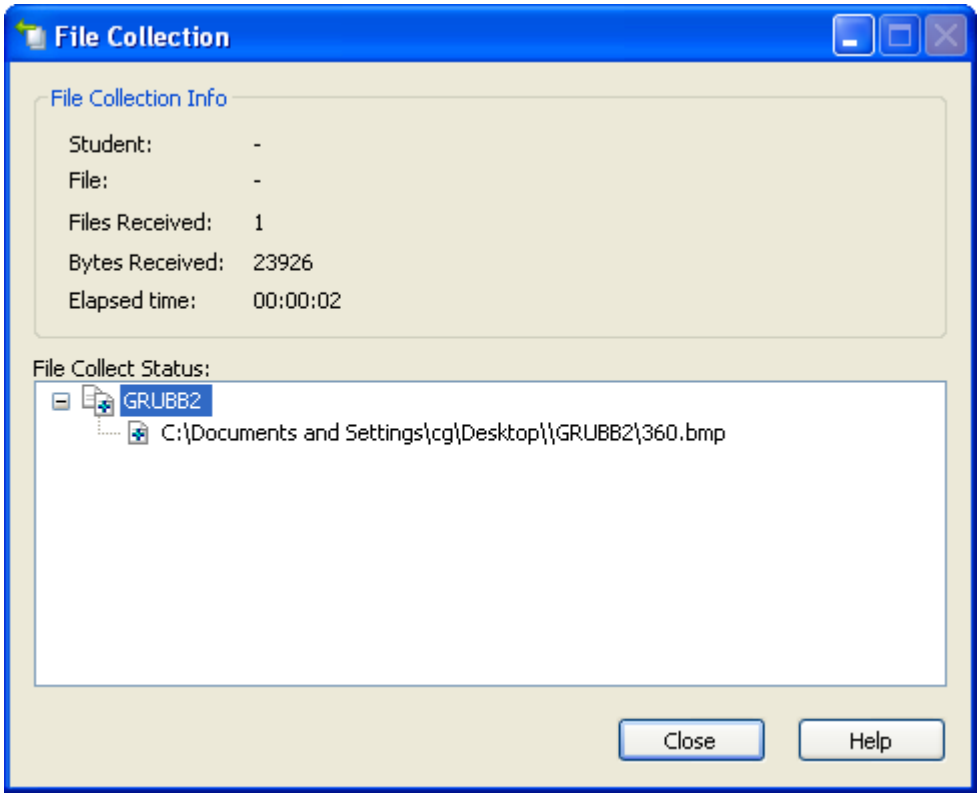
It combines the *Collection wizard* window contents and includes additional options:

In the *Source* section, you can select a table record to enable the *Delete* button and show the record item path in the *Details of selected item* field. Click *Delete* to delete the selected record.

In the *Destination* section, you can create, edit and delete *Teacher* computer destinations. Click *New* to show the *Location* window to create a *Teacher* computer location. Select a destination and click *Edit* to show the *Location* window to edit it. Select a destination and click *Delete* to delete it.

Note: Edited and newly created *Teacher* computer locations will be written to the *loctch.ndb* *NetOp configuration file*. Files collected from *Students* will be placed in a <*Student* name> folder in the specified *Teacher* computer location to overwrite without any warning any unprotected files with the same name in the same location.

File collection will show this window:



It will show file collection progress and results in these elements:

File collection info

Student: The name of the *Student* from which files are currently being collected, or "-" if files have been collected from all selected *Students*.

File: The name of the file currently being collected, or "-" if all files have been collected.

Files received: The current number of files collected.

Bytes received: The current number of bytes collected.

Elapsed time: The elapsed time of file collection in the format HH:MM:SS.

File collection status []: The pane will graphically show the current file collection status. *Students* from which files have been collected will be indicated by a named icon. File collection errors will be indicated by a red exclamation mark. Expand each line by clicking the [+] button in front of the line to show the paths and names of collected files and in case of file collection errors a text that indicates their nature.

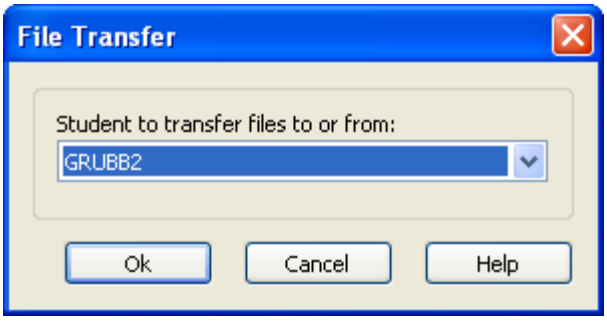
During a *Collect files* session, a *Details view* participating *Student* record will show this icon in the *Status* column:

Classroom view and *Class setup view* participating *Student* icons will show a green check mark.

3.2.3.8.3 File Manager

To manage the files of a selected *Student* computer, click the *Files* menu *File manager* command.

If multiple *Students* are selected, this window will be shown:

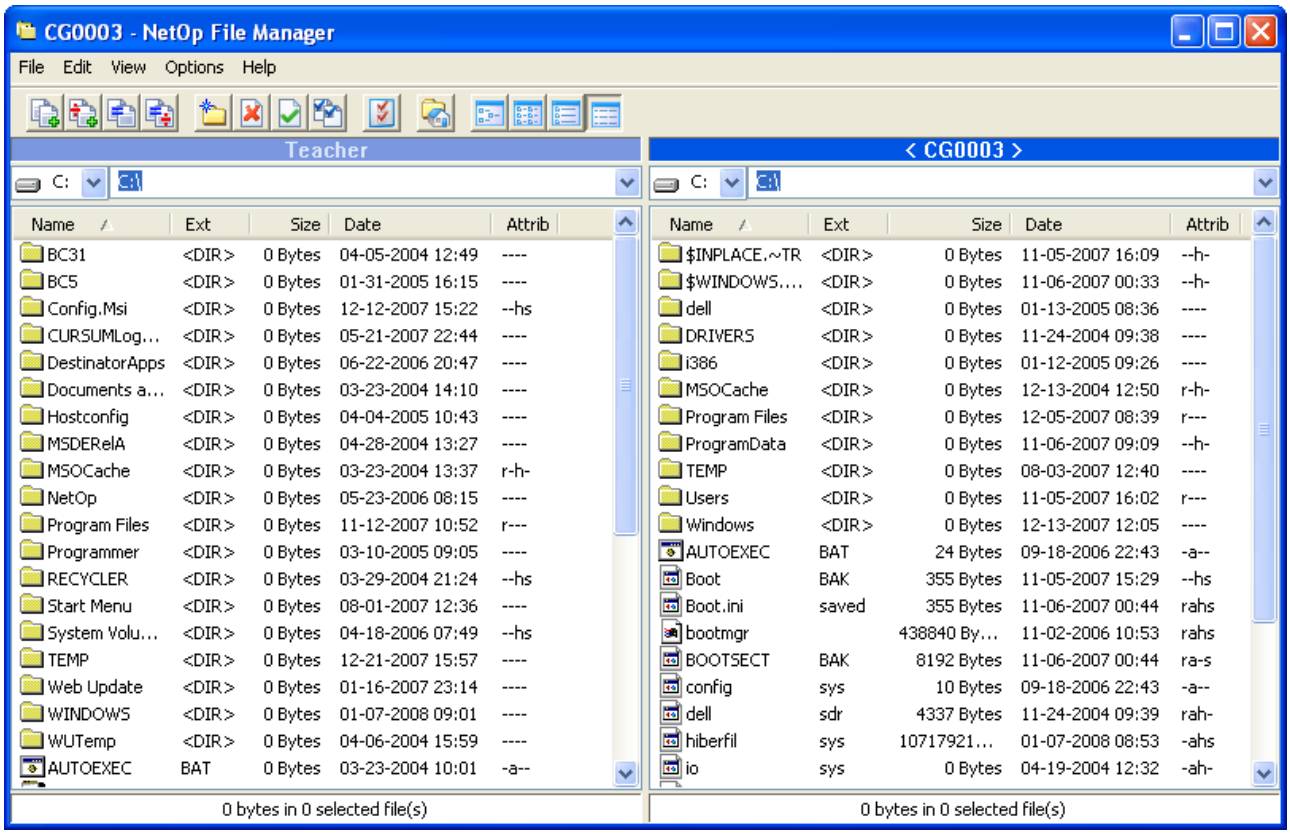


Click in the drop-down box list the name of the *Student* whose files you want to manage.

You can also start a *File manager* session from the *Student context menu* *File transfer with this student* command.

Note: *File manager* is a one-to-one session between the *Teacher* and one *Student*. The *Teacher* can start up to ten *File manager* sessions one at a time and run them in parallel.

This window will be shown:



It contains these elements:

- *Title bar*
- *Menu bar*
- *Toolbar*

- *Records panels*

During a *File manager* session, a *Details view* participating *Student* record will show this icon in the *Status* column:

Classroom view and *Class setup view* participating *Student* icons will show a green check mark.

To end a *File manager* session, click the *File manager* window *File* menu *Close* command or use a *Title bar* *Close* window control.

Title Bar

This is the *File manager* title bar:

It will show the name of the *Student* with which the *File manager* session is running.

Menu Bar

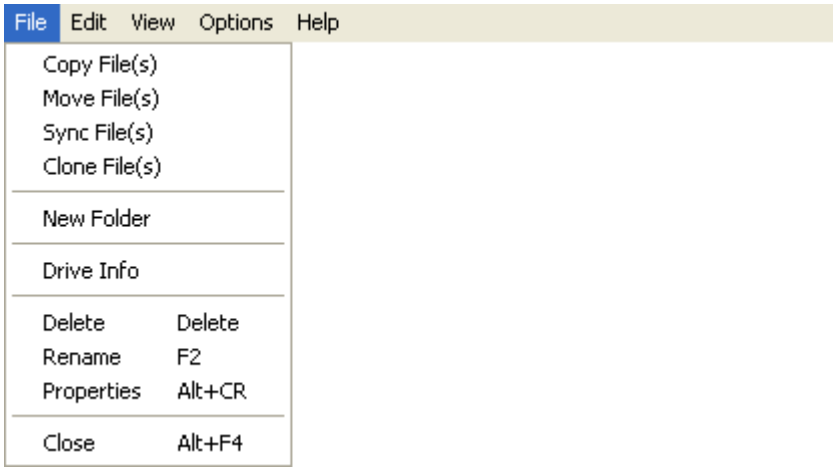
This is the *File manager* menu bar:

It contains these menus:

- *File*
- *Edit*
- *View*
- *Options*
- *Help*

File Menu

This is the *File manager* window *File* menu:



It contains these commands:

- *Copy files:* Select *Record panel* records and click or click the matching *Record panel* context menu command or *Toolbar* *Copy files* button or press any matching keyboard shortcut to show the *Copy* window.

Note: Alternatively, drag records from one *Record panel* to the other and drop them to typically show the *Transfer status* window.

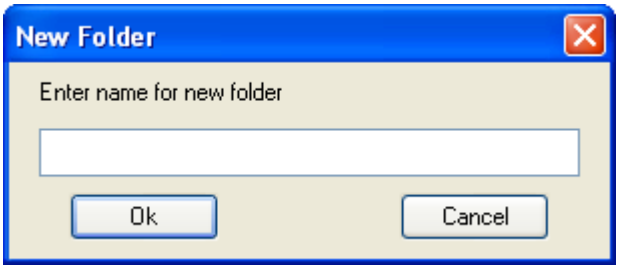
- *Move files:* Select *Record panel* records and click or click the matching *Record panel* context menu command or *Toolbar* *Move files* button or press any matching keyboard shortcut to show the *Move* window.
- *Sync files:* Click or click the *Toolbar* *Synchronize files* button to show the *Synchronize* window.

Note: By default, *Synchronize files* will transfer folders and files to include folders and files that exist in either *Record panel* in both *Record panels* replacing older files by newer files. On the *Options* window *Transfer* tab, you can select the *Synchronize* options *Transfer only if file exists* and *Transfer only one way*.

- *Clone files:* Click or click the *Toolbar* *Clone files* button to show the *Clone* window.

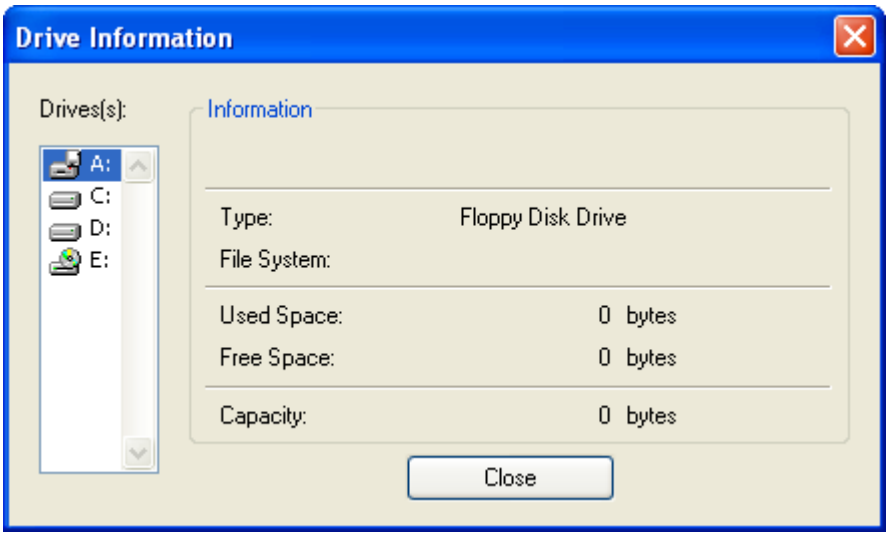
Note: *Clone files* will delete all folders and files in the unselected *Record panel* and copy all folders and files in the selected *Record panel* to the unselected *Record panel*.

- *New folder:* Click or click the *Toolbar* *New folder* button or press any matching keyboard shortcut to show this window:



Specify the new folder name and click *OK* to create the folder in the selected *Record panel*.

- *Drive info:* Click to show this window:



It will show information on the selected *Record panel* computer drives in these elements:

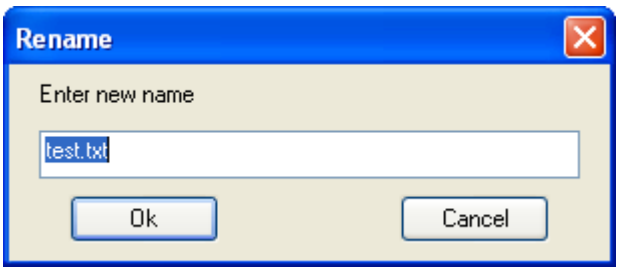
- *Drives:* Will show drive icons and letters. Select a drive to show information on it in the *Information* section.
- *Information:* Will show this information on the drive selected in the *Drives* pane:
  - *Type:* Drive type.
  - *File system:* Drive file system.
  - *Used space:* Drive used space in bytes.

- *Free space:* Drive free space in bytes.
- *Capacity:* Drive capacity in bytes.

- *Delete:* Select *Record panel* records and click or click the matching *Record panel* context menu command or the *Toolbar* *Delete* button or press the matching keyboard shortcut to delete selected records. If selected, a confirmation window will be shown.

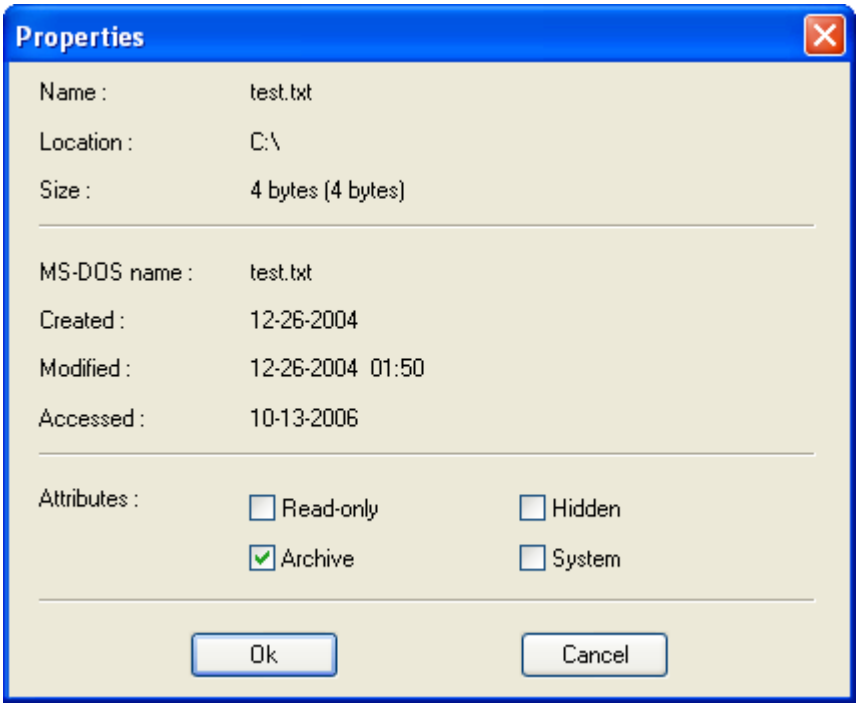
Caution: If you delete a folder, folders and files in it will be deleted.

- *Rename:* Select a *Record panel* record and click or click the matching *Record panel* context menu command or press any matching keyboard shortcut to show this window:



Edit the name and click *OK* to rename the record.

- *Properties:* Select a *Record panel* record and click or click the matching *Record panel* context menu command or the *Toolbar* *Properties* button or press the matching keyboard shortcut to show this window:

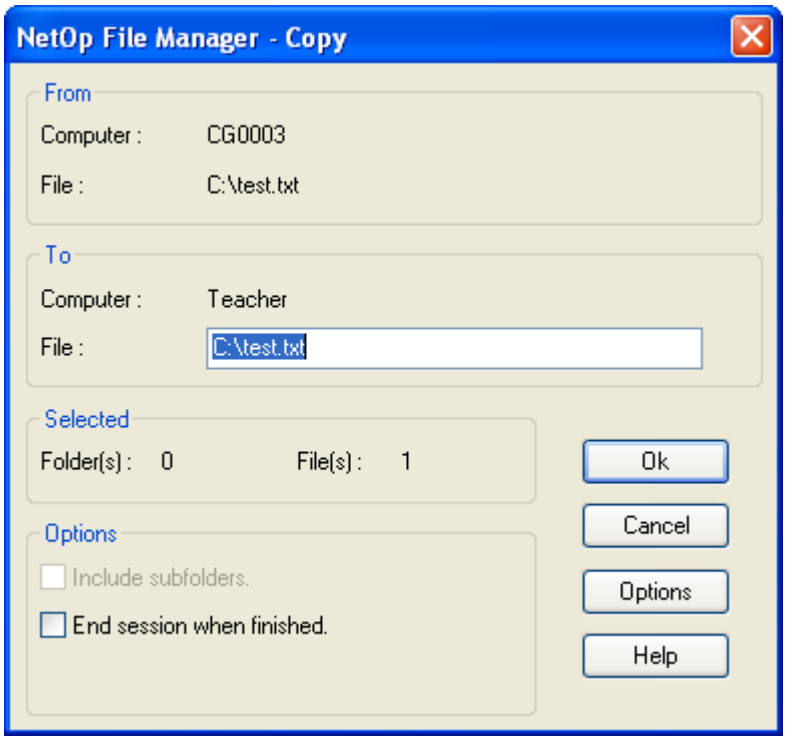


Check/uncheck *Attributes* boxes and click *OK* to apply changes.

- *Close:* Click, use a matching *Title bar* window control or press the matching keyboard shortcut to end the *File manager* session closing the *File manager* window.

Copy/Move/Synchronize/Clone

Execute the *File manager* *Copy files*, *Move files*, *Sync files* or *Clone files* functionality to show this window:



Note: The title bar will show the name of the selected operation.

It specifies operation details, some of which you can edit before execution:

From

- *Computer:* Will show the selected *Record panel* designation.
- *Folder/File:* Will show the selected *Record panel* selection path, for one selected folder <Folder path>*.*, for one selected file <Folder path>\<File name>.

To

- *Computer:* Will show the unselected *Record panel* designation.
- *Folder/File []:* Will highlight the unselected *Record panel* current folder path and for one selected folder *.*, for one selected file <File name>. You can edit the field contents to specify another destination folder and/or file name.

Selected

- *Folders:* Will show the number of selected folders.
- *Files:* Will show the number of selected files.

Options

☐ *Include subfolders:* Will be enabled and checked if you have selected folders. Leave checked to transfer also selected folder subfolders and their file contents. Uncheck to transfer only selected folders and their file contents.

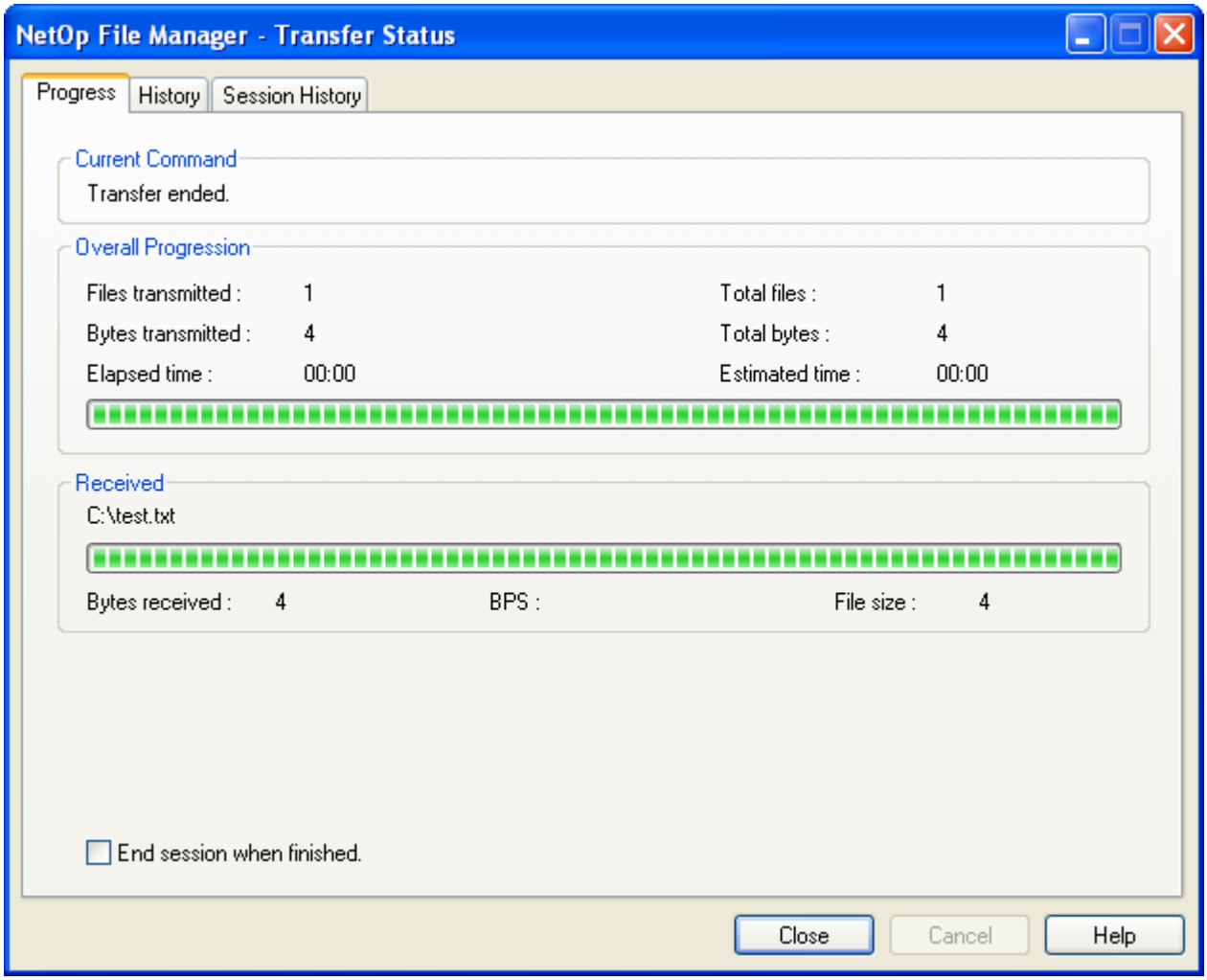
☐ *End session when finished:* Check to end the *File manager* session when this operation is finished.

- *Options:* Click to show the *Options* window to manage options for this operation.

Click *OK* to execute the operation to show the *Transfer status* window.

Transfer Status

Click *OK* in the *Copy/Move/Synchronize/Clone* window to show this window:



It will show *File manager* *Transfer status* on these tabs:

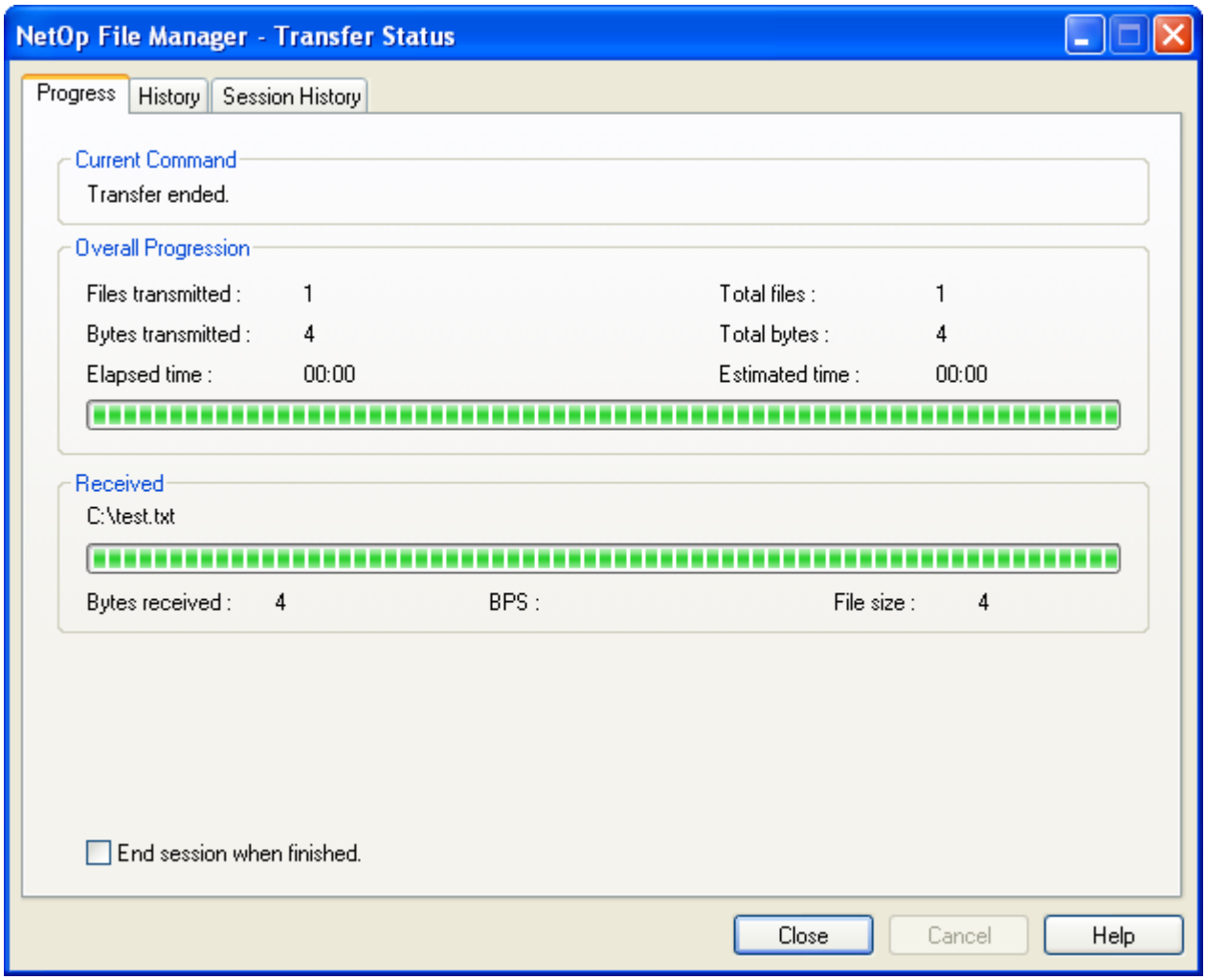
- *Progress*
- *History*
- *Session history*

Close: Will be enabled after the operation has completed. Click to close the window.

Cancel: Will be enabled during the operation. Click it to interrupt the operation. Executed file transfers will not be undone.

Progress Tab

This is the *File manager* *Transfer status* window *Progress* tab:



It will show operation execution progress in these elements:

Current command

Will during the operation show the command being executed. Will after the operation show *Transfer ended*.

Overall progression

Will show these overall progression details:

- *Files transmitted:* Will show the number of transferred files.
- *Total files:* Will show the number of selected files.
- *Bytes transmitted:* Will show the number of transferred bytes.
- *Total bytes:* Will show the number of bytes in selected files.
- *Elapsed time:* Will show the elapsed transfer time.
- *Estimated time:* Will show the estimated total transfer time.

The colored blocks bar will indicate overall operation progress.

Sending/Sent/Receiving/Received

Will show the current or last file transfer local path and name.

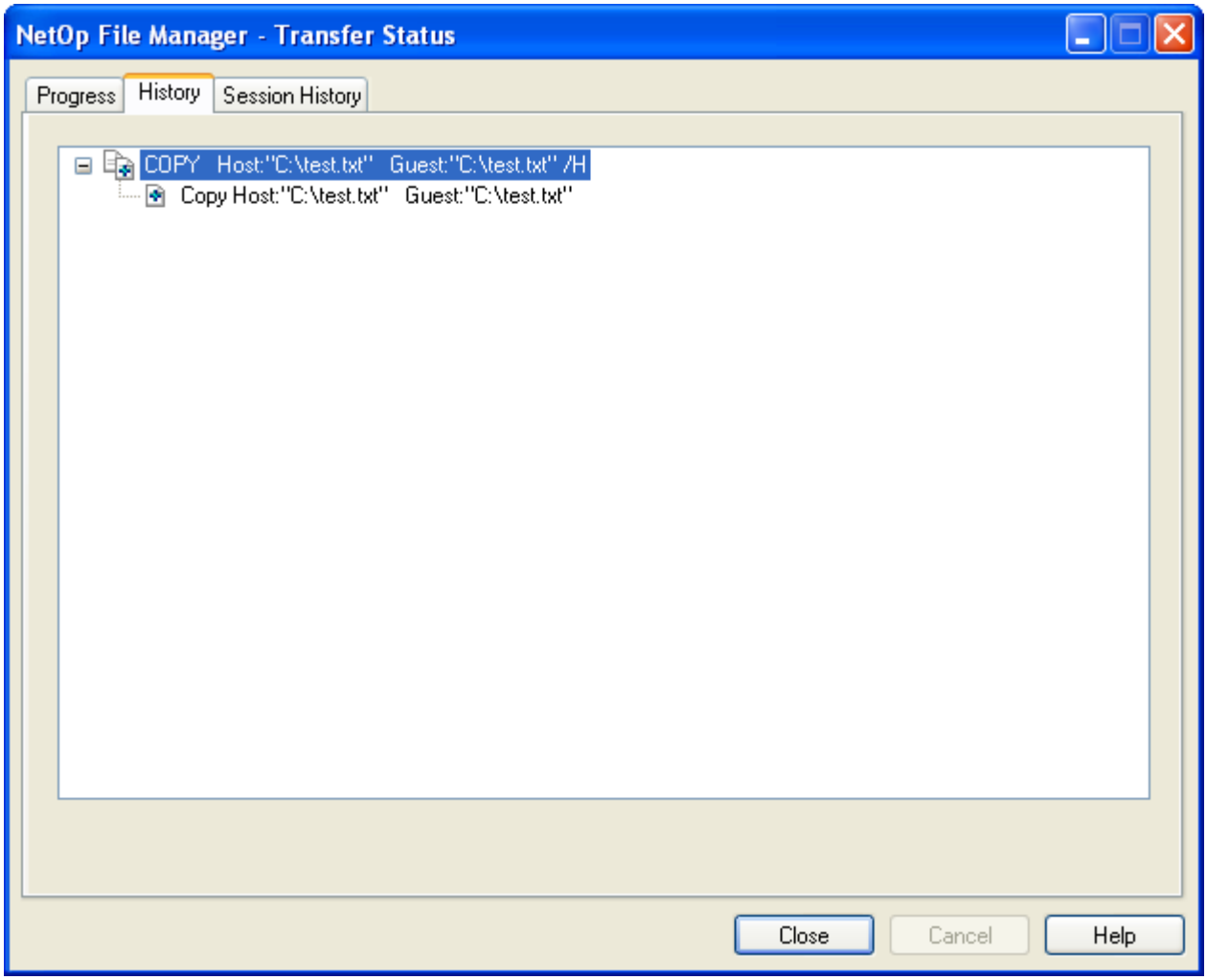
The colored blocks bar will indicate the current or last file transfer progress.

- *Bytes sent/received:* Number of bytes sent or received in the current or last file transfer.
- *BPS:* Current or last file transfer speed in bytes per second.

☐ *End session when finished:* Check to end the *File manager* session when this operation is finished.

History Tab

This is the *File manager* *Transfer status* window *History* tab:

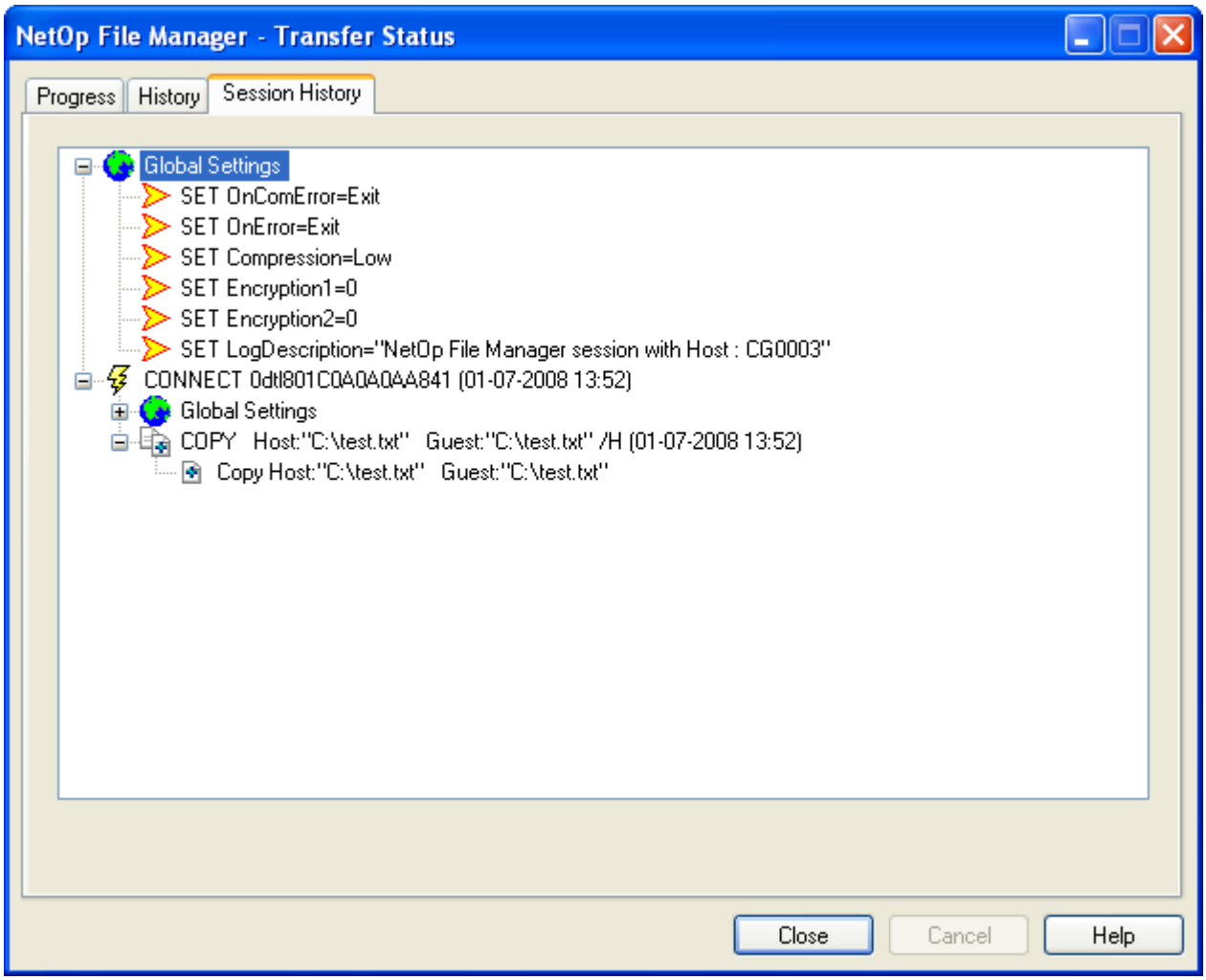


Its pane will show a graphical event log of the current or last *File manager* operation. Click [+] buttons to expand and [-] buttons to collapse the event structure.

Event log elements are explained in the *NetOp script* section of the **NetOp Remote Control User's Manual** that is available from the www.netop.com website, select *Support* > *KnowledgeBase* > *Documentation* > *Manuals*. *Guest* matches *Teacher* and *Host* matches *Student*.

Session History Tab

This is the *File manager* *Transfer status* window *Session history* tab:

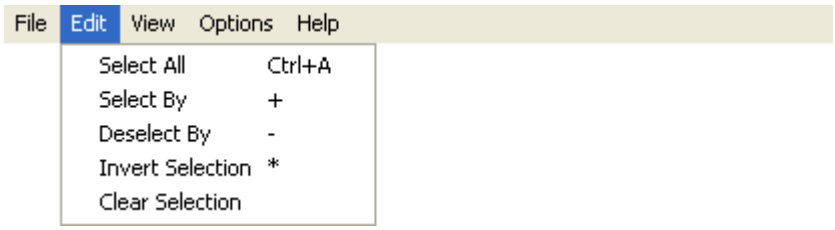


Its pane will show a graphical event log of the current *File manager* session. Click [+] buttons to expand and [-] buttons to collapse the event structure.

Event log elements are explained in the *NetOp script* section of the **NetOp Remote Control User's Manual** that is available from the www.netop.com website, select *Support* > *KnowledgeBase* > *Documentation* > *Manuals*. *Guest* matches *Teacher* and *Host* matches *Student*.

Edit Menu

This is the *File manager* window *Edit* menu:

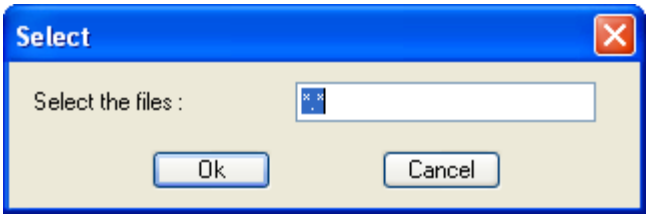


It contains these commands:

- *Select all:* Click or press any matching keyboard shortcut to select all folders and files in the selected

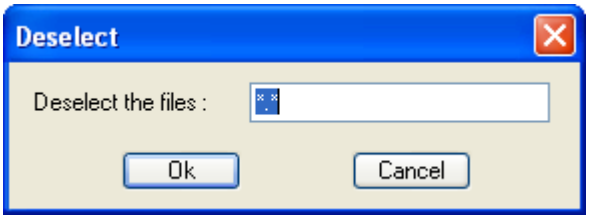
Record panel.

- *Select by:* Click or click the Toolbar Select files button or press any matching keyboard shortcut to show this window:



Replace *.* by a file mask (a file name with wildcard characters like *) and click *OK* to select selected Record panel unselected folders and files by the file mask.

- *Deselect by:* Click or press any matching keyboard shortcut to show this window:

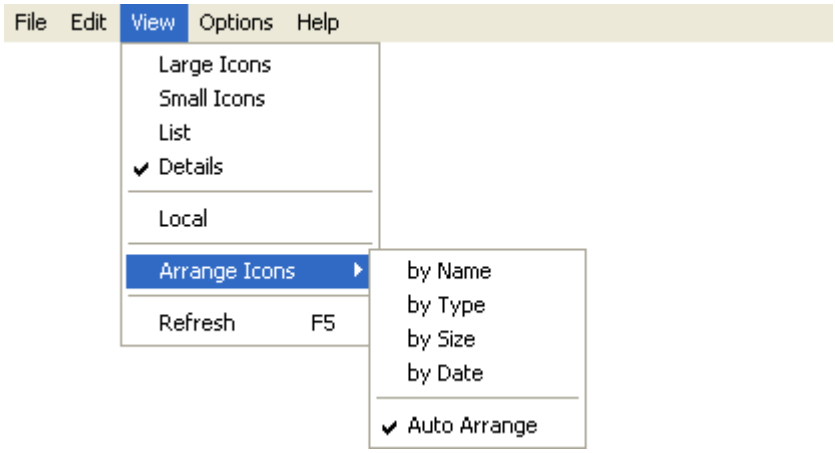


Replace *.* by a file mask (a file name with wildcard characters like *) and click *OK* to deselect selected Record panel selected folders and files by the file mask.

- *Invert selection:* Click or press any matching keyboard shortcut to make all selected Record panel selected folders and files unselected and all unselected folders and files selected.
- *Clear selection:* Click to deselect all selected Record panel selected folders and files.

View Menu

This is the File manager window View menu:



It contains these commands:

- *Large icons:* Click to check mark or click the Toolbar Large icons button to show Record panel records as horizontal rows of large icons.
- *Small icons:* Click to check mark or click the Toolbar Small icons button to show Record panel records as horizontal rows of small icons.
- *List:* Click to check mark or click the Toolbar List button to show Record panel records as vertical columns of small icons.

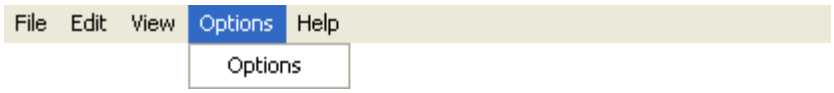
- *Details:* Click to check mark or click the *Toolbar* *Details* button to show *Record panel* records in a table with details in columns.
- *Local:* Click to check/uncheck or click the *Toolbar* *Local* button to switch between remote and local file management.
- *Arrange icons:* Expands into these commands:
  - *By name:* Click or press any matching keyboard shortcut to sort *Record panel* file records by file name, ascending/descending like the *Details* selection.
  - *By type:* Click or press any matching keyboard shortcut to sort *Record panel* file records by extension, ascending/descending like the *Details* selection.
  - *By size:* Click or press any matching keyboard shortcut to sort *Record panel* file records by file size, ascending/descending like the *Details* selection.
  - *By date:* Click or press any matching keyboard shortcut to sort *Record panel* file records by time, ascending/descending like the *Details* selection.
  - *Auto arrange:* Click to uncheck/check to disable/enable automatic file sorting by the current selection.

Note: Folder records in alphabetically ascending order will always be shown before file records. In *Details* view, click a column heading to sort file records ascending/descending by it.

- *Refresh:* Click or press the matching keyboard shortcut to retrieve new information from the computers to refresh *Record panel* contents.

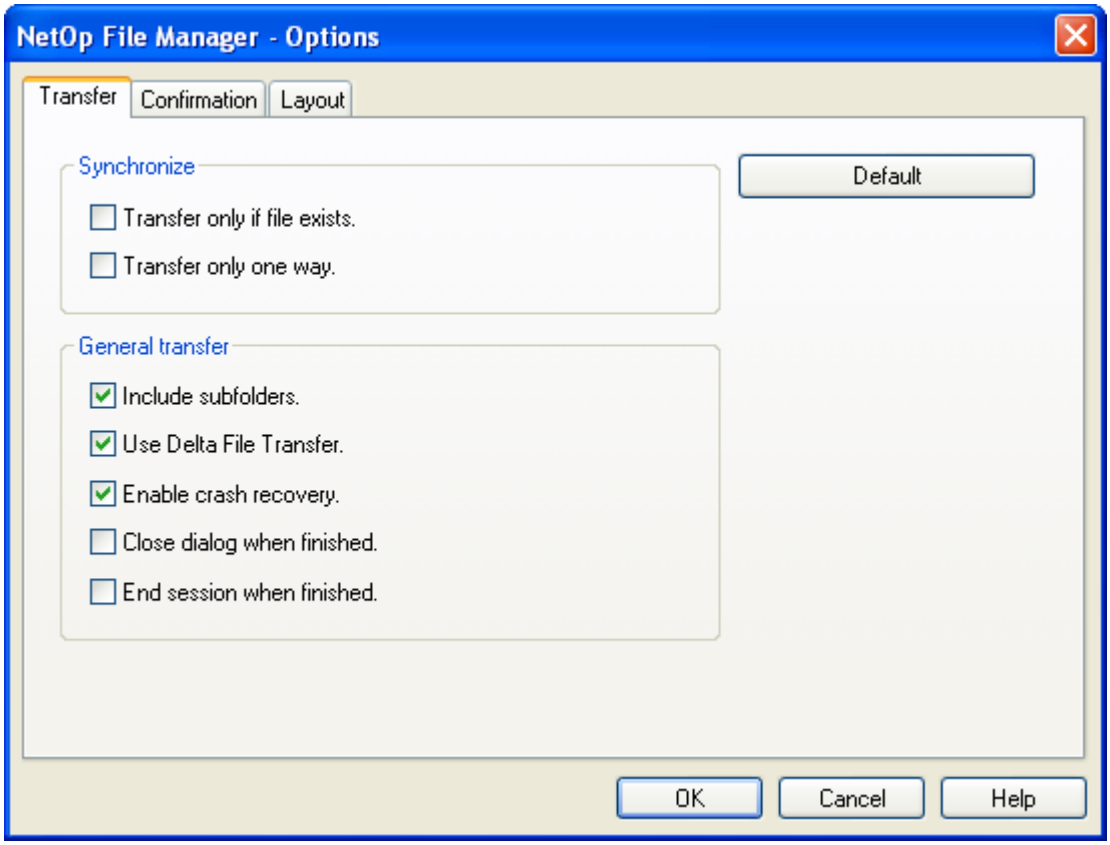
Options Menu

This is the *File manager* *Options* menu:



It contains this command:

- *Options:* Click to show this window:

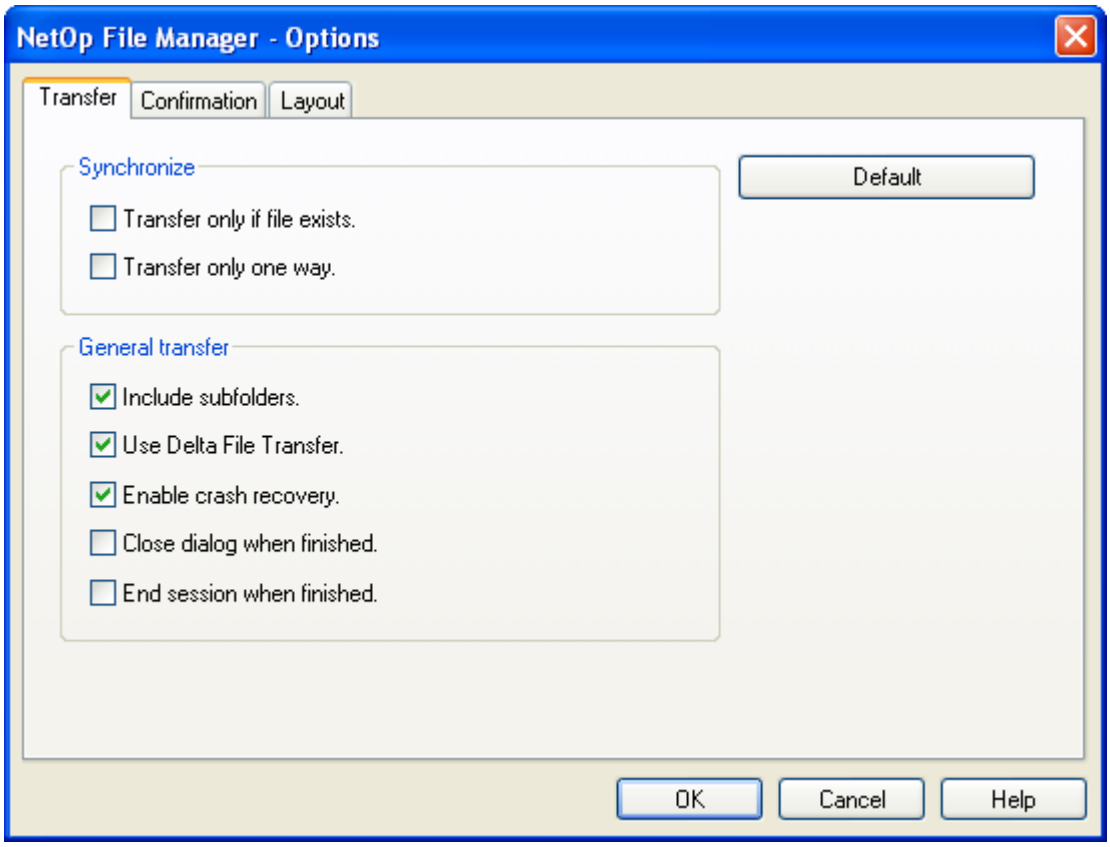


It enables you to specify *File manager* options on these tabs:

- *Transfer*
- *Confirmation*
- *Layout*

Transfer Tab

This is the *File manager* *Options* window *Transfer* tab:



It enables you to specify *File manager* *Transfer* options in these elements:

Synchronize

☐ *Transfer only if file exists:* Check to *Synchronize files* only if they exist in the unselected *Record panel*.

☐ *Transfer only one way:* Check to *Synchronize files* only from the selected *Record panel* to the unselected *Record panel*.

General Transfer

☑ *Include subfolders:* Leave checked to transfer also the contents of subfolders of selected folders.

☑ *Use delta file transfer:* Leave checked to compare source files with matching destination files to transfer only differences between source and destination files to save transmission bandwidth.

☑ *Enable crash recovery:* Leave checked to transfer files in a way that they can be recovered after a computer or network crash during file transfer.

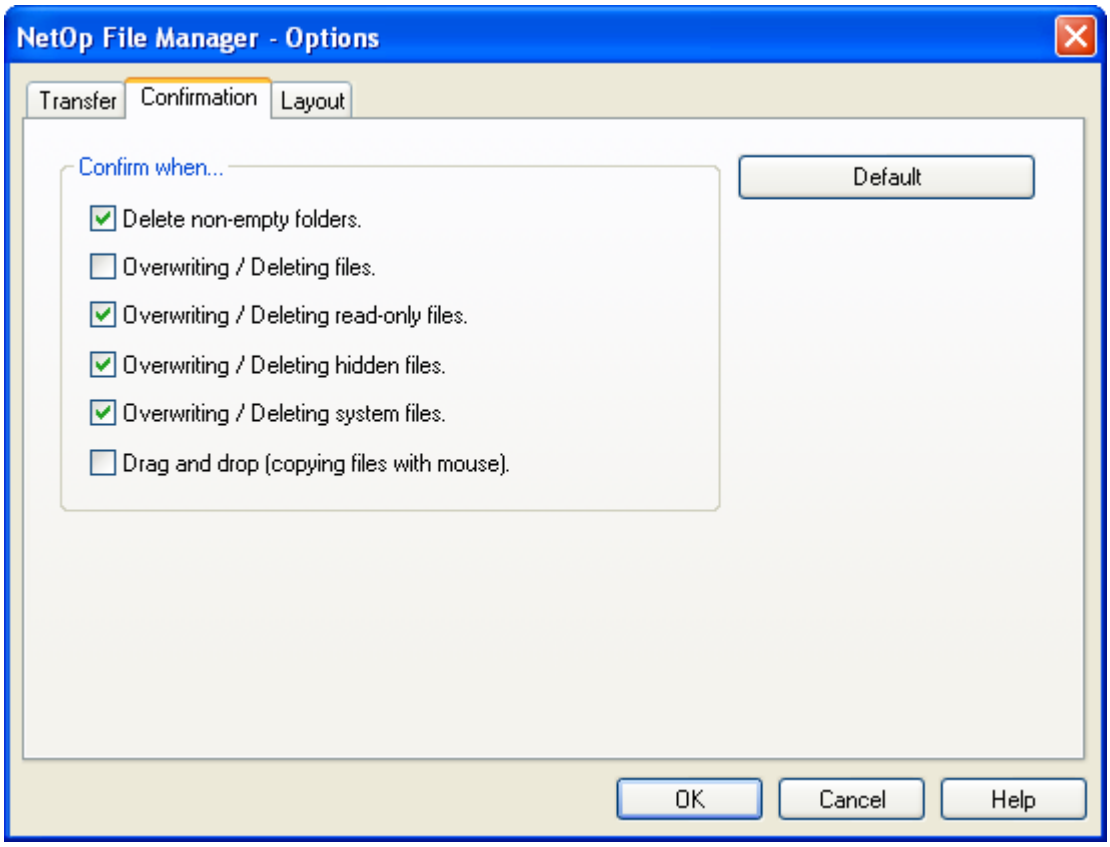
☐ *Close dialog when finished:* Check to close the *Transfer status* window when a file transfer is finished.

☐ *End session when finished:* Check to end the *File manager* session when a file transfer is finished.

Default: Click to restore tab default settings.

Confirmation Tab

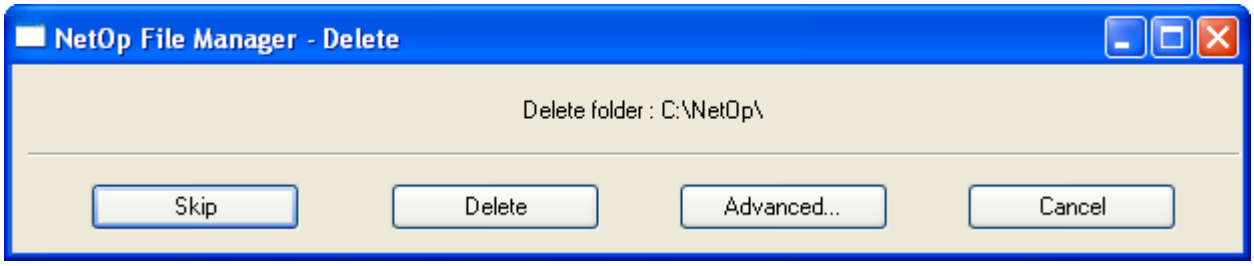
This is the *File manager* *Options* window *Confirmation* tab:



It enables you to specify *File manager* *Confirmation* options in these elements:

Confirm when...

☑ *Delete non-empty folders:* Leave checked to show this window if you are about to delete a folder that contains folders or files:



Skip: Click to skip deleting the specified folder.

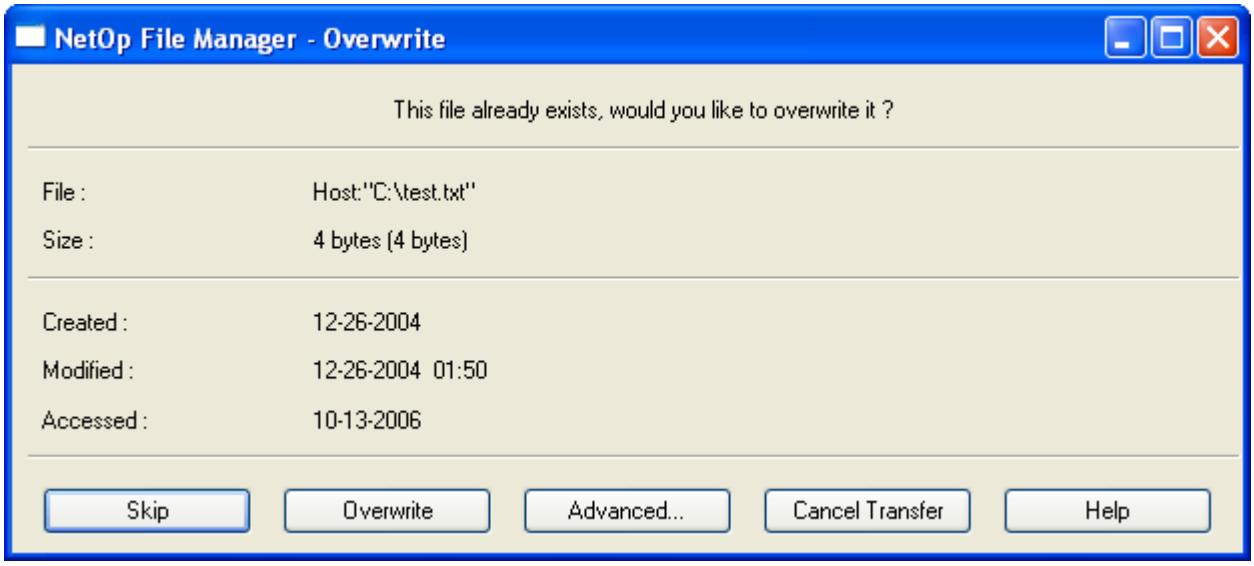
Delete: Click to delete the specified folder.

Advanced: Click to show this window:

It will show your *Delete* confirmation selections to enable you to change them for this file transfer operation before continuing.

Cancel: Click to cancel the file transfer at this point. Executed file transfer actions will not be undone.

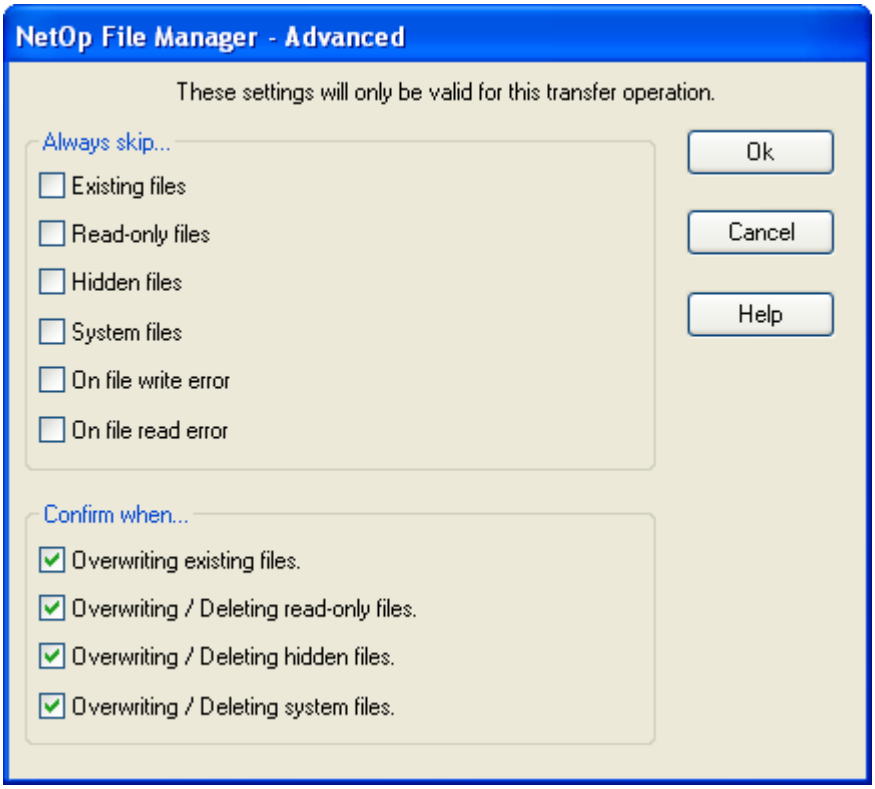
☐ *Overwriting/deleting files:* Check to show this window or the *Delete* window if you are about to overwrite or delete files:



Skip: Click to skip overwriting the specified file.

Overwrite: Click to overwrite the specified file.

Advanced: Click to show this window:



Always skip...

Check boxes in this section to skip file transfer in this file transfer operation in case of checked properties:

☐ *Existing files*

☐ *Read-only files*

☐ *Hidden files*

☐ *System files*

☐ *On file write error*

☐ *On file read error*

Confirm when...

This section will show your *Overwrite/Delete* confirmation selections to enable you to change them for this file transfer operation before continuing.

☑ *Overwriting existing files:* Leave checked to show the *Overwrite* window if you are about to overwrite existing files.

☑ *Overwriting/deleting read-only files:* Leave checked to show the relevant confirmation window if you are about to overwrite/delete read-only files.

☑ *Overwriting/deleting hidden files:* Leave checked to show the relevant confirmation window if you are about to overwrite/delete hidden files.

☑ *Overwriting/deleting system files:* Leave checked to show the relevant confirmation window if you are about to overwrite/delete system files.

☑ *Overwriting/deleting read-only files:* Leave checked to show the relevant confirmation window if you are about to overwrite/delete read-only files.

☑ *Overwriting/deleting hidden files:* Leave checked to show the relevant confirmation window if you are about to overwrite/delete hidden files.

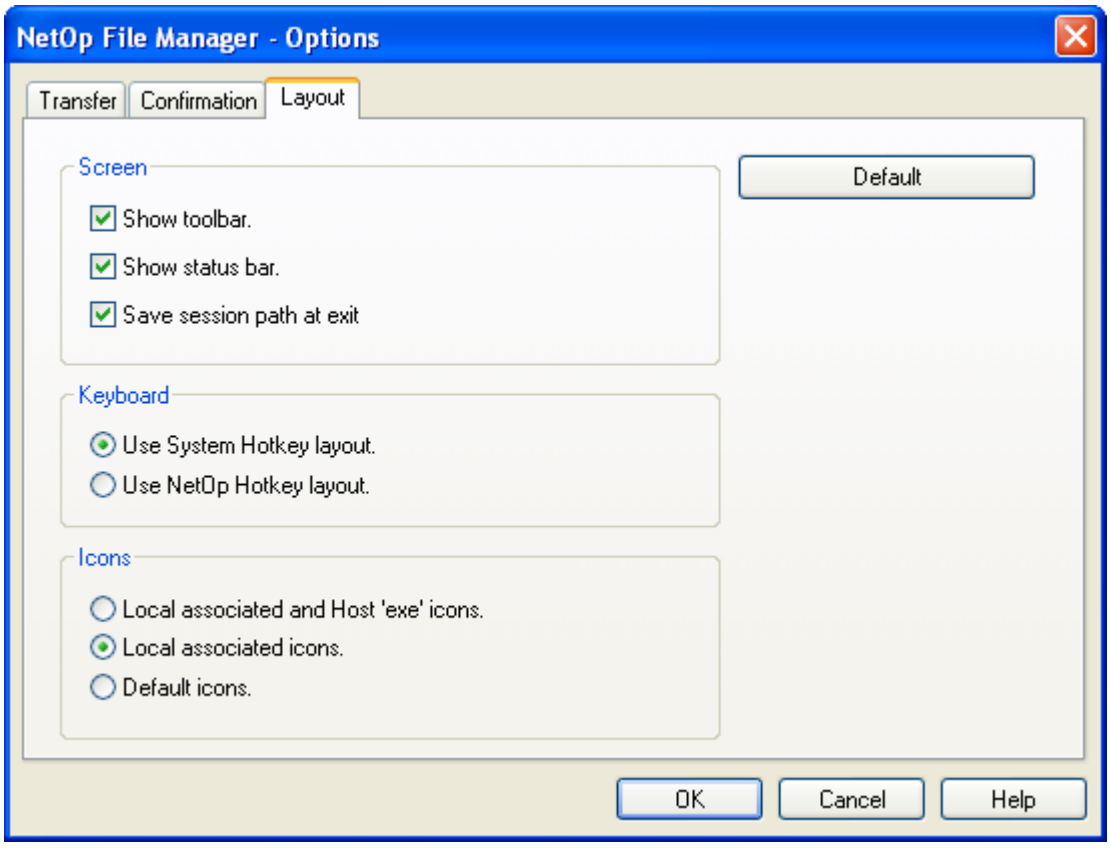
☑ *Overwriting/deleting system files:* Leave checked to show the relevant confirmation window if you are about to overwrite/delete system files.

☐ *Drag and drop (copying files with the mouse):* Check to show a confirmation window before executing a drag and drop file transfer.

Default: Click to restore tab default settings.

Layout Tab

This is the *File manager Options* window *Layout* tab:



It enables you to specify *File manager Layout* options in these elements:

Screen

☑ *Show toolbar:* Leave checked to show the *File manager* window *Toolbar*.

☑ *Show status bar:* Leave checked to show a status bar at the bottom of the two *Record panels*.

☑ *Save session path at exit:* Leave checked to show the same *Record panel* contents when starting a *File manager* session with the same *Student* next time. Uncheck to always show the system drive contents when starting a *File manager* session.

Keyboard

Select one of these options:

⊙ *Use system hotkey layout:* Use the operating system hot key layout, see the table below.

○ *Use NetOp hotkey layout:* Use the NetOp hot key layout, see the table below.

Function	Windows hot key	NetOp hot key
Copy files		F3
Move files		F6
New folder		F7

Delete	DELETE	F8
Rename	F2	
Close	ALT+F4	F10
Properties	ALT+ENTER	SHIFT+F1
Select all	CTRL+A	
Select by		+
Deselect by		-
Invert selection		*
Arrange icons by name		CTRL+F3
Arrange icons by type		CTRL+F4
Arrange icons by size		CTRL+F6
Arrange icons by date		CTRL+F5
Refresh	F5	CTRL+R
Select the left record panel		ALT+F1
Select the right record panel		ALT+F2
Help	F1	F1

Note: Hot keys will be shown next to menu commands.

Icons

Select one of these options:

○ *Local associated and Host 'exe' icons:* Show *Record panel* file icons according to *Teacher* file associations but show *Student* *.exe* file icons according to *Student* file associations.

⊙ *Local associated icons:* Show *Record panel* file icons according to *Teacher* file associations (saves transmission bandwidth).

○ *Default icons:* Show the same default icon for all *Record panel* files (saves transmission bandwidth and processor capacity).

Default: Click to restore tab default settings.

Help Menu

This is the *File manager* *Help* menu:

It contains this command:

- *Help topics F1:* Click or press F1 to show *NetOp Teacher Help*.

Toolbar

This is the *File manager* toolbar:

It contains these buttons:

Copy files: Select *Record panel* records and click or click the *File* menu or *Record panel* context menu *Copy files* command or press any matching keyboard shortcut to show the *Copy* window.

Note: Alternatively, drag records from one *Record panel* to the other and drop them to typically show the *Transfer status* window.

Move files: Select *Record panel* records and click or click the *File* menu or *Record panel* context menu *Move files* command or press any matching keyboard shortcut to show the *Move* window.

Synchronize files: Click or click the *File* menu *Sync files* command to show the *Synchronize* window.

Note: By default, *Synchronize files* will transfer folders and files to include folders and files that exist in either *Record panel* in both *Record panels* replacing older files by newer files. On the *Options* window *Transfer* tab, you can select the *Synchronize* options *Transfer only if file exists* and *Transfer only one way*.

Clone files: Click or click the *File* menu *Clone files* command to show the *Clone* window.

Note: *Clone files* will delete all folders and files in the unselected *Record panel* and copy all folders and files in the selected *Record panel* to the unselected *Record panel*.

New folder: Click or click the *File* menu *New folder* command or press any matching keyboard shortcut to show the *New folder* window.

Delete: Select *Record panel* records and click or click the *File* menu or *Record panel* context menu *Delete* command or press the matching keyboard shortcut to delete selected records. If selected, a confirmation window will be shown.

Properties: Select a *Record panel* record and click or click the *File* menu or *Record panel* context menu *Properties* command or press the matching keyboard shortcut to show the *Properties* window.

Select by: Click or click the *Edit* menu *Select by* command or press any matching keyboard shortcut to show the *Select* window.

Options: Click or click the *Options* menu *Options* command to show the *Options* window.

Local: Click to appear pressed in/released or click the *View* menu *Local* command to check/uncheck it to switch between remote and local file management.

Large Icons: Click to appear pressed in or click the *View* menu *Large icons* command to check mark it to show *Record panel* records as horizontal rows of large icons.

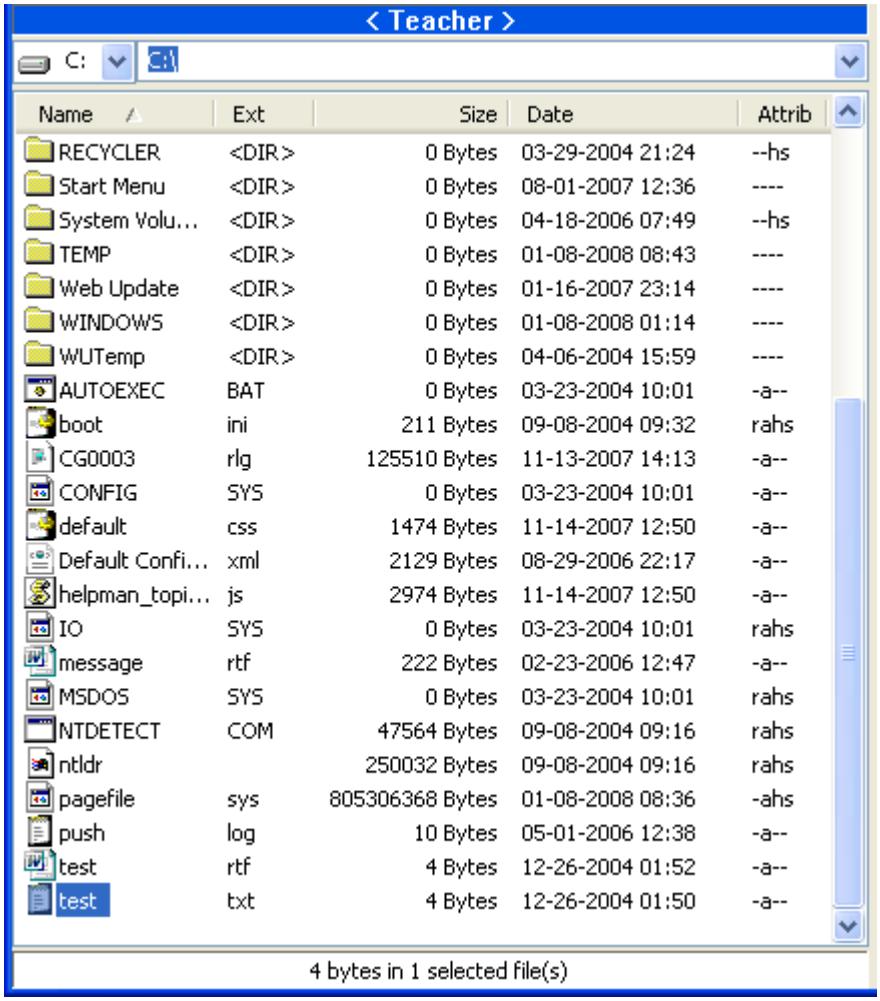
Small Icons: Click to appear pressed in or click the *View* menu *Small icons* command to check mark it to show *Record panel* records as horizontal rows of small icons.

List: Click to appear pressed in or click the *View* menu *List* command to check mark it to show *Record panel* records as vertical columns of small icons.

Details: Click to appear pressed in or click the *View* menu *Details* command to check mark it to show *Record panel* records in a table with details in columns.

Record Panel

The two *File manager* record panels have identical layout:



The top title bars will show <*Teacher*> in the left record panel and the *Student* name in the right record panel. In a local file transfer session, the right record panel will show *Teacher*.

The selected record panel title bar will have a strong color and the unselected record panel title bar will have a dimmed color. Click in a record panel or press a keyboard shortcut to select it. Press TAB to switch the record panel selection. Record panels will remain equally sized.

The folder bar below contains a left drive drop-down box and a right folder drop-down box.

The drive drop-down box field will show the selected drive icon and letter. The drop-down box list will contain the icon, letter and name of local and mapped network drives. Click a drive in the list to show it in the field.

The folder drop-down box field will show the path of the selected folder. The drop-down box list will contain the paths of up to 30 folders that have been selected during the current *File manager* session. Select a folder path in the list to show it in the field to show folder contents in the records pane below. Alternatively, specify a folder path in the drop-down box field and press ENTER to select the folder.

The records pane below will contain records of folders and files in the selected folder as *Large icons*, *Small icons*, *List* or *Details*. Change the view from the *Toolbar* or the *View* menu. Folder records in alphabetically ascending order are shown before file records. Sort file records by clicking *Details* column headings or by pressing a keyboard shortcut.

Details will show record details in a table with these column contents:

- *Name:* Record name.

- *Ext:* <DIR> for folder, file extension for file.
- *Size:* File size in bytes. Folder size is 0 bytes.
- *Date:* Date and time of last record change.
- *Attrib:* First letters of record attributes:
  - *r:* Read-only
  - *a:* Archive
  - *h:* Hidden
  - *s:* System

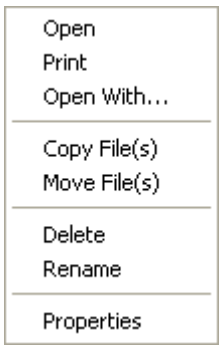
Double-click a folder record to select this folder to show its path in the folder bar and its contents in the records pane.

Double-click a records pane top folder record with two period characters (..) to move one step up in the folder tree structure.

The bottom status bar will show the number of bytes in the number of selected record files. Bytes in files in selected folder record folders are not included in the byte count.

Execute file transfers and manage records from *Toolbar* buttons and menu commands.

Right-click a record or multiple selected records to show this context menu:



Top section commands that may be different with different file selections and computer setups are similar to Windows Explorer right-click context menu commands.

Lower sections commands match *File* menu commands.

Drag selected records in one record pane to the other record pane and drop them to copy them to a record folder, if highlighted, or to the folder whose records are shown in the pane.

Press the right mouse button and drag selected records in one record pane to the other record pane and drop them to show this context menu:

- *Copy here:* Click to copy selected records to a record folder, if highlighted, or to the folder whose records are shown in the pane.
- *Move here:* Click to move selected records to a record folder, if highlighted, or to the folder whose records are shown in the pane.
- *Cancel:* Click to cancel the attempted file transfer.

3.2.3.9 Policy

This is the *Teacher* window *Toolbar* *Policy* button and menu:

Policy enables applying an *Application* and *Internet* *Policy* to selected *Students*.

The *Options* window *Class* tab *Policy* section *Startup policy* drop-down box selection determines the *Policy* that will apply to *Students* when they connect to a *Class*.

To apply a *Policy* to selected *Students*, click the *Action* menu *Policy* command or the *Toolbar* *Policy* button to apply the default *Policy* or click a *Policy* menu command to apply an available *Policy*.

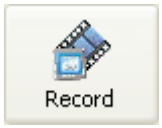
The *Policy* menu that opens from the *Toolbar* *Policy* button down pointer button will contain these commands:

- *Reset policy:* Click to apply the *Class* *Startup policy* to selected *Students*.
- *Allow all:* Click to allow selected *Students* to run all *Applications* and access all *Internet* addresses.
- *Deny all:* Click to deny selected *Students* to run all *Applications* and access all *Internet* addresses.
- <Policy name>: Click to apply a user specified *Policy* to selected *Students*. The *Policy* menu can contain multiple user specified *Policy* commands.
- *Options:* Click to show the *Options* window *Policy* tab to manage *Policies*.

Note: The default *Policy* name will be enclosed by asterisks.

3.2.3.10 Record

This is the *Teacher* window *Toolbar* *Record* button:



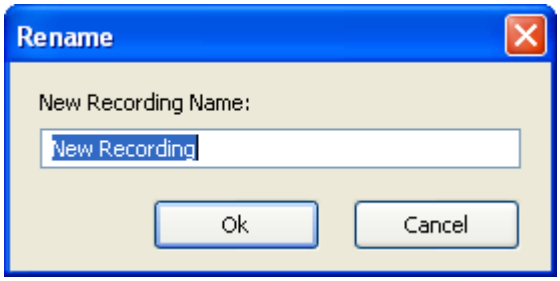
Record enables creating a *Teacher* computer desktop NetOp recording.

Note: You can also create a *Teacher* computer desktop NetOp recording from the *Remote control* window *Title bar* menu or *Toolbar or toolbox*, from the *Monitor toolbox* and from the the *Recordings view* pane context menu. You can create a *.avi* screen video with *NetOp screen video*.

Click the *Record* button to start recording the *Teacher* computer desktop showing this *Recording toolbox:*

It contains these tool tip identified buttons:

End session: Click to end recording closing the toolbox and showing this window:



To facilitate identifying recordings in the *Recordings* view, rename *New recording* into another recording name and click *OK* to apply.

Note: Each NetOp recording will automatically be saved in the *Teacher User configuration files* folder *screcord* folder in a file named <Date and time>-*Teacher*-<Recording name>.*dwr*.

Record: Click to resume recording after *Pause*.

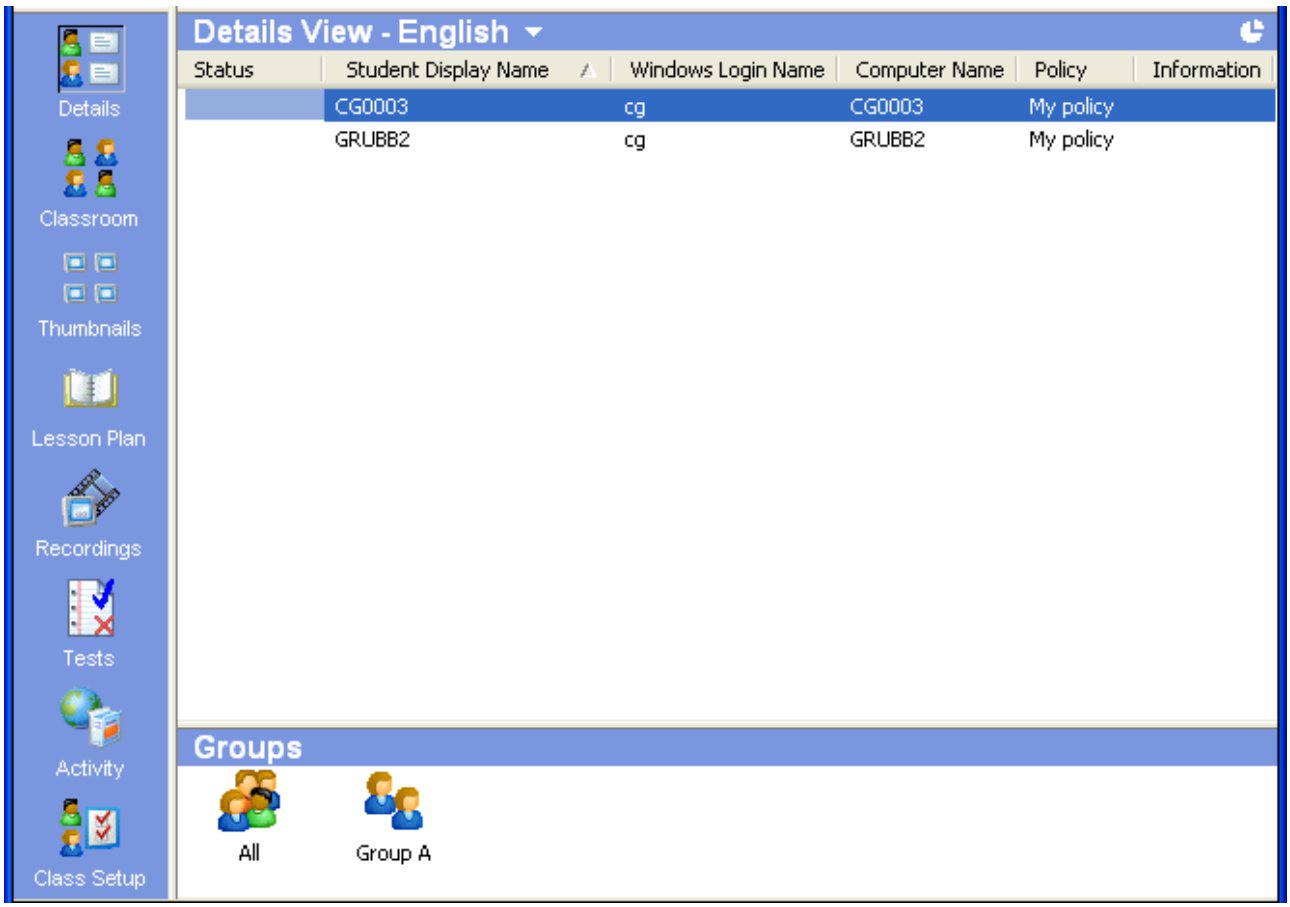
Pause: Click to pause recording.

Start/Stop NetOp marker utility: Click to make the button appear pressed in to load *NetOp marker utility* on the *Teacher* computer. Click to make the button appear released to unload *NetOp marker utility*.

Start/Stop microphone: Click to make the button appear pressed in to include *Teacher* computer microphone input in the recording. Click to make the button appear released to exclude *Teacher* computer microphone input.

3.2.4 Class Control Panel

This is the *Teacher* window *Class control panel:*



It enables managing the running *Class* in views that you can select by clicking left view selection bar buttons:

Details view: The upper *Details view* pane enables managing *Class* *Students* shown as records with details in columns. The lower *Groups* pane enables managing *Class* *Student groups* shown as icons or records.

Classroom view: The upper *Classroom view* pane enables managing *Class* *Students* shown as named icons on an image background. The lower *Groups* pane enables managing *Class* *Student groups* shown as icons or records.

Thumbnails view: The upper *Thumbnails view* pane enables managing *Class* *Students* shown as named computer screen miniature images on an image background. The lower *Groups* pane enables managing *Class* *Student groups* shown as icons or records.

Lesson plan view: Enables creating, managing and executing *Class Lesson plans*.

Recordings view: The upper *Recordings view* pane enables managing *Class* screen image *Recordings*. The lower *Groups* pane enables managing *Class* *Student groups* shown as icons or records.

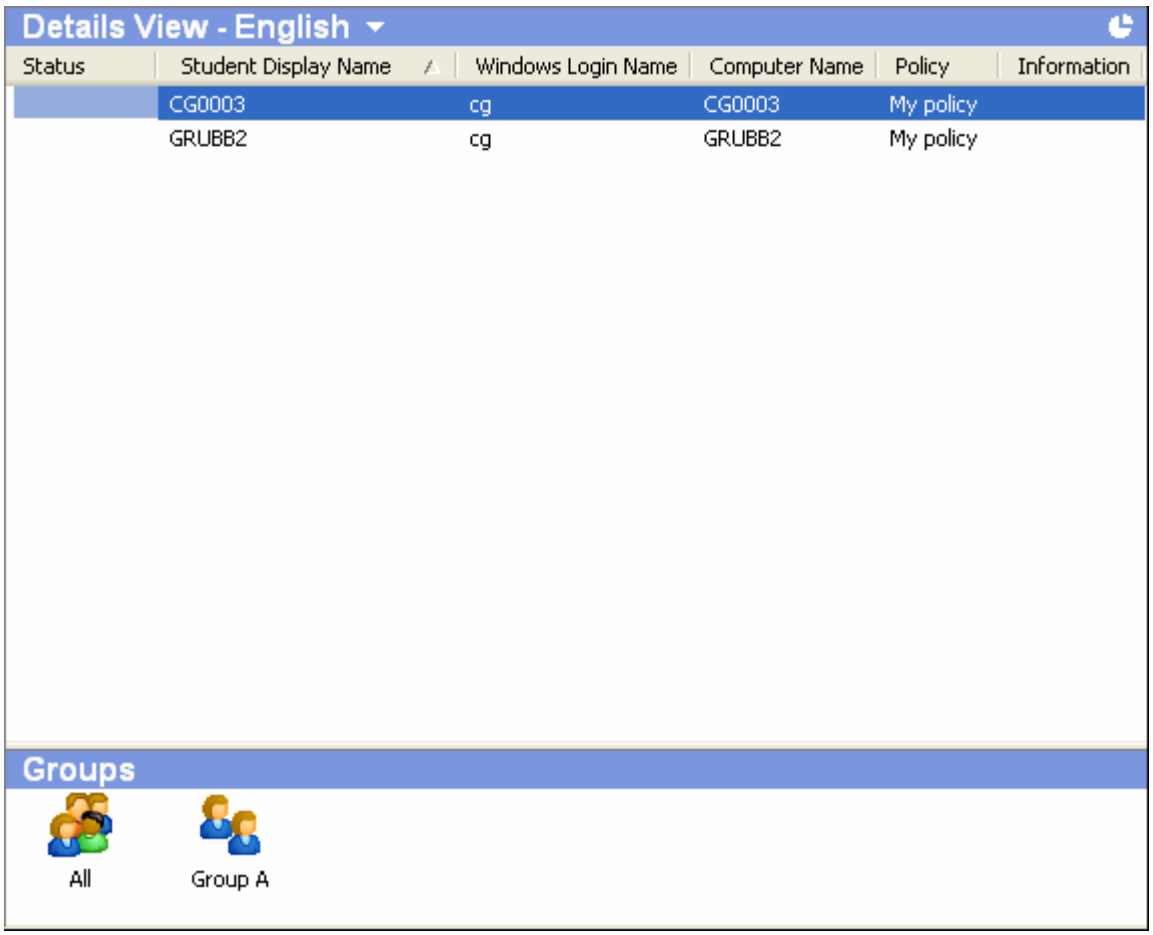
Tests view: The upper *Tests view* pane enables managing *Class* *Tests*, *Surveys* and their *Results*. The lower *Groups* pane enables managing *Class* *Student groups* shown as icons or records.

Activity view: The upper *Activity view* pane enables managing which *Applications* and *Websites* *Class* *Students* shown as records are running. The lower *Active applications and sites* pane enables managing which applications and websites shown as records are run by which *Class Students*.

Class setup view: The upper *Class setup view* pane enables managing *Class* *Students* and *Student groups* shown as icons in a *Class* structure. The lower *Available students* pane enables managing *Students* that are available for any *Class*.

3.2.4.1 Details View

This is the *Class control panel* *Details view*:



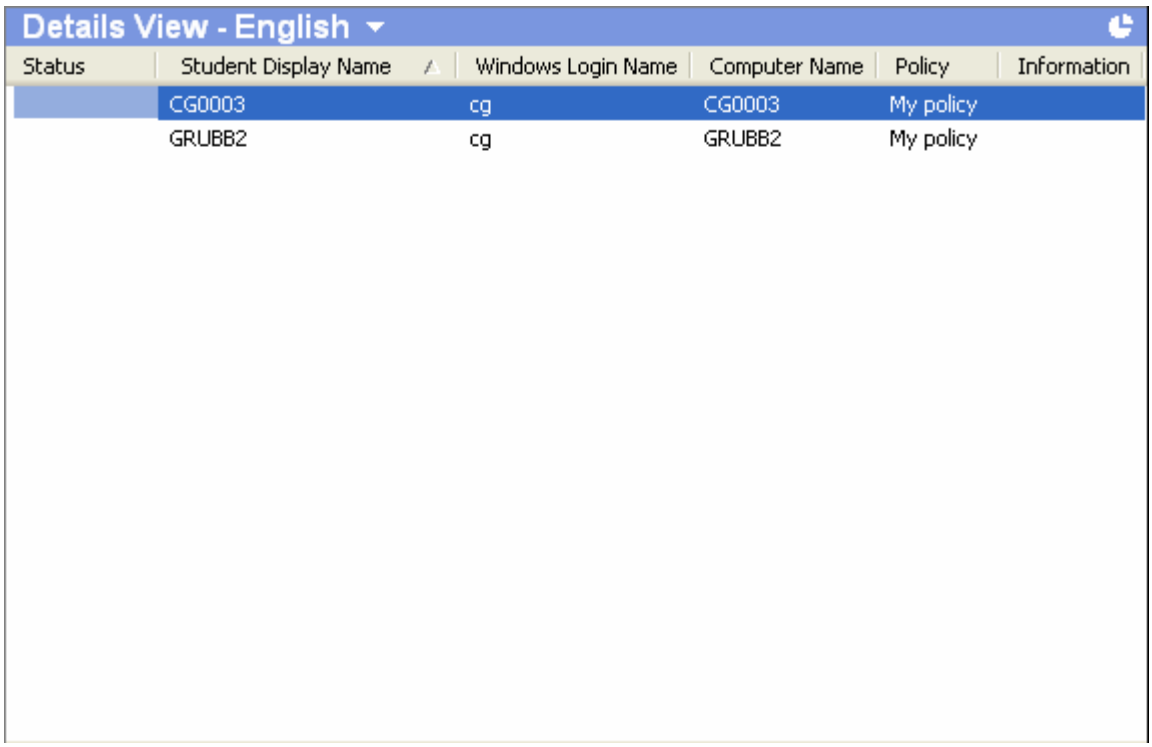
It enables you to manage *Class* *Students* shown as records and *Student groups*.

A moveable horizontal separation divides it into two panes:

- The upper *Details view* pane enables you to manage *Class* *Students* shown as table records.
- The lower *Groups* pane enables you to manage *Class* *Student groups* shown as icons or table records.

3.2.4.1.1 Details View Pane

This is the *Details view* pane:



Its title bar will show the names of the view and the running *Class*.

Click the *Change class* down pointer button to the right of the *Class* name to open the *Change class* menu.

The title bar right end will show a part/whole button:

Click it to switch between part mode without the upper right sector and whole mode with the upper right sector. In part mode, only connected *Students* will be shown in the pane. In whole mode, also unconnected *Student* members of the *Class* will be shown.

Class *Students* will be shown as records in a table with these column contents:

- *Status:* Icons will indicate *Student* status:

  Unconnected.

  In a *Demonstrate* session.

  In an *Attention* session.

  In a *Remote control* session.

  In a *Monitor* session.

  In an *Audio-video chat* session.

  In a *Chat* session.

  Assistant *Teacher* in a *Workgroup* session.

  In a *Distribute files* session.

  In a *Collect files* session.

In a *File manager* session.

Has a pending *Help request*.

- *Student display name:* *Student* name as selected in the *Options* window *General* tab *Student display name* section.
- *Windows login name:* *Student* computer Windows user login name.
- *Computer name:* *Student* computer Windows name.
- *Policy:* *Student* applied *Policy* name or *None*.
- *Information:* Any *Student* status messages such as a *Help request* message.

You can add up to two more custom columns from the *Options* window *General* tab *Display custom columns in details view* section.

To execute an action with a connected *Student*, click its record to highlight it as selected and click a *Toolbar* button or button menu command, *Action* menu command or *Selected view* menu command or right-click its record and click a *Student context menu* command.

To start a *Remote control* session with a connected *Student*, double-click its record.

To execute an action with multiple connected *Students*, select *Students* by one of these methods:

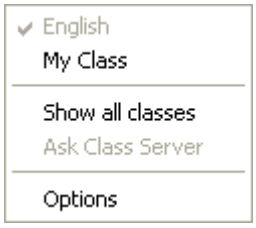
- Click one record and while pressing the SHIFT key click another record to select clicked and in between records connected *Students*.
- Click records while pressing the CTRL key to select clicked records connected *Students*.
- From outside records, drag a dotted rectangle to select connected *Students* whose records are covered by the rectangle.

Selecting connected *Students* will enable all available *Toolbar* buttons and *Action* menu commands. Click a button or command to execute the action with selected *Students*.

Note: To execute an action with multiple *Students*, it may be faster and easier to create a *Student group* for this purpose.

3.2.4.1.2 Change Class Menu

In the *Class control panel* upper pane title bar, click the down pointer button to the right of the *Class* name to show this *Change class* menu:

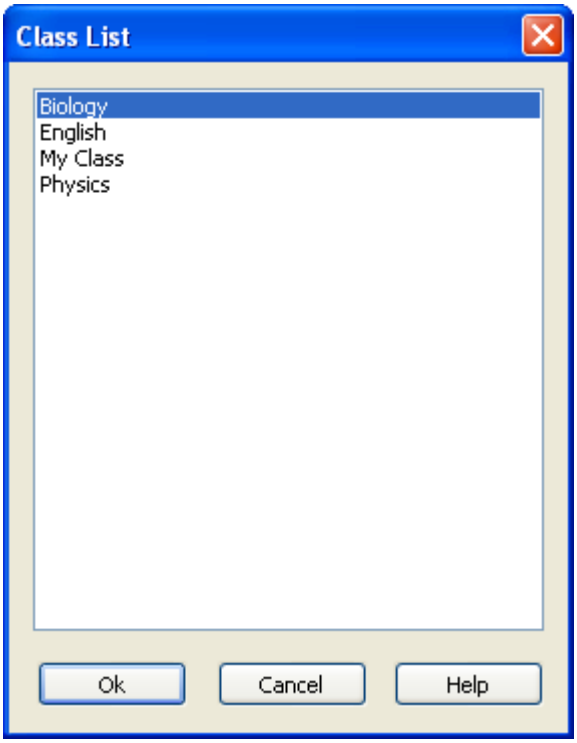


It contains these commands:

- <Running class>: Will be included unless the *Options* window *Class* tab *Use class server* box is checked. The running *Class* disabled name will be check marked.
- <Previous class>: Will be included unless the *Options* window *Class* tab *Use class server* box is checked. Up to ten enabled names of previously run *Classes* can be included. Click a previously run *Class* name to end running the <Running class> to start running the clicked name *Class*.

  Caution: Changing the *Class* will disconnect connected *Students*.

- *Show all classes:* Will be enabled unless the *Options* window *Class* tab *Use class server* box is checked. Click to show this window:



It enables you to select a *Teacher* specified *Class*.

The pane will contain the names of available *Teacher* specified *Classes*.

Select a *Class* name and click *OK* to end the running *Class* to start the selected *Class*.

Caution: Changing the *Class* will disconnect connected *Students*.

- *Ask class server:* Will be enabled if the *Options* window *Class* tab *Use class server* box is checked. Click to show the *Select class* window.
- *Options:* Click to show the *Options* window *Class* tab.

3.2.4.1.3 Groups Pane

This is the *Class control panel* *Groups* pane:

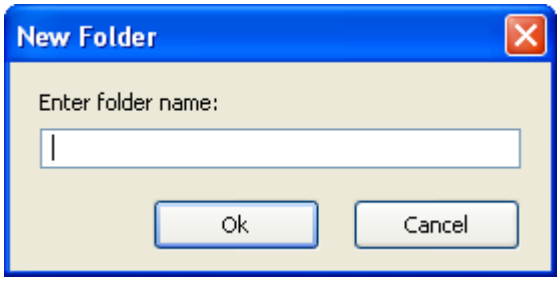
It enables you to manage *Student groups*.

Right-click in the pane outside a *Student group* icon or record to show this menu:

It contains these commands:

- *Large icons:* Click to show *Student groups* as horizontal rows of large icons.

- *Small icons:* Click to show *Student groups* as horizontal rows of small icons.
- *List:* Click to show *Student groups* as vertical columns of small icons.
- *Details:* Click to show *Student groups* as records in a table with these column contents:
  - *Group name: Student group* name.
  - *Member count: Student group* number of members.
  - *Members: Student group* members' *Student display name*.
- *Create group:* Click to show this window:



Specify the *Student group* name and click *OK* to create the *Student group*.

Note: You can edit or delete a *Student group* in *Class setup view*.

The *Groups* pane will always contain an *All Student group* that contains all *Students* in the *Class*.

You can add *Students* to a *Student group* by dragging their *View* pane records, icons or thumbnails to a *Groups* pane *Student group* record or icon and drop them. Each *Student* can be a member of multiple *Student groups*.

To execute actions with connected *Students* in a *Student group*, right-click the *Student group* icon or record to show the *Student group context menu*. It will also contain a *Delete* command by which you can delete the *Student group*.

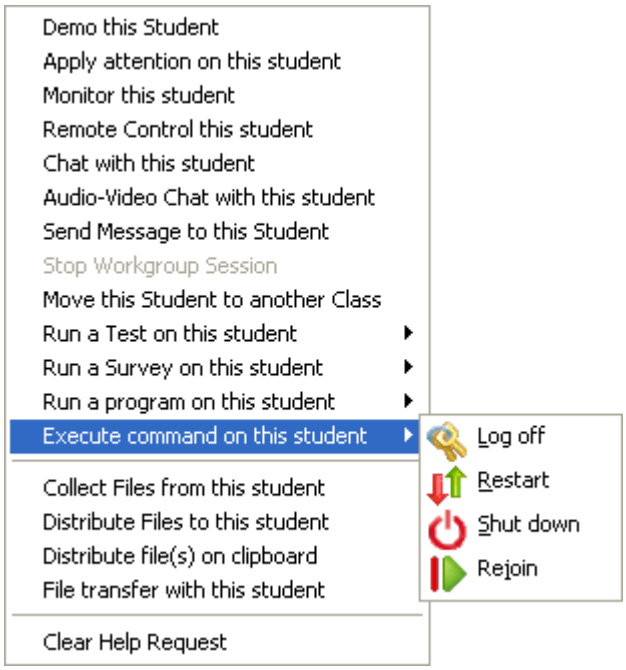
To execute actions with connected *Students* in multiple *Student groups*, select *Students* by one of these methods:

- Click a *Student group* icon or record to select it and connected *Students* in it.
- Click *Student group* icons while pressing the SHIFT or CTRL key to select them and connected *Students* in them.
- Click one *Student group* record and while pressing the SHIFT key click another *Student group* record to select clicked and in between records *Student groups* and connected *Students* in them.
- Click *Student group* records while pressing the CTRL key to select clicked records *Student groups* and connected *Students* in them.
- From outside icons or records, drag a dotted rectangle to select *Student groups* whose icons or records are covered by the rectangle and connected *Students* in them.
- Click the *All Student group* to select all connected *Students* in the *Class*.

This will enable all available *Toolbar* buttons and *Action* menu commands.

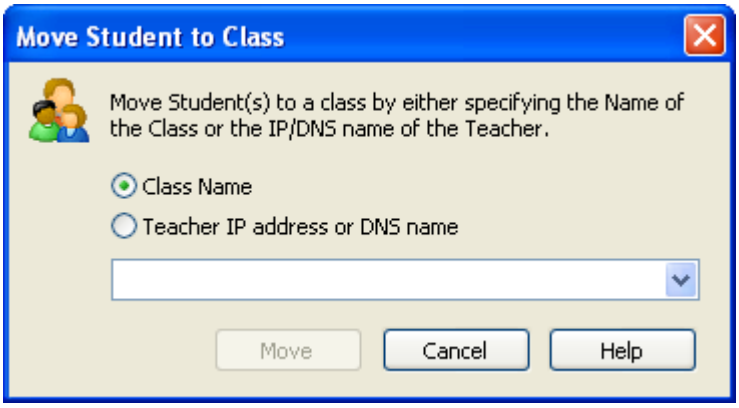
3.2.4.1.4 Student Context Menu

Right-click a connected *Student* *Details view* record, *Classroom view* icon or *Thumbnails view* thumbnail to show this context menu:



It enables you to execute actions with the right-clicked *Student* from these commands:

- *Demo this student:* Will be enabled if at least one other connected *Student* is selected. Click to *Demonstrate* the right-clicked *Student* desktop to other selected *Students*.
- *Apply attention on this student:* Click to start an *Attention* session with the *Student*.
- *Monitor this student:* Click to start a *Monitor* session with the *Student*.
- *Remote control this student:* Click to start a *Remote control* session with the *Student*.
- *Chat with this student:* Click to start a *Chat* session with the *Student*.
- *Audio-video chat with this student:* Click to start an *Audio-video chat* session with the *Student*.
- *Send message to this student:* Click to create a *NetOp message* to the *Student*.
- *Stop workgroup session:* Will be enabled if the *Student* is assistant *Teacher* in a *Workgroup*. Click to end the *Workgroup* session.
- *Move this student to another class:* Click to show this window:



It enables you to temporarily move the *Student* to a running *Class* on another computer.

- To temporarily move the *Student* to a specific name running *Class* of a *Teacher* that the *Student* can reach by browse communication, click *Class name*, specify the *Class* name and click *Move*.
- To temporarily move the *Student* to the running *Class* of a specific address *Teacher*, click *Teacher IP address or DNS name*, specify the *Teacher* computer IP address or DNS name and click *Move*.

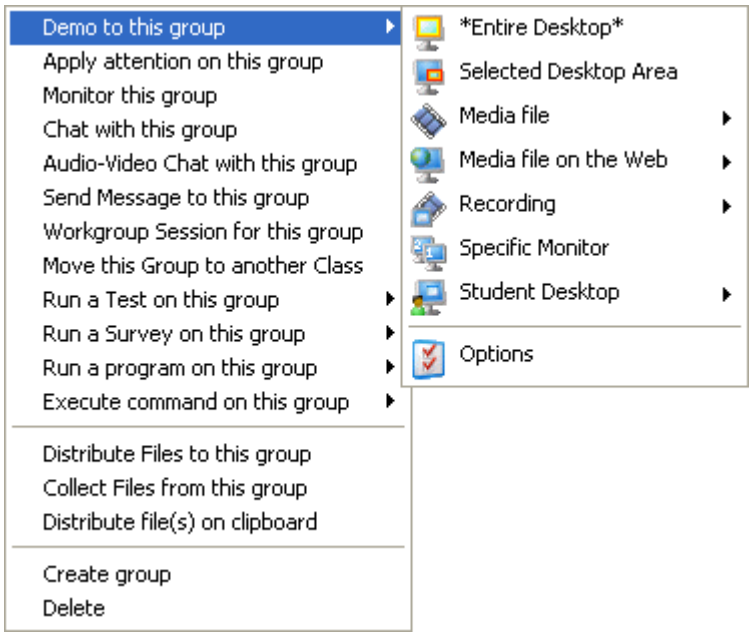
If the *Class* is not found and when the moved to *Class* ends running, the *Student* will return.

- *Run a test on this student:* Will expand into available *Tests*. Click one to run it on the *Student*.
- *Run a survey on this student:* Will expand into available *Surveys*. Click one to run it on the *Student*.
- *Run a program on this student:* Will expand into the *Run* menu *Run program* elements. Click one to run it on the *Student*.
- *Execute command on this student:* Will expands into the *Commands* menu. Click a command to execute it on the *Student*.
- *Collect files from this student:* Click to start a *Collect files* session with the *Student*.
- *Distribute files to this student:* Click to start a *Distribute files* session with the *Student*.
- *Distribute files on clipboard:* Will be enabled if files are stored on the *Teacher* computer clipboard. Click to *Distribute* the *Teacher* computer clipboard contents to the most recently specified *Student* computer file location.
- *File transfer with this student:* Click to start a *File manager* session with the *Student*.
- *Clear help request:* Will be enabled if a help request from this *Student* is pending. Click to cancel the help request on *Teacher* and *Student*.

Note: The menu can contain additional *View* specific commands. Commands will be disabled if unavailable with the current *Teacher* status.

3.2.4.1.5 Student Group Context Menu

Right-click a *Groups* pane *Student group* icon or record to show this context menu:

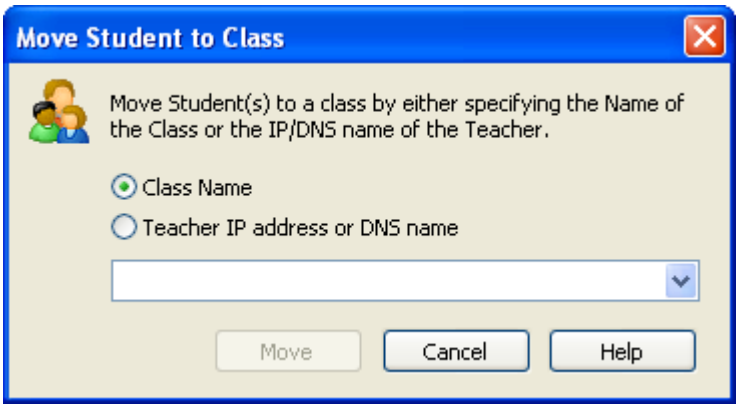


It enables you to execute actions with the connected *Students* in the right-clicked *Student group* from these commands:

Note: If no *Students* in the *Student group* are connected, the menu will contain only *Create group* and *Delete*

.

- *Demo to this group:* Will expand into the *Demonstrate* menu. Click an element to start a *Demonstrate* session with the *Student group* connected *Students*.
- *Apply attention on this group:* Click to start an *Attention* session with the *Student group* connected *Students*.
- *Monitor this group:* Click to start a *Monitor* session with the *Student group* connected *Students*.
- *Chat with this group:* Click to start a *Chat* session with the *Student group* connected *Students*.
- *Audio-video chat with this group:* Click to start an *Audio-video chat* session with the *Student group* connected *Students*.
- *Send message to this group:* Click to create a *NetOp message* to the *Student group* connected *Students*.
- *Workgroup session for this group:* Click to start a *Workgroup* session with the *Student group* connected *Students*.
- *Move this group to another class:* Click to show this window:



It enables you to temporarily move the *Student group* connected *Students* to a running *Class* on another computer.

- To temporarily move the *Student group* connected *Students* to a specific name running *Class* of a *Teacher* that the *Student group* connected *Students* can reach by browse communication, click *Class name*, specify the *Class* name and click *Move*.
- To temporarily move the *Student group* connected *Students* to the running *Class* of a specific address *Teacher*, click *Teacher IP address or DNS name*, specify the *Teacher* computer IP address or DNS name and click *Move*.

If the *Class* is not found and when the moved to *Class* ends running, the *Student group* connected *Students* will return.

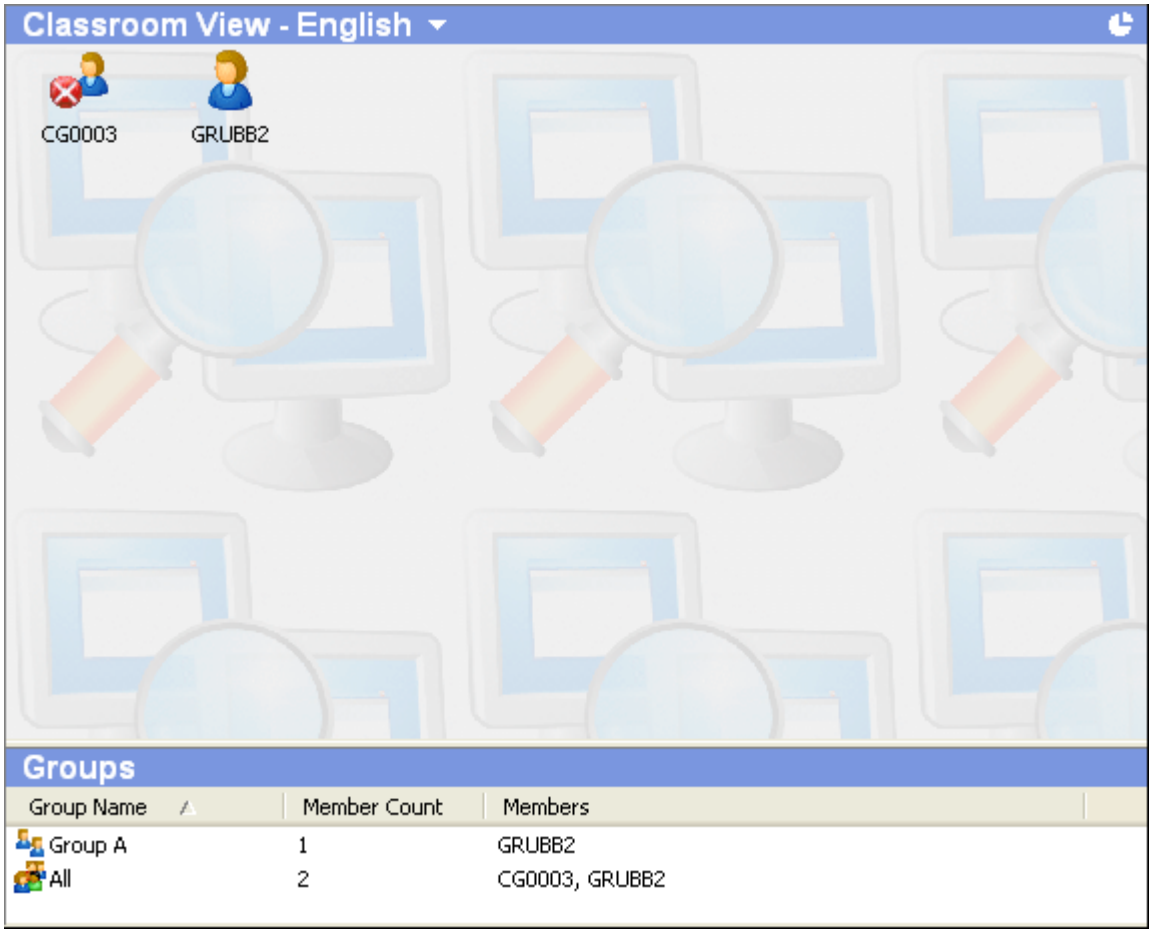
- *Run a test on this group:* Will expand into available *Tests*. Click one to run it on the *Student group* connected *Students*.
- *Run a survey on this group:* Will expand into available *Surveys*. Click one to run it on the *Student group* connected *Students*.
- *Run a program on this group:* Will expand into the *Run* menu *Run program* elements. Click one to run it on the *Student group* connected *Students*.
- *Execute command on this group:* Will expands into the *Commands* menu. Click a command to execute it on the *Student group* connected *Students*.
- *Distribute files to this group:* Click to start a *Distribute files* session with the *Student group* connected *Students*.
- *Collect files from this group:* Click to start a Collect files session with the *Student group* connected *Students*.

- *Distribute files on clipboard:* Will be enabled if the *Teacher* computer clipboard contains files. Click to start a *Distribute files* session with the *Student group* connected *Students* using clipboard *Source* files.
- *Create group:* Click to show the *New folder* window to create a *Student group*.
- *Delete:* Click to show a confirmation window to confirm deleting the *Student group*.

Note: Commands will be disabled if unavailable with the current *Teacher* status.

3.2.4.2 Classroom View

This is the *Class control panel* *Classroom view*:



It enables you to manage *Class* *Students* shown as icons and *Student groups*.

A moveable horizontal separation divides it into two panes:

- The upper *Classroom view* pane enables you to manage *Class* *Students* shown as named icons on an image background.
- The lower *Groups* pane enables you to manage *Class* *Student groups* shown as icons or table records.

3.2.4.2.1 Classroom View Pane

This is the *Classroom view* pane:

Its title bar will show the names of the view and the running *Class*.

Click the *Change class* down pointer button to the right of the *Class* name to open the *Change class* menu.

The title bar right end will show a part/whole button:

Click it to switch between part mode without the upper right sector and whole mode with the upper right sector. In part mode, only connected *Students* will be shown in the pane. In whole mode, also unconnected *Student* members of the *Class* will be shown.

Class *Students* will be shown as these variants of named icons:

Connected: The *Student* is connected to the *Class* but not in session.

Unconnected: The *Student* is recognized as a member but currently not connected to the *Class*.

In session: The *Student* is connected to the *Class* and in one or multiple sessions.

Help request: The *Student* is connected to the *Class* with a pending *Help request*.

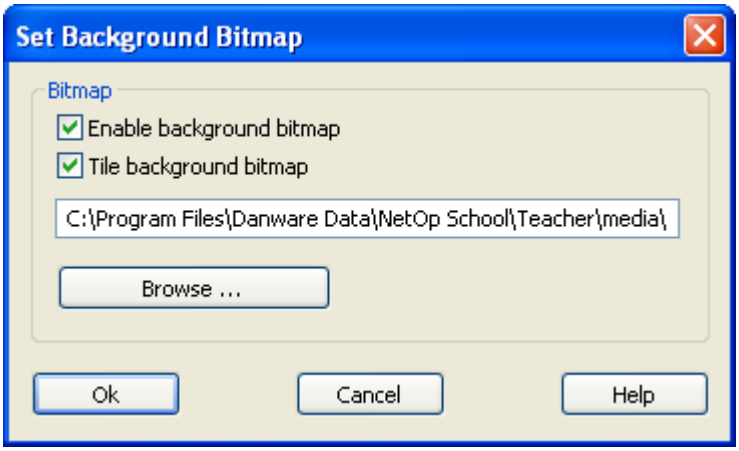
Students will preferably be named by their *Student display name*. If no name of the *Student display name* type was specified when the *Student* record was created, the name with which the *Student* record was created will be enclosed in brackets.

You can drag *Student* icons all over the pane. If the pane size has been reduced to leave *Student* icons outside the visible part of the pane, the pane will have scrollbars.

Right-click in the pane to show this context menu:

Note: Any other commands in the menu belong to the *Student context menu*.

Click *Set background bitmap* to show this window:



It enables you to manage the background image in these elements:

Bitmap

☑ *Enable background bitmap:* Leave checked to use a background image. Uncheck to use a white background and disable the other window options.

☑ *Tile background bitmap:* Leave checked to repeat a small background image as tiles covering the entire pane. Uncheck to show the background image only in the upper left corner of the pane.

[] [Browse]: Click *[Browse]* to show a Windows *Open* window to select a *.bmp* image file to show its path in the field.

Tip: The *Media* folder in the folder in which the *Teacher* is installed contains multiple *.bmp* background image files. Some users create their own classroom plan or geographical map image for the *Student* icon background.

To execute an action with a connected *Student*, click its icon to highlight it as selected and click a *Toolbar* button *or* button menu command, *Action* menu command or *Selected view* menu command or right-click its record and click a *Student context menu* command.

To start a *Remote control* session with a connected *Student*, double-click its icon.

To execute an action with multiple connected *Students*, select *Students* by one of these methods:

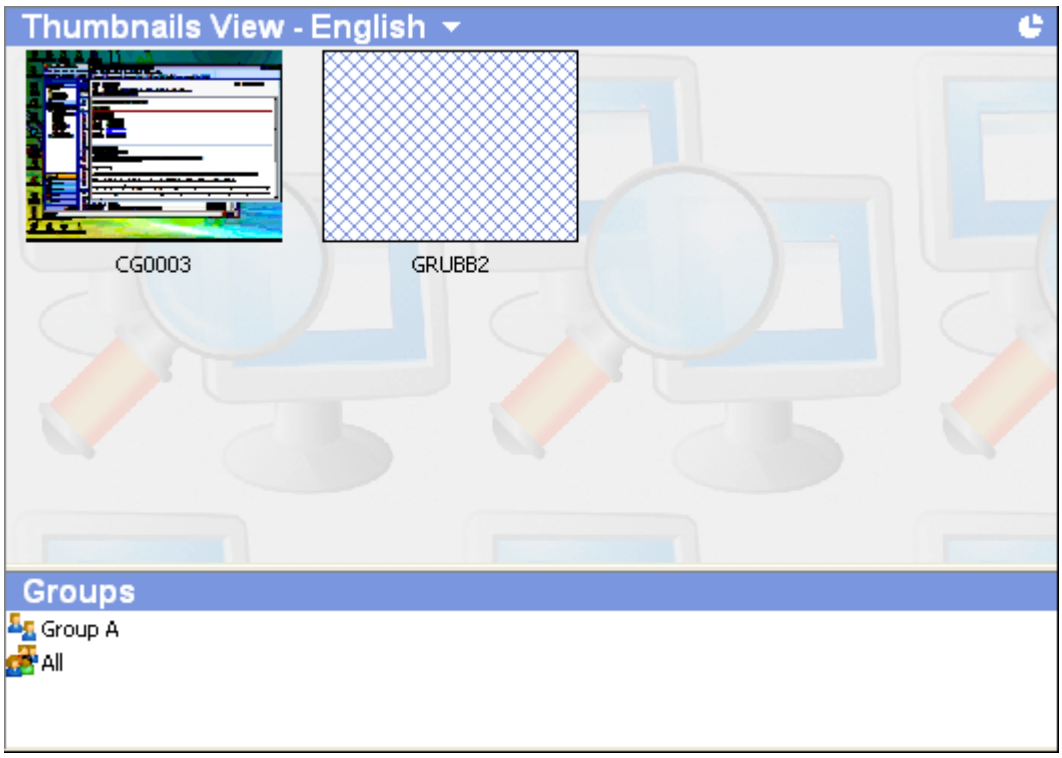
- Click icons while pressing the SHIFT or CTRL key to select clicked icons connected *Students*.
- From outside icons, drag a dotted rectangle to select connected *Students* whose icons are covered by the rectangle.

Selecting connected *Students* will enable all available *Toolbar* buttons and *Action* menu commands. Click a button or command to execute the action with selected *Students*.

Note: To execute an action with multiple *Students*, it may be faster and easier to create a *Student group* for this purpose.

3.2.4.3 Thumbnails View

This is the *Class control panel* *Thumbnails view*:



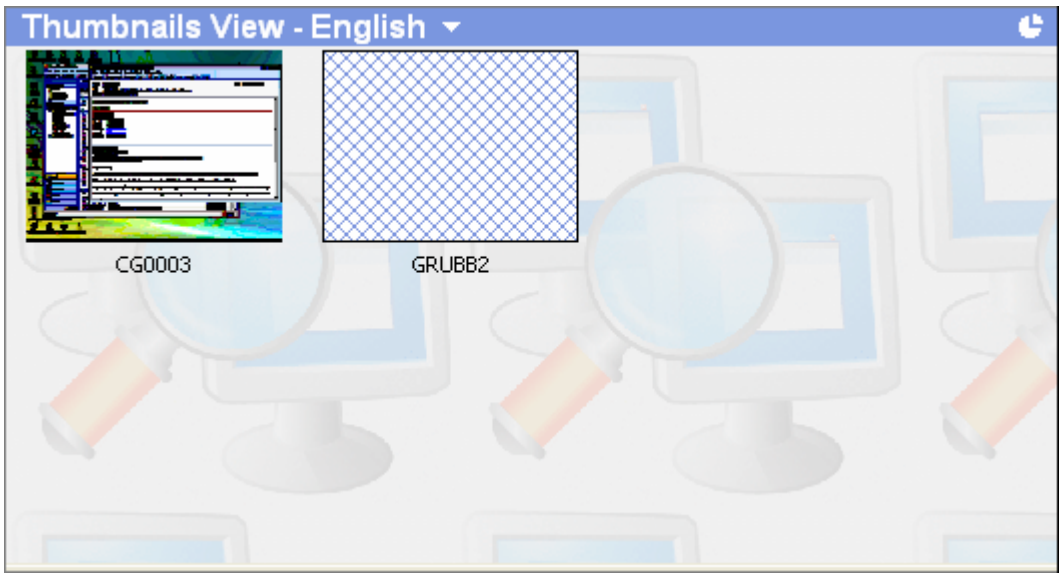
It enables you to manage *Class* *Students* shown as computer screen miniature images and *Student groups*.

A moveable horizontal separation divides it into two panes:

- The upper *Thumbnails view* pane enables you to manage *Class* *Students* shown as named computer screen miniature images on an image background.
- The lower *Groups* pane enables you to manage *Class* *Student groups* shown as icons or table records.

3.2.4.3.1 Thumbnails View Pane

This is the *Thumbnails view* pane:



Its title bar will show the names of the view and the running *Class*.

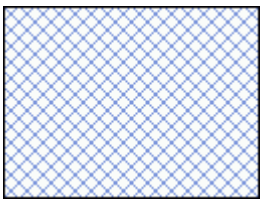
Click the *Change class* down pointer button to the right of the *Class* name to open the *Change class* menu.

The title bar right end will show a part/whole button:

Click it to switch between part mode without the upper right sector and whole mode with the upper right sector. In part mode, only connected *Students* will be shown in the pane. In whole mode, also unconnected *Student* members of the *Class* will be shown.

Class *Students* will be shown as these variants of named computer screen miniature images:

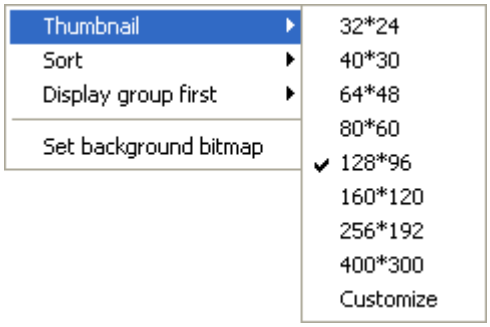
Connected: The *Student* is connected to the *Class*.



Unconnected: The *Student* is recognized as a member but currently not connected to the *Class*.

Students will preferably be named by their *Student display name*. If no name of the *Student display name* type was specified when the *Student* record was created, the name with which the *Student* record was created will be enclosed in brackets.

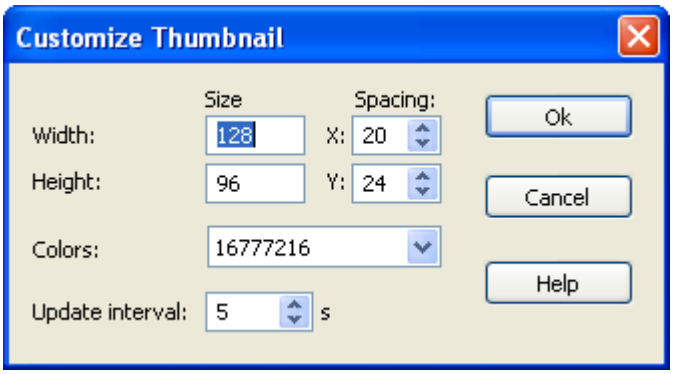
Right-click in the pane to show this context menu:



Note: Any other commands in the menu belong to the *Student context menu*.

It contains these commands:

- *Thumbnail:* Expands into thumbnail sizes in pixels width times height with a check mark next to the selected size and *Customize*. Click a size to apply it to thumbnails in pane. Click *Customize* to show this window:

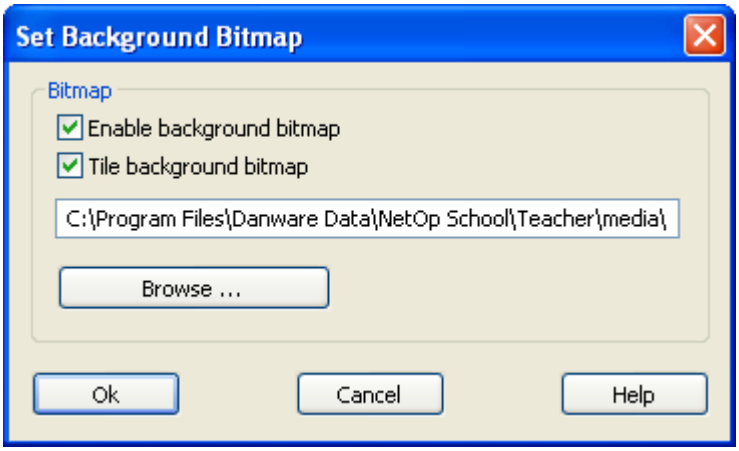


  It enables you to create a customized thumbnail in these elements:

  - *Width [] X []:* Specify the thumbnail pixels width in the field and the horizontal pixels spacing between thumbnails in the spin box.
  - *Height:[] Y:[]:* Specify the thumbnail pixels height in the field and the vertical pixels spacing between thumbnails in the spin box.
  - *Colors:* Select in the drop-down box the number of thumbnail colors from 16 to 16777216.
  - *Update interval [] s:* Specify the image update interval in seconds in the spin box. Use the controls to adjust the update interval

  Note: Smaller thumbnails, fewer colors and a longer update interval will generate less network traffic. When applied, a customized thumbnail size will appear in the list of thumbnail sizes.

- *Sort:* Expands into these commands, one of which will be check marked as the currently selected option:
  - *None:* Thumbnails in horizontal rows from the upper left pane corner will not be sorted.
  - *Ascending:* Thumbnails in horizontal rows from the upper left pane corner will be sorted alphabetically ascending.
  - *Descending:* Thumbnails in horizontal rows from the upper left pane corner will be sorted alphabetically descending.
  - *Floating:* You can drag thumbnails all over the pane. If the pane size has been reduced to leave thumbnails outside the visible part of the pane, the pane will have scrollbars.
- *Display group first:* Expands into *None* and the names of available *Student groups*, one of which will be check marked as the current selection. Click a *Student group* name to place the thumbnails of its *Student* members before other thumbnails placed in horizontal rows from the upper left pane corner.
- *Set background bitmap:* Click to show this window:



It enables you to manage the background image in these elements:

Bitmap

☑ *Enable background bitmap:* Leave checked to use a background image. Uncheck to use a white background and disable the other window options.

☑ *Tile background bitmap:* Leave checked to repeat a small background image as tiles covering the entire pane. Uncheck to show the background image only in the upper left corner of the pane.

[] [Browse]: Click *[Browse]* to show a Windows *Open* window to select a *.bmp* image file to show its path in the field.

Tip: The *Media* folder in the folder in which the *Teacher* is installed contains multiple *.bmp* background image files. Some users create their own classroom plan or geographical map image for the *Student* thumbnail background.

To execute an action with a connected *Student*, click its thumbnail to highlight it as selected and click a *Toolbar* button *or* button menu command, *Action* menu command or *Selected view menu* command or right-click its record and click a *Student context menu* command.

To start a *Remote control* session with a connected *Student*, double-click its thumbnail.

To execute an action with multiple connected *Students*, select *Students* by one of these methods:

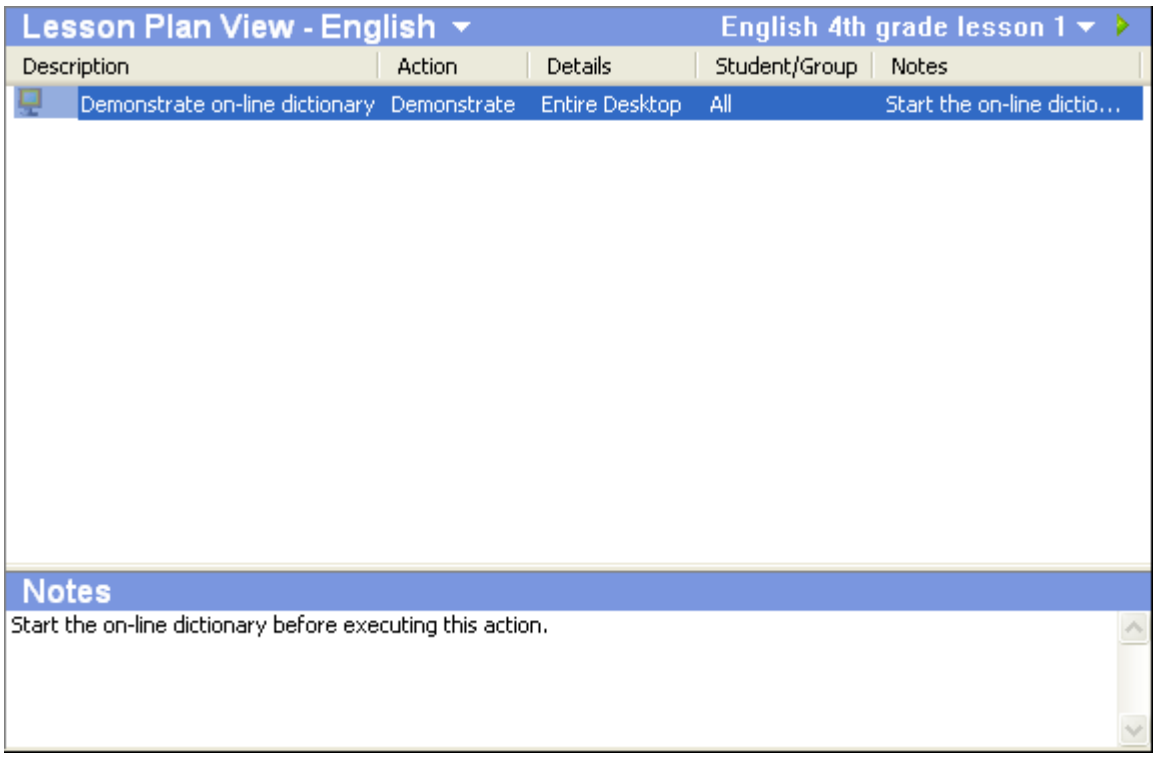
- Click thumbnails while pressing the SHIFT or CTRL key to select clicked icons connected *Students*.
- From outside thumbnails, drag a dotted rectangle to select connected *Students* whose thumbnails are covered by the rectangle.

Selecting connected *Students* will enable all available *Toolbar* buttons and *Action* menu commands. Click a button or command to execute the action with selected *Students*.

Note: To execute an action with multiple *Students*, it may be faster and easier to create a *Student group* for this purpose.

3.2.4.4 Lesson Plan View

This is the *Class control panel* *Lesson plan view*:



It enables you to create, manage and execute *Lesson plans* that facilitate running a *Class* smoothly by using prepared *Lesson actions* that shall be executed during the *Class*.

Its title bar will show the names of the view and the running *Class*.

Click the *Change class* down pointer button to the right of the *Class* name to open the *Change class* menu.

The title bar right end will show <*No lesson plan selected*> or the selected *Lesson plan* name.

Click the down pointer button to the right of <*No lesson plan selected*> or the selected *Lesson plan* name to show the *Change lesson plan* menu.

Click the title bar far right *Execute* button ( ) to execute the *Lesson action* whose record is selected in the table below.

The table will contain *Lesson action* records with these column details:

- *Description:* *Toolbar* button action type icon, execution icon (*Undone* (nothing), *Done* ( ) or *Disabled* ( )) and *Lesson action* description.
- *Action:* *Action* menu or *Toolbar* button action type name.
- *Details:* Action option name, if applicable.
- *Student/Group:* Name of the *Student* or *Student group* on which the *Lesson action* will be executed.
- *Notes:* First line of the *Lesson action* notes.

The *Notes* pane below will show the complete selected *Lesson action* record notes.

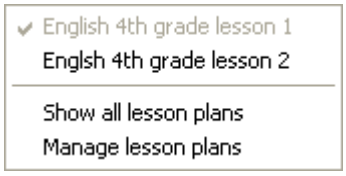
Right-click a *Lesson action* record to show this context menu:

It will contain some or all of these commands:

- *Execute:* Will be disabled if the selected *Lesson action* record is marked *Done* (✓) or *Disabled* (✗). Click, click the *Lesson plan view* title bar far right *Execute* button (▶) or double-click the *Lesson action* record to execute the *Lesson action*.
- *Add:* Click to show the *Lesson action* window to add a *Lesson action* record below the selected *Lesson action* record.
- *Edit:* Click to show the *Lesson action* window to edit the selected *Lesson action* record.
- *Delete:* Click to delete the selected *Lesson action* record.
- *Disable/Enable:* Click to disable/enable the selected *Lesson action* record marking it accordingly.
- *Mark as done/undone:* Click to mark the selected enabled *Lesson action* record as *Done* (✓) or *Undone* (nothing).
- *Move up (-):* Click or press - (minus) to move the selected *Lesson action* record one step up.
- *Move down (+):* Click or press + (plus) to move the selected *Lesson action* record one step down.

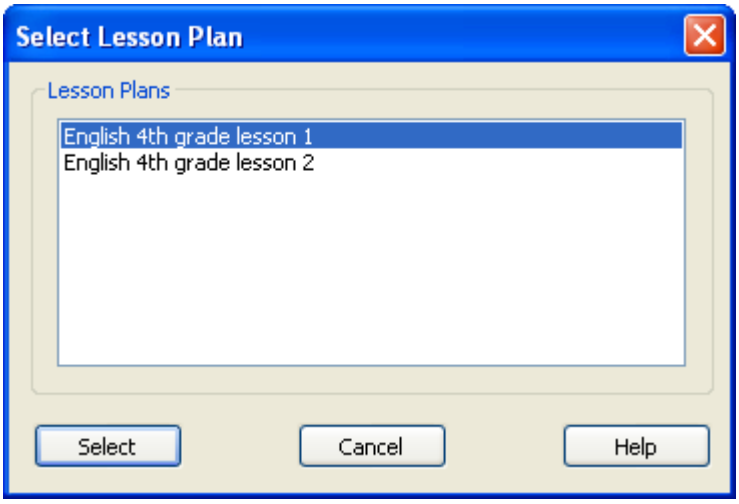
3.2.4.4.1 Change Lesson Plan

Click the *Lesson plan view* title bar *Change lesson plan* down pointer to show this *Change lesson plan* menu:



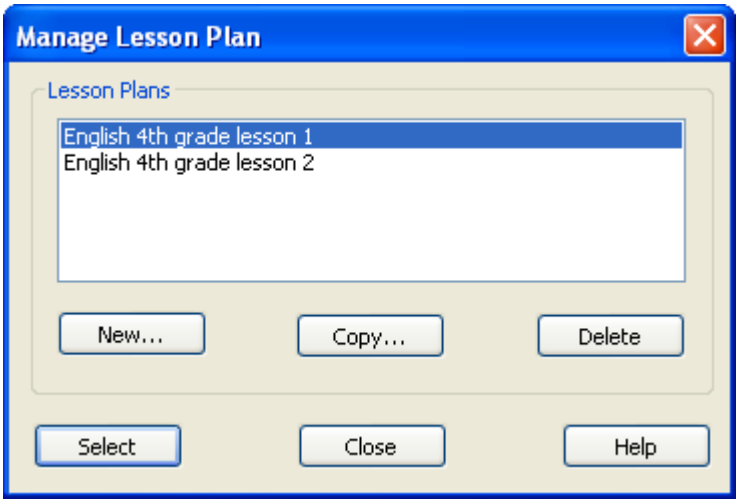
It enables you to manage *Lesson plans* from these commands.

- The upper menu section can contain the disabled and check marked name of the selected *Lesson plan* and the names of up to ten previously selected *Lesson plans*. Click a previously selected *Lesson plan* to select it to show it in the *Lesson plan view*.
- *Show all lesson plans:* Click to show this window:



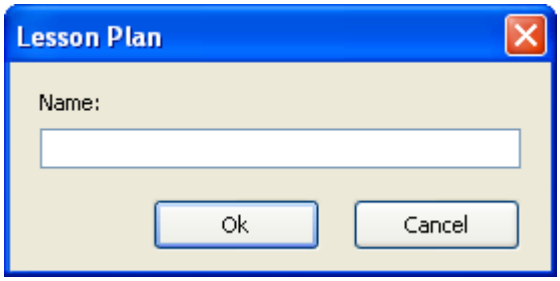
The pane will contain all *Lesson plans* of the running *Class*. Select a *Lesson plan* and click *Select* to show it in the *Lesson plan view*.

Manage lesson plans: Click to show this window:



It enables you to create, copy, delete and select *Lesson plans* in these elements:

- The pane will contain all *Lesson plans* of the running *Class*.
- *New:* Click to show this window:



  Specify a *Lesson plan* name and click *OK* to create an empty *Lesson plan*.

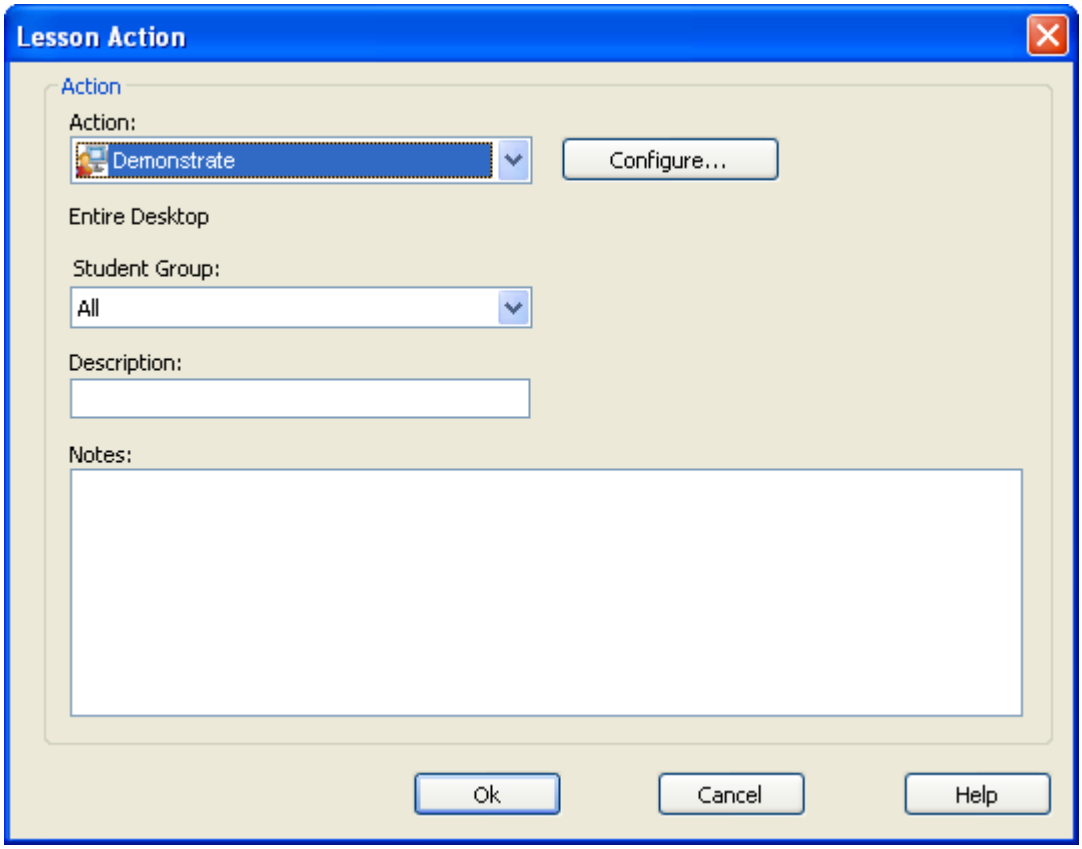
- *Copy:* Select a *Lesson plan* in the pane and click to show the *Lesson plan* window. Specify a *Lesson plan* name and click *OK* to create a copy of the selected *Lesson plan*.
- *Delete:* Select a *Lesson plan* in the pane and click to delete it.
- *Select:* Select a *Lesson plan* in the pane and click to show it in the *Lesson plan view*.

- *Close:* Click to close the window without showing the selected *Lesson plan* in the *Lesson plan view*.

Note: *Lesson plan .xml* files will by default be stored in the *Teacher User configuration files Lessonpl* folder. You can change the *Lesson plan* files folder in the *Options* window *Sharing* tab *Lesson plans* element.

3.2.4.4.2 Lesson Action

Click the *Lesson action* menu *Add* or *Edit* command to show this window:

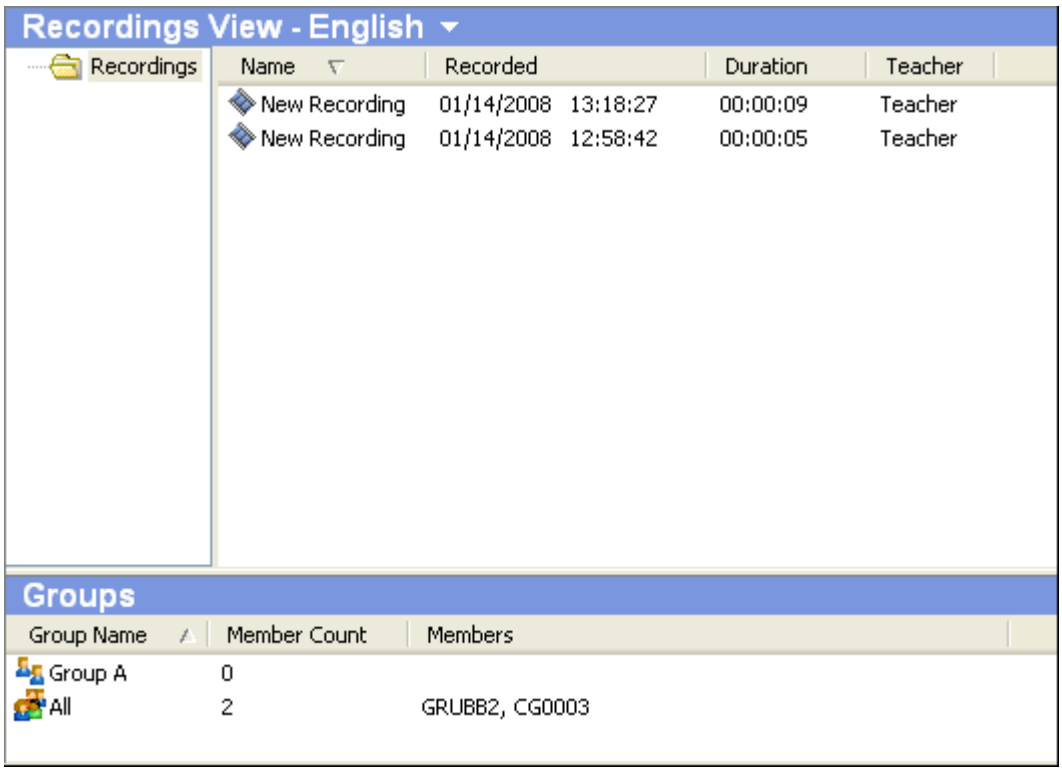


It enables you to create or edit a *Lesson action* record in these elements:

- *Action []:* The drop-down box list will contain available *Toolbar* button icons and names. Click the *Toolbar* button icon and name under which to specify the desired action to show it in the field as selected. If options are available under the selected *Toolbar* button, a *[Configure]* button will be available. Click it to show the *Toolbar* button options window to select an option to show it or its selection elements under the *Action* drop-down box. Complete available selections to specify the action.
- *Student/Group []:* Depending on the specified action, the drop-down box list will contain available *Student* or *Student group* names. Click one to show it in the field to execute the action on the shown *Student* or *Student group Student* members.
- *Description []:* Specify what shall identify the *Lesson action* in the *Lesson plan view* table *Description* column.
- *Notes []:* Specify in the pane the notes that shall accompany the *Lesson action*.

3.2.4.5 Recordings View

This is the *Class control panel* *Recordings view*:



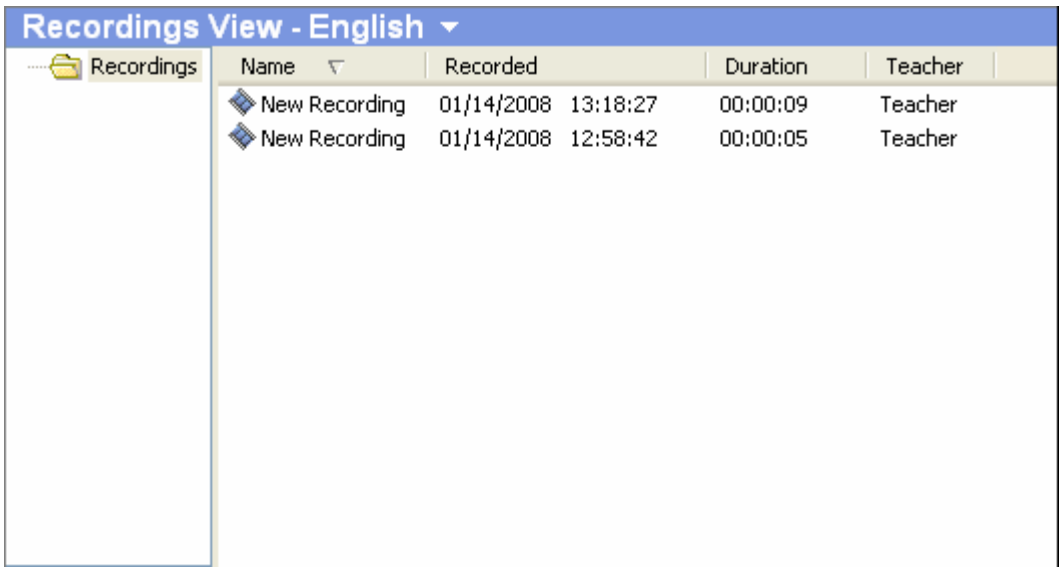
It enables you to manage and play back *NetOp recordings* and manage *Student groups*.

A moveable horizontal separation divides it into two panes:

- The upper *Recordings view* pane enables you to play back and manage *Class* *NetOp recordings*.
- The lower *Groups* pane enables you to manage *Class* *Student groups* shown as icons or table records.

3.2.4.5.1 Recordings View Pane

This is the *Recordings view* pane:



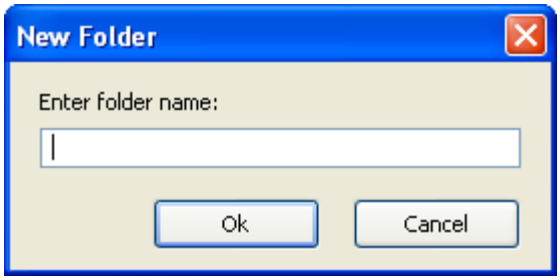
Its title bar will show the names of the view and the running *Class*.

Click the *Change class* down pointer button to the right of the *Class* name to open the *Change class* menu.

The left folders pane will initially contain a *Recordings* root folder. Right-click in the folders pane to show this context menu:

It contains these commands:

- *Cut:* Select a user created folder and click to remove the folder with its contents to place it on the clipboard.
- *Copy:* Select a folder and click to place a copy of the folder with its contents on the clipboard.
- *Paste:* Click to paste the clipboard contents into the selected folder.
- *New folder:* Click to create a folder in the selected folder showing this window:

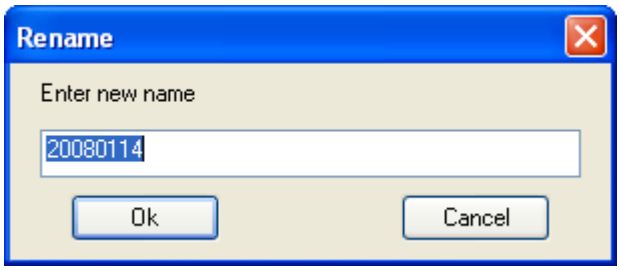


Specify the folder name and click *OK* to create.

- *Delete:* Select a folder and click to show a confirmation window to confirm deleting the folder with its

contents.

- *Rename:* Select a folder and click to show this window:



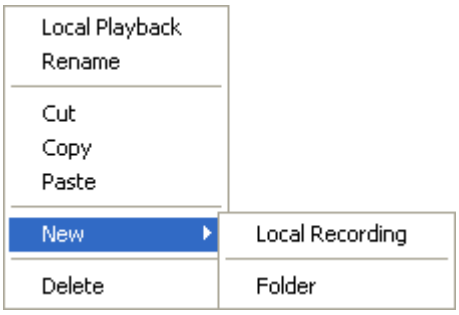
Edit the folder name and click *OK* to rename

Note: New NetOp recordings will by default be saved in the *Teacher User configuration files* folder *screcord* folder <*Class* name> folder to appear as records in the *Recordings* root folder. You can change the recordings files folder in the *Options* window *Sharing* tab *Recordings* element.

The right records pane will show selected folder recording records in a table with these column contents:

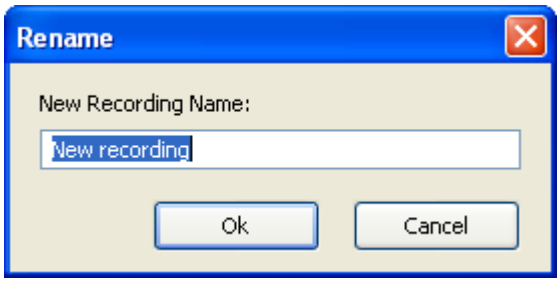
- *Name:* Recording icon and recording name.
- *Recorded:* Recording date and time.
- *Duration:* Recording duration.
- *Teacher:* Recording type of NetOp module.

Right-click in the records pane to show this context menu:



It contains these commands:

- *Local playback:* Click to play back the most recently clicked record recording in the *Recording playback* window.
- *Rename:* Click to rename the most recently clicked record recording in this window:



Edit the recording name and click OK to rename.

- *Cut:* Select one or multiple (pressing SHIFT or CTRL) records and click to remove records to place them on the clipboard.
- *Copy:* Select one or multiple (pressing SHIFT or CTRL) records and click to place a copy of them on the clipboard.

- *Paste:* Click to paste the clipboard contents into the records pane.
- *New:* Expands into:
  - *Local recording:* Click to start a *Record* session.
  - *Folder:* Click to show the *New folder* window to create a folder in the selected folder.
- *Delete:* Select one or multiple (pressing SHIFT or CTRL) records and click to show a confirmation window to confirm deleting them.

Drag or press CTRL and drag selected records to a folder and drop them to move or copy selected records to the folder.

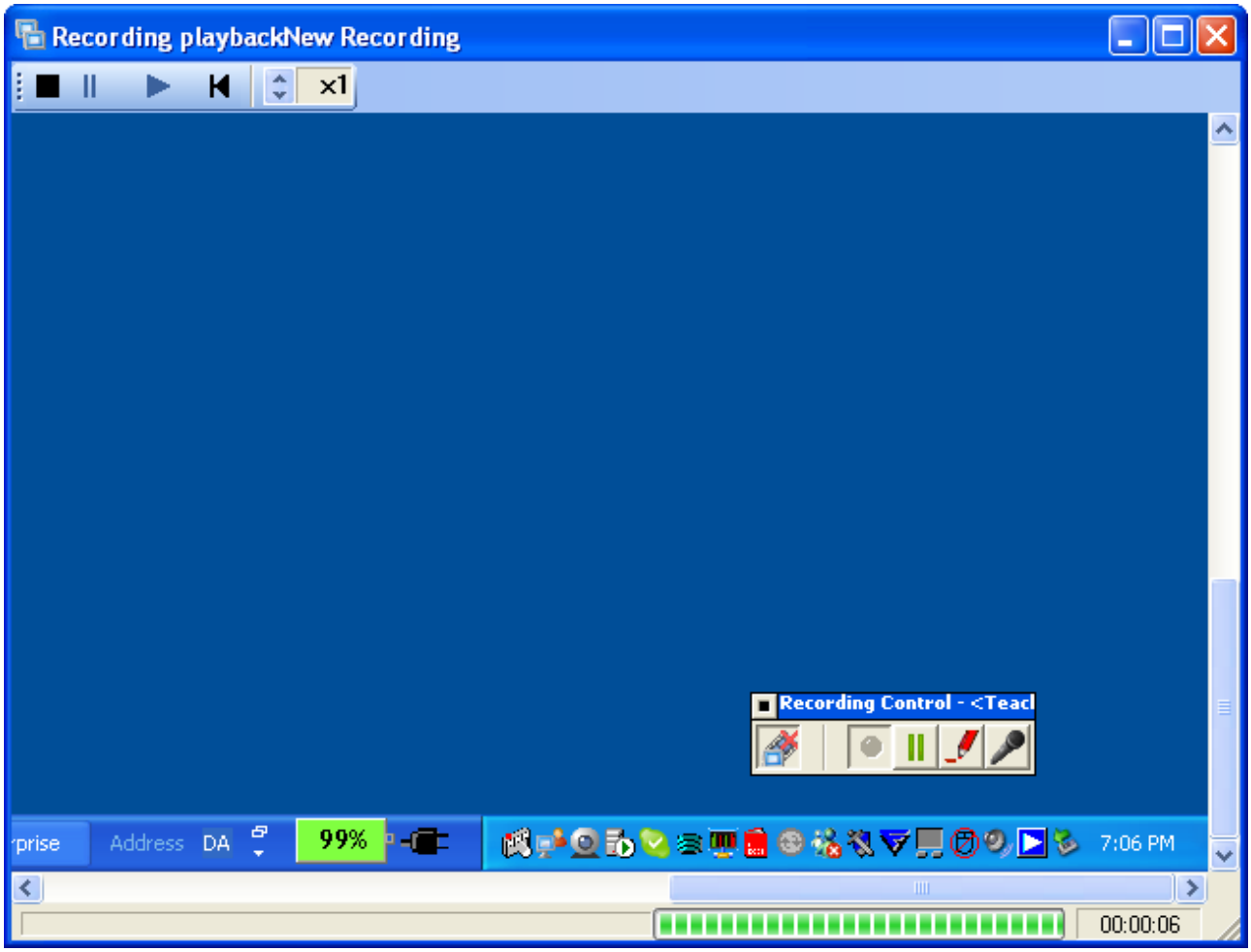
Drag records to a *Groups* pane *Student group* and drop them to distribute record recording files to *Student group* connected *Students*.

Double-click a record to play back the record recording in the *Recording playback* window.

Note: You can create a *.avi* screen video with *NetOp screen video*.

3.2.4.5.2 Recording Playback

In the *Teacher* *Recordings view pane* records pane, double-click a record or click the context menu *Local playback* command or in the *Student* *Recordings* tab records pane double-click a record or click the context menu *Playback recording* command to play back the recording in this window:



Note: If you run a *Demonstrate* *Recording* session, the recording will play back in the same window on the *Teacher*.

The window title bar will next to the window name show the *Recording name*.

The toolbar below contains these playback controls:

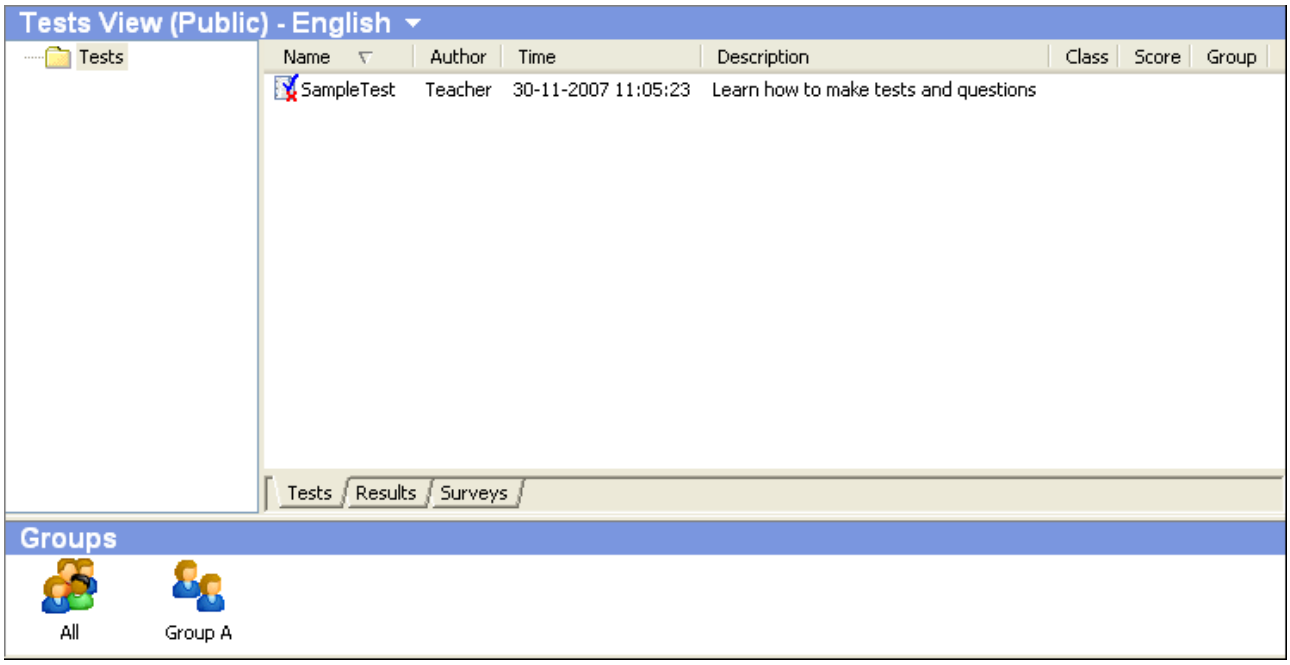
- *Stop:* Click, click the title bar menu *Stop* command or use a window *Close* control to stop playing the recording and close the window.
- *Pause:* Click or click the title bar menu *Pause* command to pause playing the recording.
- *Play:* Click or click the title bar menu *Play* command to start or resume playing the recording.
- *Back:* Click or click the title bar menu *Back* command to return to the beginning of the recording.
- x1 *Speed:* Use the up/down controls to multiply the playback speed by a factor up to x20.

The automatically scrolling pane will have scrollbars.

The bottom status bar has a colored blocks progress indicator and will show elapsed playing time in the format HH:MM:SS.

3.2.4.6 Tests View

This is the *Class control panel* *Tests view:*



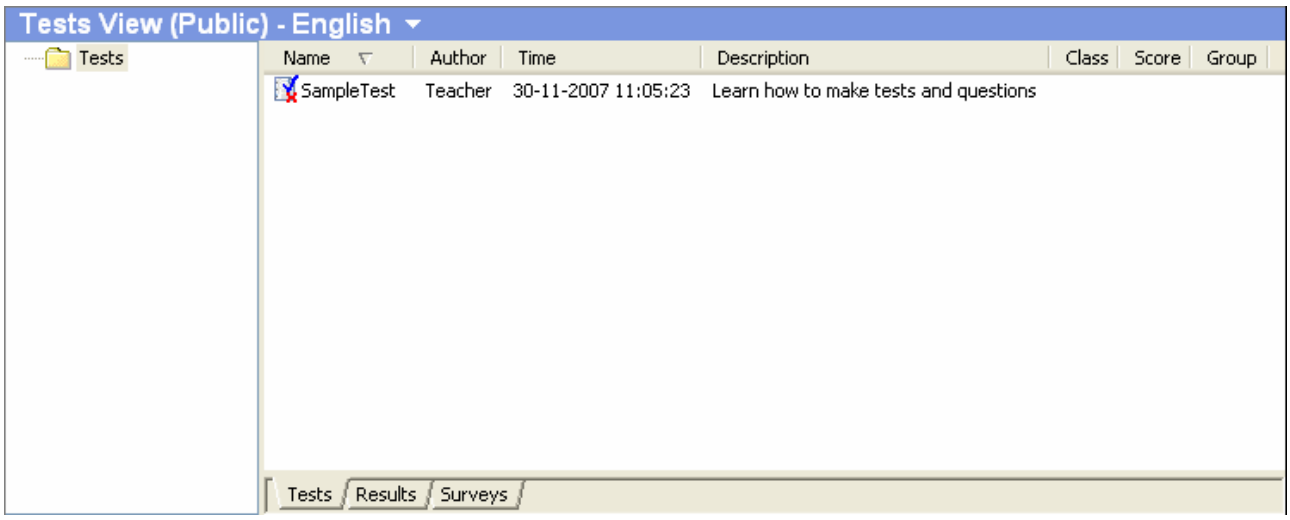
It enables you to create, manage and execute *Class* *Tests* and *Surveys* and manage their *Results* and manage *Student groups*.

A moveable horizontal separation divides it into two panes:

- The upper *Tests view* pane enables you to create, manage and execute *Class* *Tests* and *Surveys* and manage their *Results*.
- The lower *Groups* pane enables you to manage *Class* *Student groups* shown as icons or records.

3.2.4.6.1 Tests View Pane

This is the *Tests view* pane:



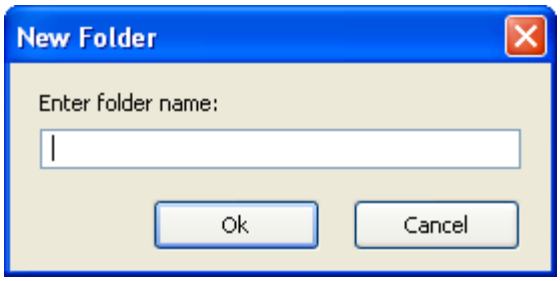
Its title bar will show the name of the view, initially with the addition *(Public)*, and the name of the running *Class*.

Click the *Change class* down pointer button to the right of the *Class* name to open the *Change class* menu.

The left folders pane will initially contain a *Tests* root folder. Right-click in the folders pane to show this context menu:

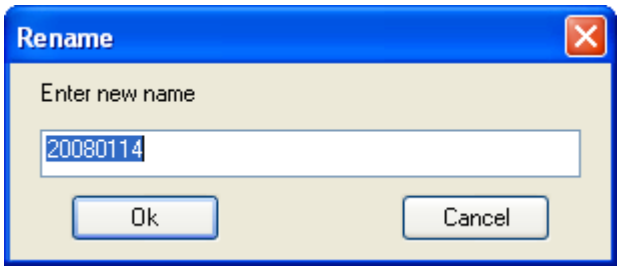
It contains these commands:

- *Cut:* Select a user created folder and click to remove the folder with its contents to place it on the clipboard.
- *Copy:* Select a folder and click to place a copy of the folder with its contents on the clipboard.
- *Paste:* Click to paste the clipboard contents into the selected folder.
- *New folder:* Click to create a folder in the selected folder showing this window:



Specify the folder name and click OK to create.

- *Delete:* Select a user created folder and click to show a confirmation window to confirm deleting the folder with its contents.
- *Rename:* Select a user created folder and click to show this window:



Edit the folder name and click *OK* to rename.

- *Public tests:* Click to show *(Public)* in the *Tests view pane* title bar to show in the pane only folders and records that are shared by all users of the *Teacher* computer. Public folders and tests will be stored in an *All Users* *User configuration files* folder *Tests* sub-folder.
- *Private tests:* Click to show *(Private)* in the *Tests view pane* title bar to show in the pane only folders and records that are private to the user logged in to the *Teacher* computer. Private folders and tests will initially be stored in a personal *User configuration files* folder *Tests* sub-folder.
- *Private folder:* Click to show a *Browse for folder* window that initially will show the path to your initial private *Tests* sub-folder. Select another folder to make it your private folder.

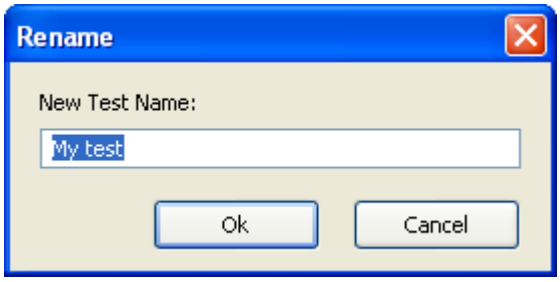
The right records pane will show selected folder records on three tabs named *Tests*, *Results* and *Surveys* in a table with these column contents:

- *Name:* *Test* or *Survey* name, on the *Results* tab also run date and time.
- *Author:* *Test* or *Survey* author name (optional, not on the *Results* tab).
- *Time:* *Test* or *Survey* most recent modification date and time (not on the *Results* tab).
- *Description:* *Test* or *Survey* description (optional, not on the *Results* tab).
- *Class:* *Test* or *Survey* run *Class* name (*Results* tab only).
- *Score:* *Test* or *Survey* run average score percentage (*Results* tab only).
- *Group:* *Test* or *Survey* run *Student group* name, if applicable (*Results* tab only).

Right-click in the records pane to show this context menu:

It contains these commands:

- *Rename:* Select a record and click to rename it in this window:



Edit the *Test* or *Survey* name and click *OK* to rename.

- *Edit:* Not included on the *Results* tab. Select a record and click or double-click the record to show the *Test designer* or *Survey* window to edit the *Test* or *Survey*.
- *Cut:* Select one or multiple (pressing SHIFT or CTRL) records and click to remove records to place them on the clipboard.
- *Copy:* Select one or multiple (pressing SHIFT or CTRL) records and click to place a copy of them on the clipboard.
- *Paste:* Click to paste the clipboard contents into the records pane.
- *New test:* Included only on the *Tests* tab. Click to show the *New test* window.
- *View:* Included only on the *Results* tab. Click to show the *Test report* window.
- *New survey:* Included only on the *Surveys* tab. Click to show the *New survey* window.
- *Delete:* Select one or multiple (pressing SHIFT or CTRL) records and click to show a confirmation window to confirm deleting them.
- *Properties:* Not included on the *Results* tab. Select a record and click to show a read-only *Options* window to view *Test* or *Survey* properties.

Double-click a *Result* record to show the *Test report* window.

Drag or press CTRL and drag selected records to a folder and drop them to move or copy selected records to the folder.

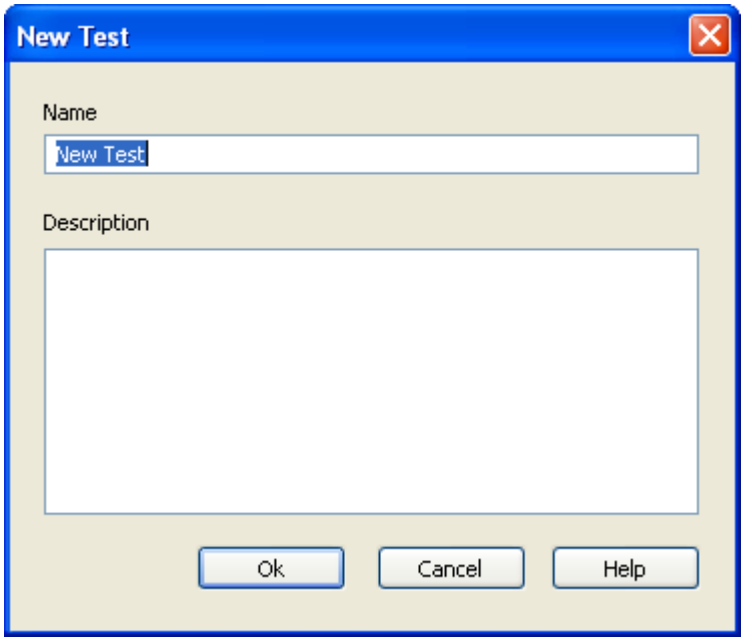
You can run a *Test* or *Survey:*

- on *Student group* connected *Students* by dragging a *Test* or *Survey* record to a *Groups* pane *Student group* and drop it.
- from the *Action* menu *Run test* command.
- from a *Toolbar Run* menu *Run test* or *Run survey* sub-command.
- from a *Student context menu Run a test on this student* or *Run a survey on this student* command.
- from a *Student group context menu Run a test on this group* or *Run a survey on this group* command.

Tests

The *Tests view pane* *Tests* tab will initially include a *SampleTest* that illustrates the available *Question types*.

To create a *Test*, click the *Tests view pane* *Tests* tab context menu *New test* command to show this window:



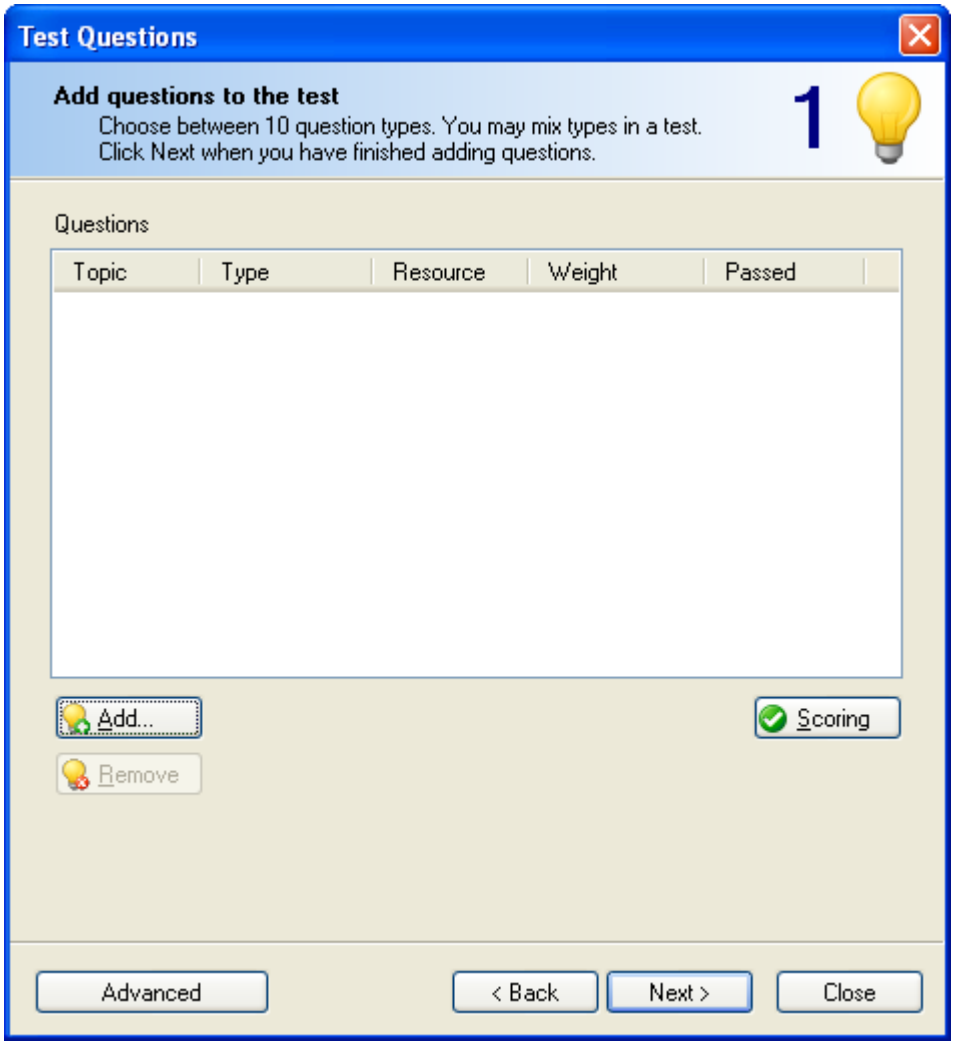
Specify the *Test* *Name* and optionally a *Description.*

Note: The *Name* in capital letters and any *Description* will be shown in the *NetOp test* window when the *Test* opens on *Student* computers.

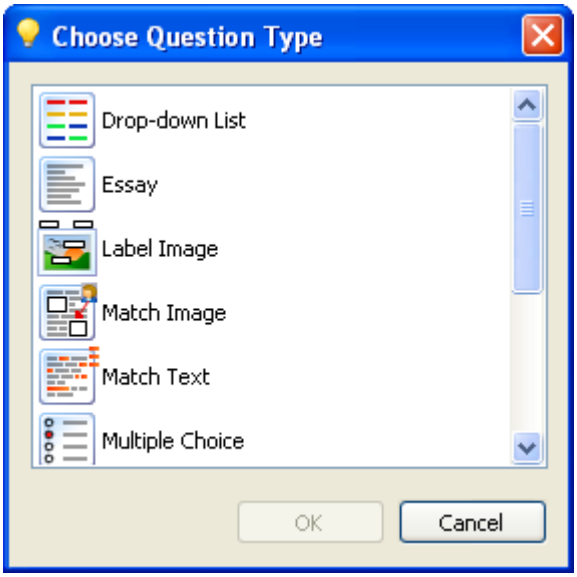
Click *OK* to show this window:

To work in the *Test designer* window instead of in the *Test wizard*, click *Advanced*.

Click *Next* to show this window:



It enables you to create the *Test Questions*. Click *Add* to show this window:

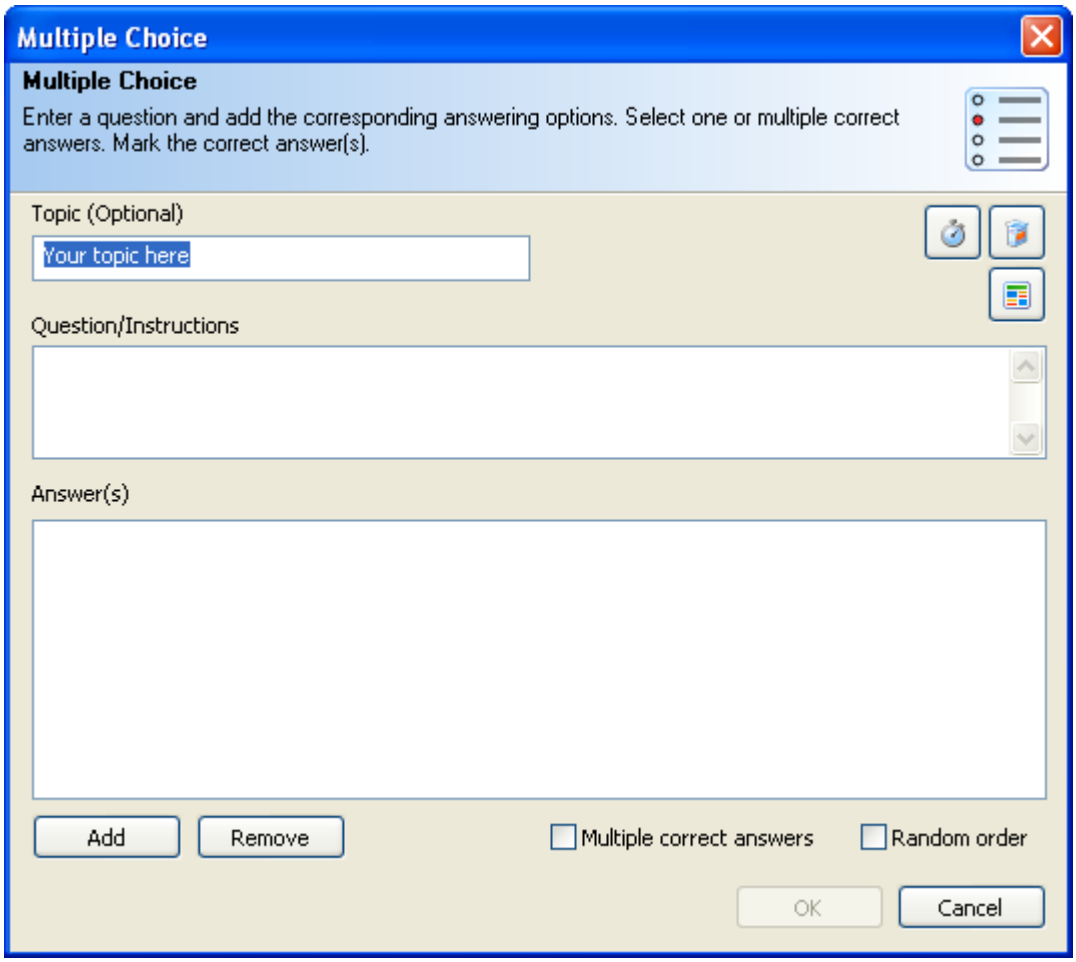


Its pane contains named icons of available *Question types*:

- *Drop-down list:* To answer the *Question*, click a drop-down box list element.

- *Essay:* To answer the *Question*, write a text.
- *Label image:* To answer the *Question*, drag labels and drop them on matching image elements.
- *Match image:* To answer the *Question*, drag images and drop them next to a matching text.
- *Match text:* To answer the *Question*, drag text elements and drop them in a matching vacant position in a text.
- *Multiple choice:* To answer the *Question*, click one, alternatively multiple answer options.
- *Ordering:* To answer the *Question*, drag elements and drop them in the correct order.
- *Question and answer:* To answer the *Question*, write an answer.
- *Text completion:* To answer the *Question*, from dictation write words into fields to complete a text.

Select a *Question type* and click *OK* to show a window like this:



This is a *Question editor* window that enables you to specify the details of each *Question* and its answer options. Click *OK* to close the *Question editor* to show the *Question* as a record in the *Test wizard Questions* window table.

Note: Click a *Question type* hotspot above to jump to the section that explains its *Question editor*.

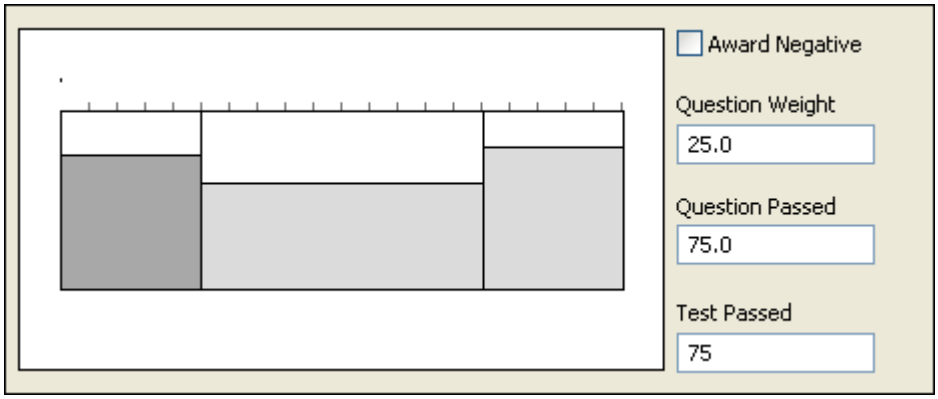
The *Test wizard Questions* window table will contain *Question* records with these column details:

- *Topic:* An optional *Question* description specified in the *Question editor*.
- *Type:* The *Question* type selected in the *Choose question type* window.
- *Resource: Yes* if any *Question resources* are included, otherwise *No*.

- *Weight:* The *Question weight* specified in the *Scoring extension*.
- *Passed:* The *Question passed* score specified in the *Scoring extension*.

To remove a *Question* record, select it and click *Remove*.

Before continuing, click *Scoring* to show this *Scoring* lower extension of the window:



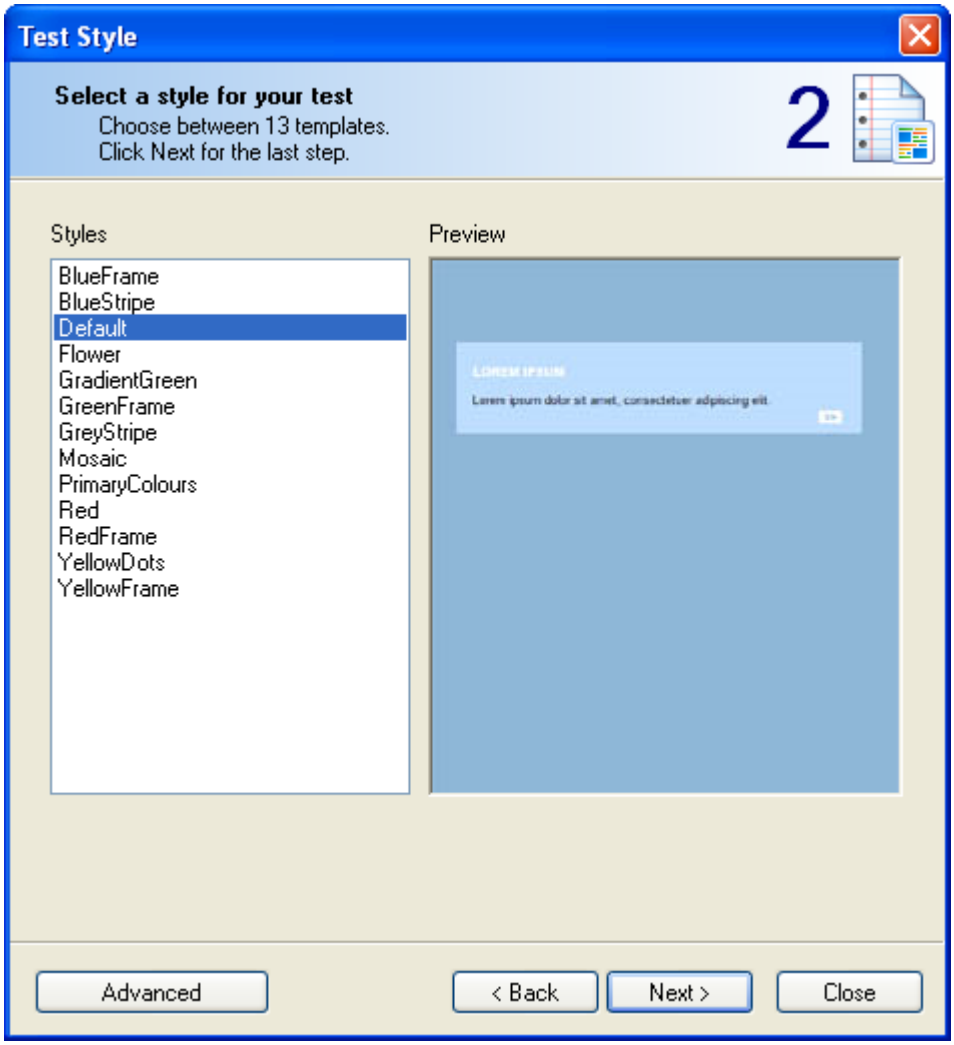
The graphic shows the *Test* composed of gray *Question* blocks. The width of each gray block represents the *Question weight* (percent of *Test*) and the gray block height represents the *Question passed* score (percent correct). The selected *Question* block will be darker than the others. Click a block to select it. You can drag the internal borders of the selected *Question* block to adjust its *Question weight* and *Question passed* score. You will notice that the *Question weight* and *Question passed* score figures to the right and in the table above will change in concert with your changes in the graphic.

You can also change the figures to the right and press ENTER to recalculate.

A *Question* answer will count as *Passed* if its score passes the *Question passed* score, otherwise as *Failed*. The sum of *Passed* *Question weights* will typically make up the *Test* score that will be compared with the specified *Test passed* score.

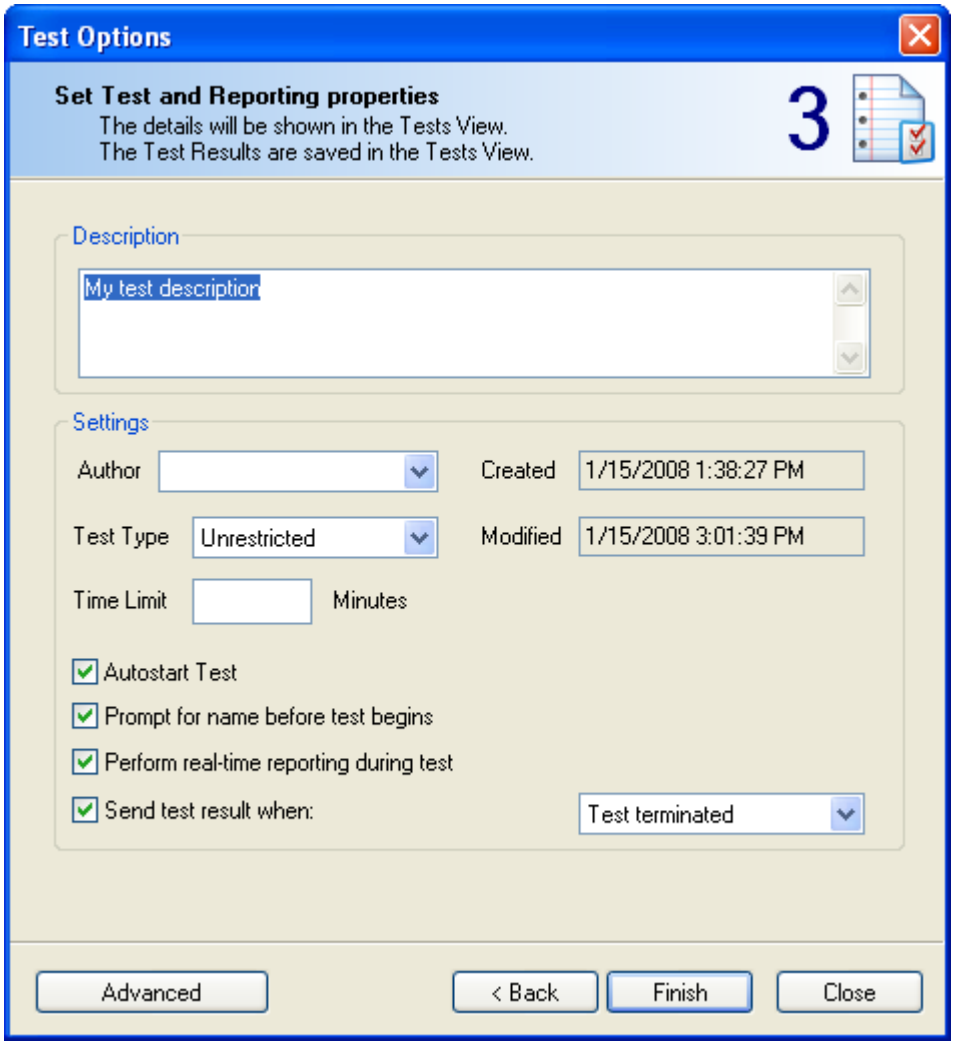
If you check the *Award negative* box, *Failed* *Question* answers will count negatively. The sum of *Passed* *Question weight* minus the sum of *Failed* *Question weight* percentages will make up the *Test* score that will be compared with the specified *Test passed* score.

Click *Next* to show this window:



It enables you to select the colors and patterns style of the *NetOp test* window in which the *Test* will be shown on *Students*.

Click *Next* to show this window:



It enables you to specify *Test* options in these elements:

- *Description []:* You can edit the *Test Description*.

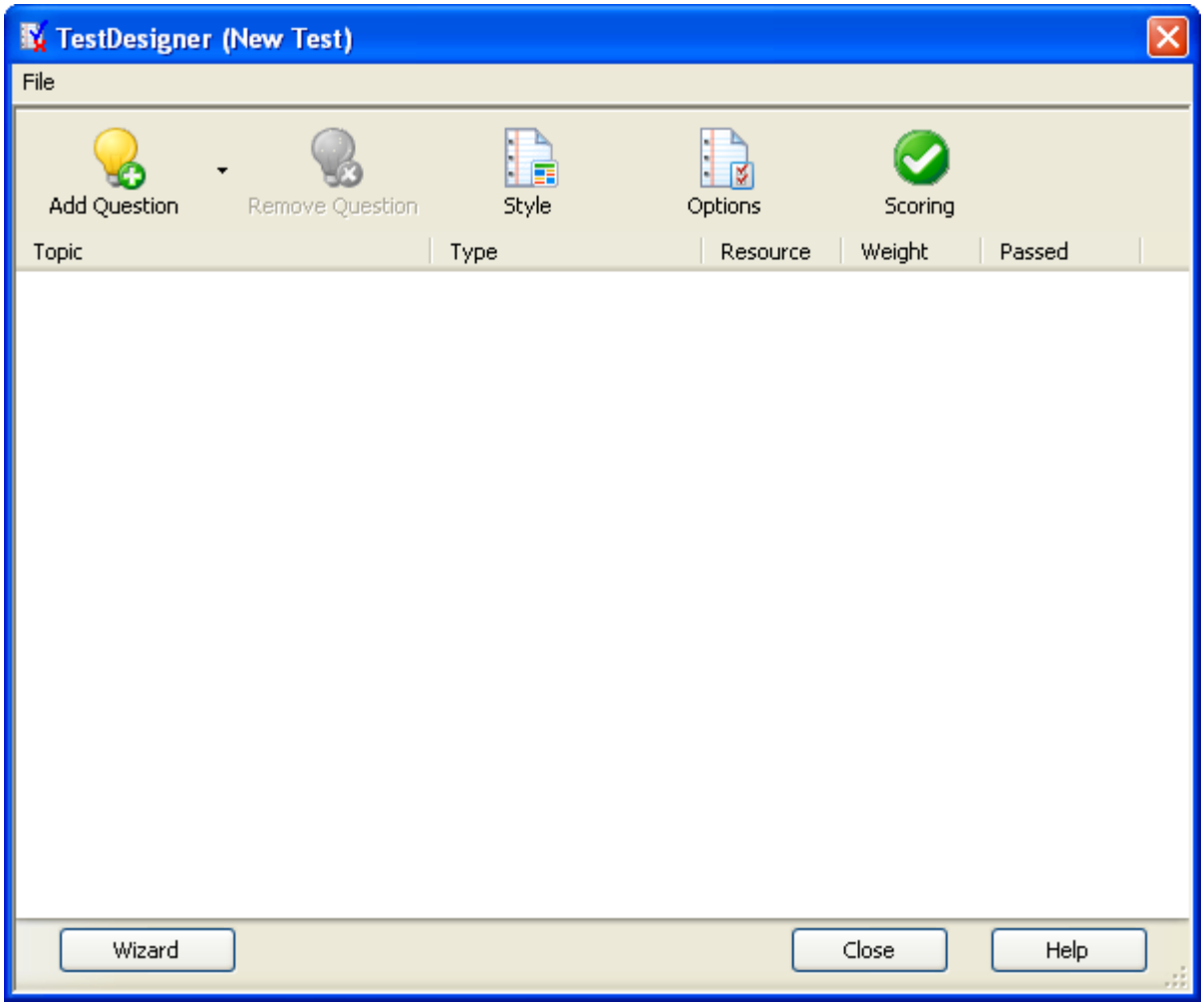
Settings

- *Author []:* Optionally, select a *Test* author name in the drop-down box list or specify it in the field.
- *Created/Modified:* Will show the dates and times the *Test* was created and most recently modified.
- *Test type:* Select your preferred option in the drop-down box list to show it in the field:
  - *Unrestricted:* The *NetOp test* window shown on *Students* will include a table of contents to enable the user to return and change answers to previous *Questions*.
  - *Restricted:* The *NetOp test* window shown on *Students* will include no table of contents. The user can only run the *Test* from begin to end without returning to previous *Questions*.
- *Time limit [] Minutes:* To apply a time limit in minutes for completing the *Test*, specify a number. The remaining number of minutes will be shown to the *Student* user in the lower left corner of the *NetOp test* window.
- ☑ *Autostart test:* Leave checked to automatically start the *Test* when distributed to *Students* and automatically terminate the *Test* when all *Students* have submitted their answers. Uncheck to start and terminate the *Test* manually from *NetOp test monitor*.
- ☑ *Prompt for name before test begins:* Leave checked to show a window on *Students* that requests the user to specify a name before starting the *Test*.

- ☑ *Perform real-time reporting during test:* Leave checked to show *Students' Test* performance real time in *NetOp test monitor*.
- ☑ *Send test result when: []:* Leave checked to send the *Test* result (*Score* percentage and *Passed Yes/No*) to *Students*. Select your preferred option in the drop-down box list to show it in the field:
  - *Test received:* When each *Student* has submitted the *Test* and answers have been evaluated (as *Students* finish the *Test*).
  - *Test terminated:* When the *Test* has been terminated automatically or manually by closing the *NetOp test monitor* window (all *Students* at the same time).

Click *Finish* to end the *Test wizard* closing the window.

This is the alternative *Test designer:*



Its table matches the *Test wizard Questions* window table.

The *Add question*, *Remove question* and *Scoring* buttons match *Test wizard Questions* window buttons. The *Add question* button down pointer will show the *Choose question type* window contents in a menu.

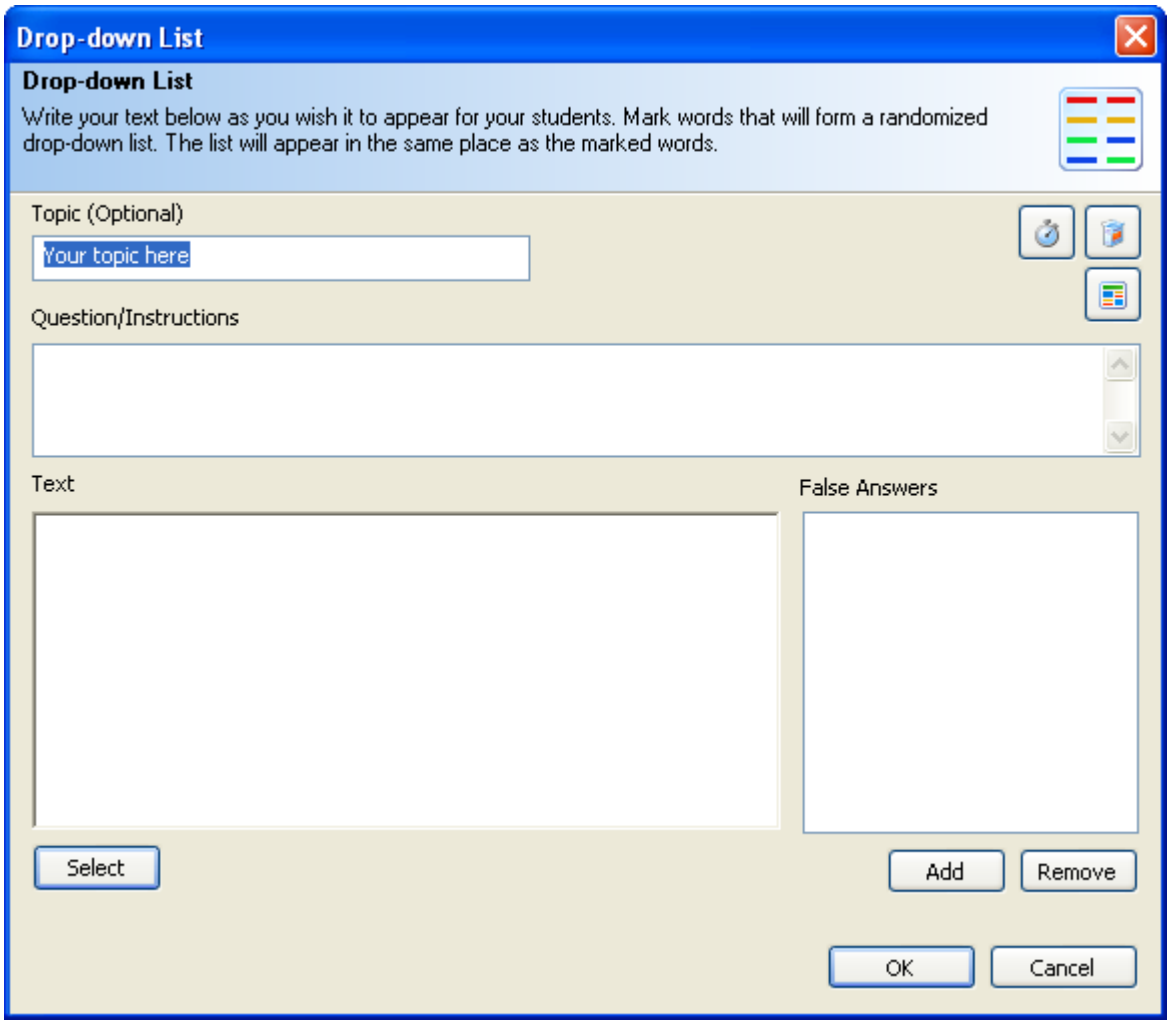
The *Style* button will show the *Test wizard Style* window contents in a *Style* window.

The *Options* button will show the *Test wizard Options* window contents in an *Options* window.

Note: Private *Test .nxt* files will be stored in the user personal *Teacher User configuration files Tests* folder. Public *Test .nxt* files will by default be stored in the *All users Teacher User configuration files Tests* folder. You can change the public *Test* files folder in the *Options* window *Sharing* tab *Tests - public folder* element.

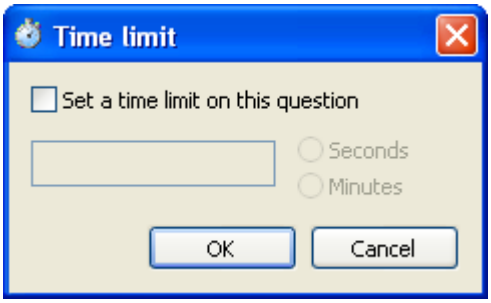
Drop-Down List Question

In the *Choose question type* window or menu, select *Drop-down list* to show this *Question editor:*



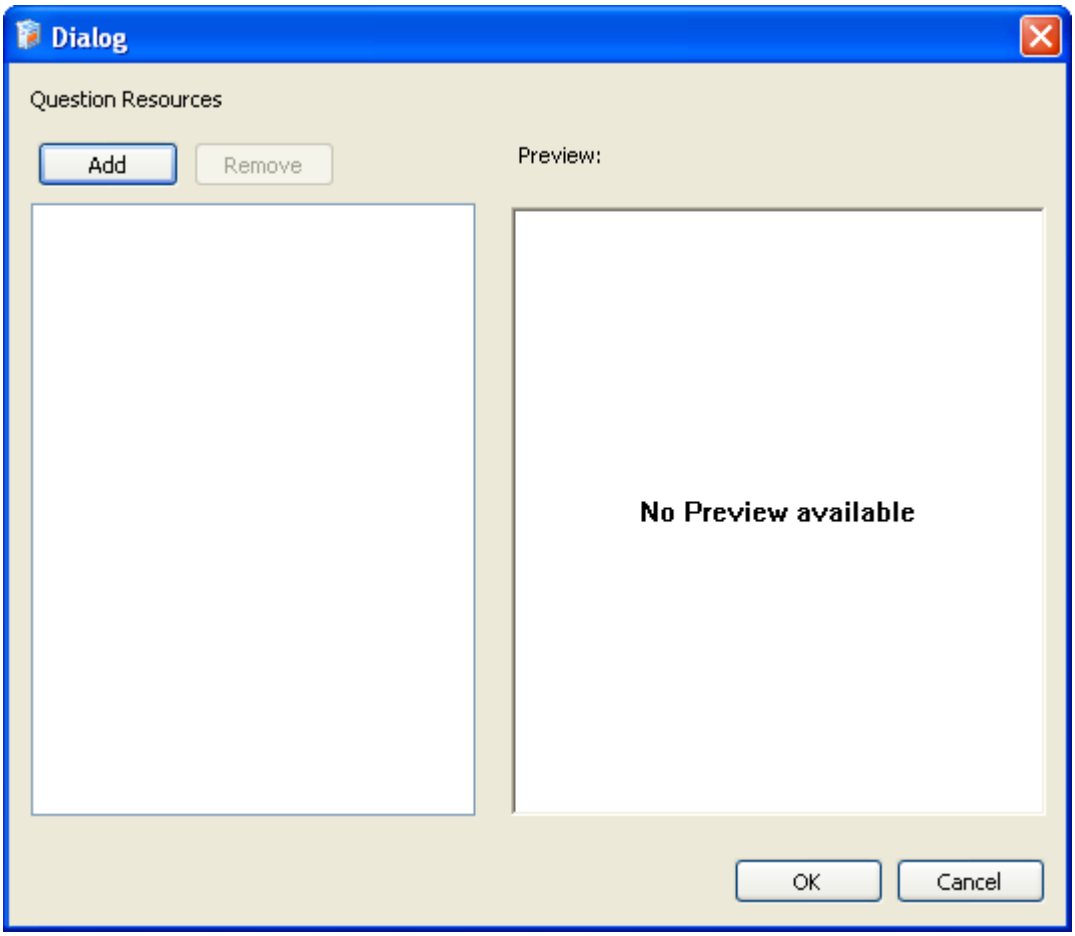
It enables you to specify the properties of a *Drop-down list Question* in these elements:

- *Topic (Optional) []:* Optionally, specify a topic that will be shown in capital letters above the *Question*.
- *Question/Instructions []:* Specify the *Question* text and/or answering instructions.
- *Text []:* Specify a text that includes the true answer element. Select the true answer element and click *Select* to emphasize it to include it in a drop-down box list among false answer elements.
- *False answers []:* Click *Add* to show *Write a false answer here* highlighted in the pane. Overwrite by a false answer element. You can add multiple false answer elements. To remove a false answer element, select it and click *Remove*.
- *Time limit:* Click to show this window:



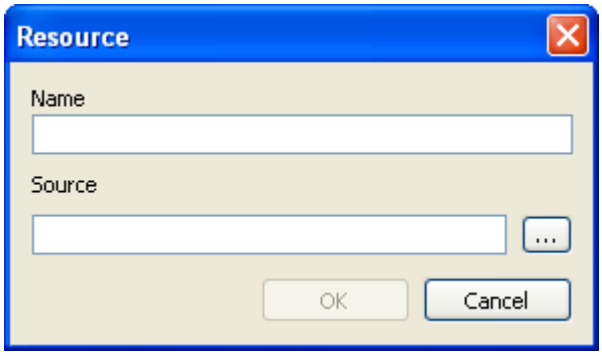
To set a time limit for answering this *Question*, check the box, specify a number in the field, click *Seconds* or *Minutes* and click *OK*. To remove the time limit, click the button, uncheck the box and click *OK*.

- *Resources:* Click to show this window:



It enables you to include file resources with the *Question*.

Click *Add* to show this window:



Click *[...]* to show a Windows *Open* window to open a resource file to show its name in the *Name* field and its path in the *Source* field. Click *OK* to add the resource file to show the *Name* field contents in the *Question resources* window left pane.

Click a left pane resource name to preview resource contents in the right *Preview* pane.

Double-click a left pane resource name to show the *Resource* window to edit resource properties.

Click a left pane resource name and click *Remove* to remove the resource.

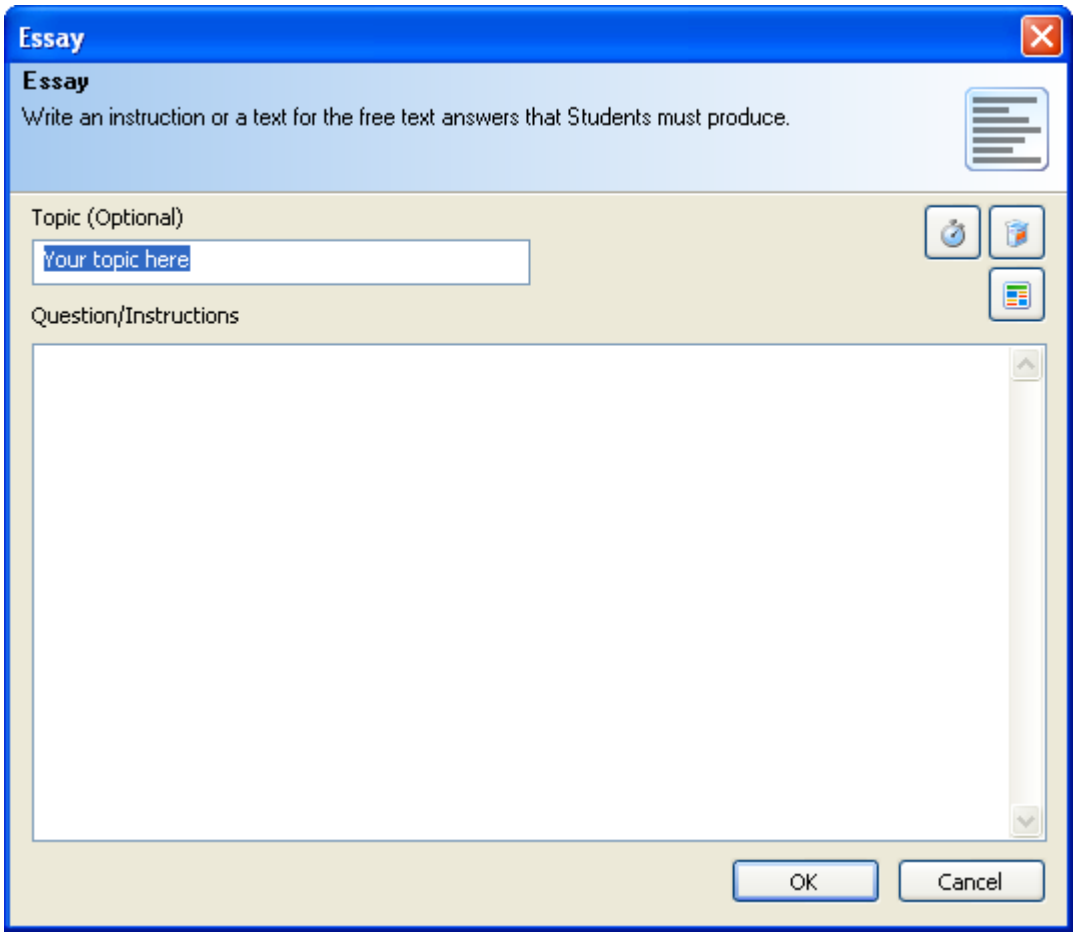
Note: Included file resources will be available in the *NetOp test* window below the *Question*.

- *Preview:* Click to preview the *Question* in a maximized *Preview* window.

Click *OK* to insert the *Question* record in the *Test Questions* table.

Essay Question

In the *Choose question type* window or menu, select *Essay* to show this *Question editor:*



It enables you to specify the properties of a *Essay* question in these elements:

- *Topic (Optional) []:* Optionally, specify a topic that will be shown in capital letters above the *Question.*
- *Question/Instructions []:* Specify the *Question* text and/or answering instructions.

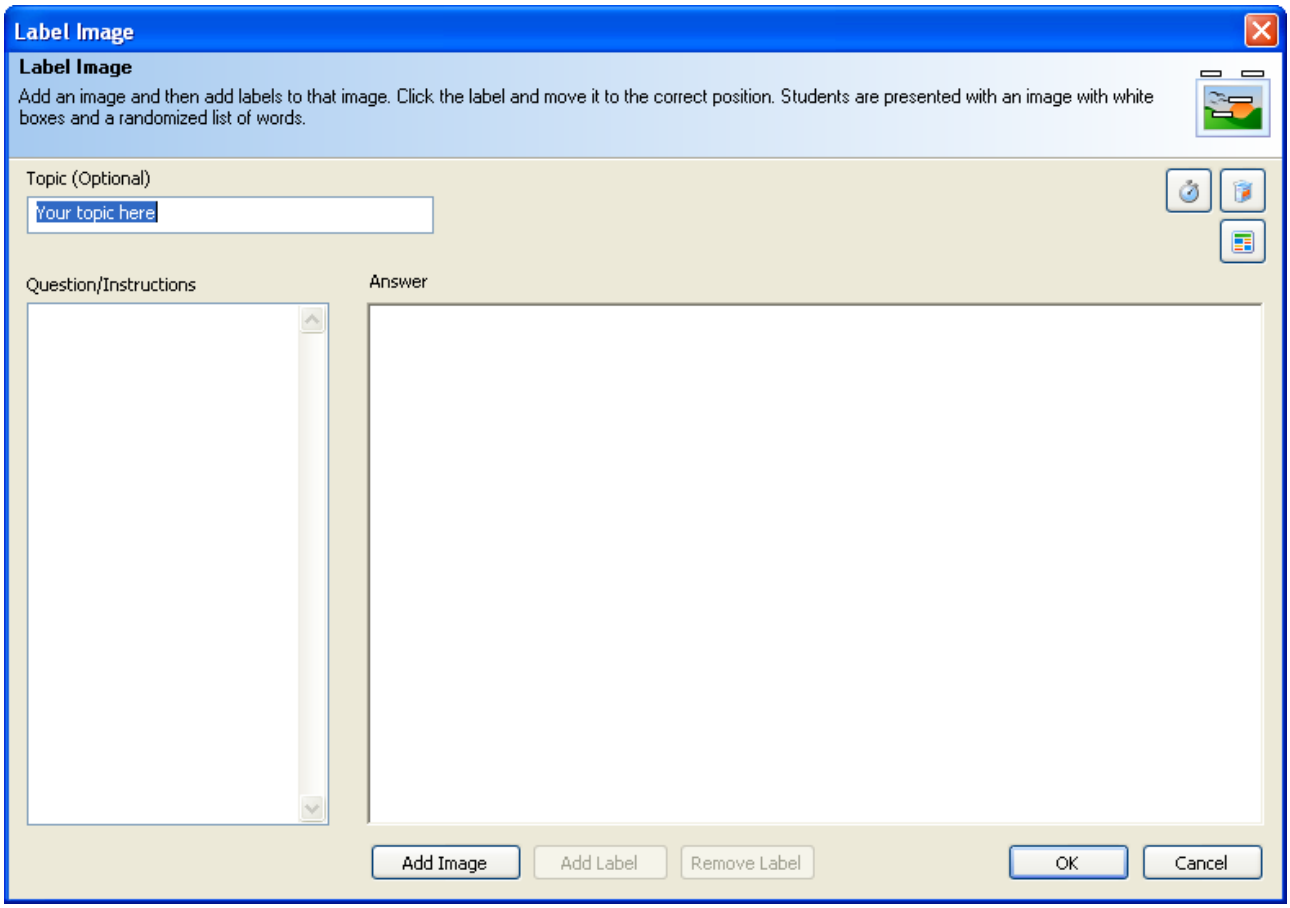
Note: Answering an *Essay* question with any text will score as a correct answer regardless of the text contents.

- *Time limit:* Click to show the *Time limit* window.
- *Resources:* Click to show the *Question resources* window.
- *Preview:* Click to preview the *Question* in a maximized *Preview* window.

Click *OK* to insert the *Question* record in the *Test Questions* table.

Label Image Question

In the *Choose question type* window or menu, select *Label image* to show this *Question editor:*



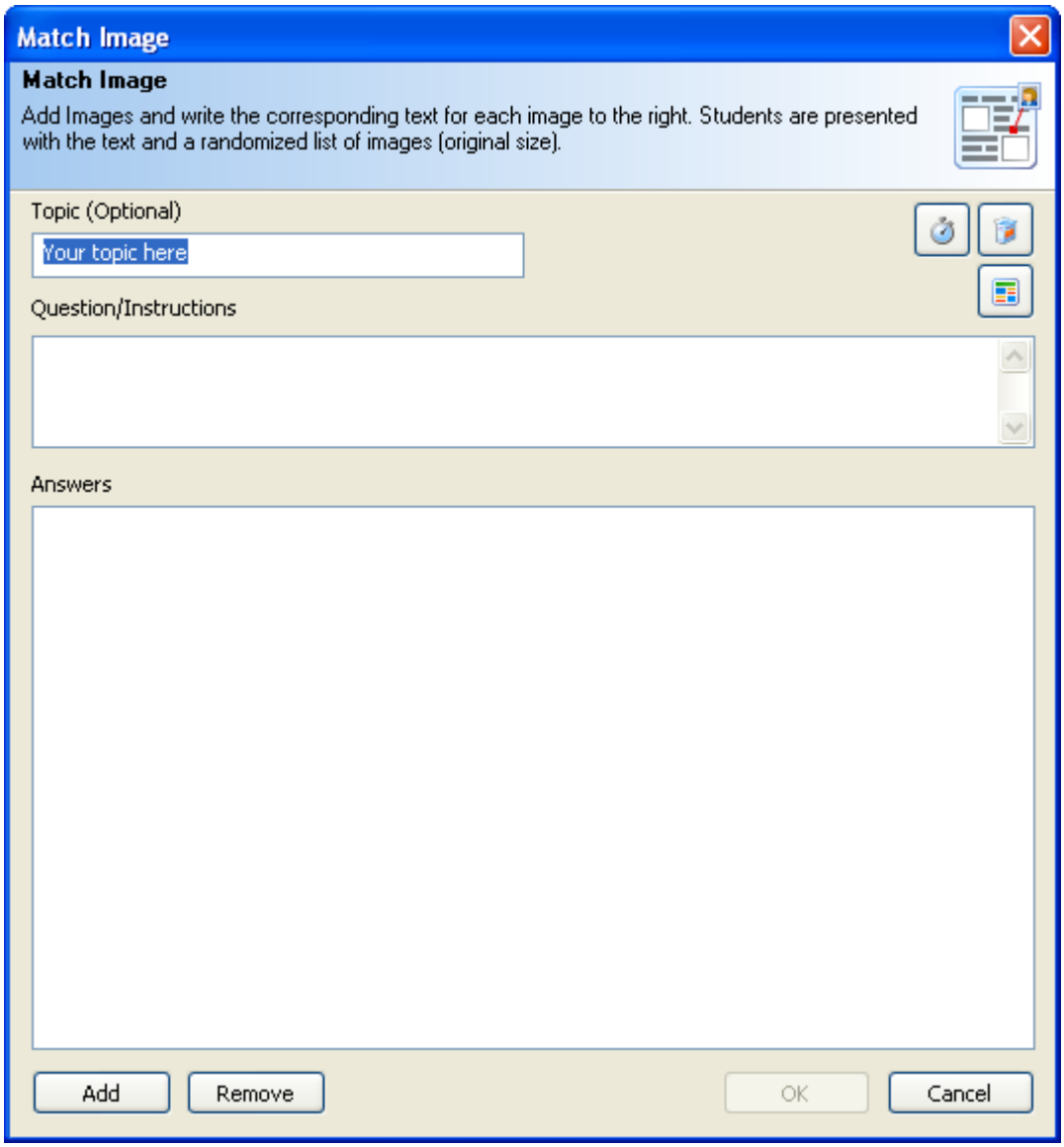
It enables you to specify the properties of a *Label image* question in these elements:

- *Topic (Optional) []:* Optionally, specify a topic that will be shown in capital letters above the *Question.*
- *Question/Instructions []:* Specify the *Question* text and/or answering instructions.
- *Add image:* Click to show a Windows *Open* window to open an image file to show the image in the *Answer* pane.
- *Add label:* Click to add a label with the text *Write label text here*. Replace this text by the desired label text and click outside the label. Drag the label to the desired position. You can add almost any number of labels.
- *Remove label:* Click a label to select it. Click *Remove label* to remove the selected label.
- *Time limit:* Click to show the *Time limit* window.
- *Resources:* Click to show the *Question resources* window.
- *Preview:* Click to preview the *Question* in a maximized *Preview* window.

Click *OK* to insert the *Question* record in the *Test Questions* table.

Match Image Question

In the *Choose question type* window or menu, select *Match image* to show this *Question editor:*



It enables you to specify the properties of a *Match image* question in these elements:

- *Topic (Optional) []:* Optionally, specify a topic that will be shown in capital letters above the *Question.*
- *Question/Instructions []:* Specify the *Question* text and/or answering instructions.
- *Add:* Click to show a Windows *Open* window to open an image file to show the image in an *Answer* pane section with the image to the left and a text area to the right. Specify in the text area the text that the image shall match. Preferably add between three and six images.

  Note: All images will be shown in the size 100 x 100 pixels. Therefore, images should be trimmed to a square shape and clearly show relevant details when resized to 100 x 100 pixels.

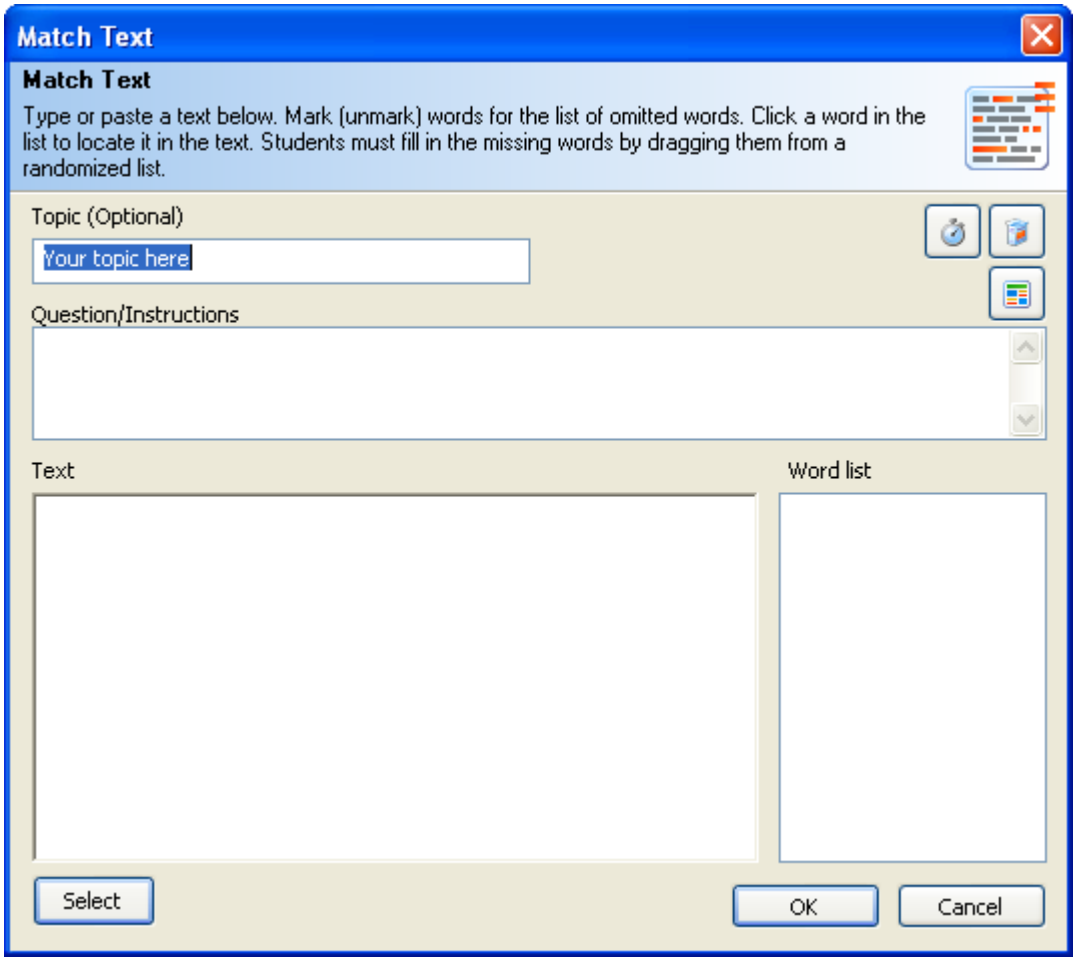
- *Remove:* Select an *Answers* pane section and click to remove it.
- *Time limit:* Click to show the *Time limit* window.

- *Resources:* Click to show the *Question resources* window.
- *Preview:* Click to preview the *Question* in a maximized *Preview* window.

Click *OK* to insert the *Question* record in the *Test Questions* table.

Match Text Question

In the *Choose question type* window or menu, select *Match text* to show this *Question editor:*



It enables you to specify the properties of a *Match text* question in these elements:

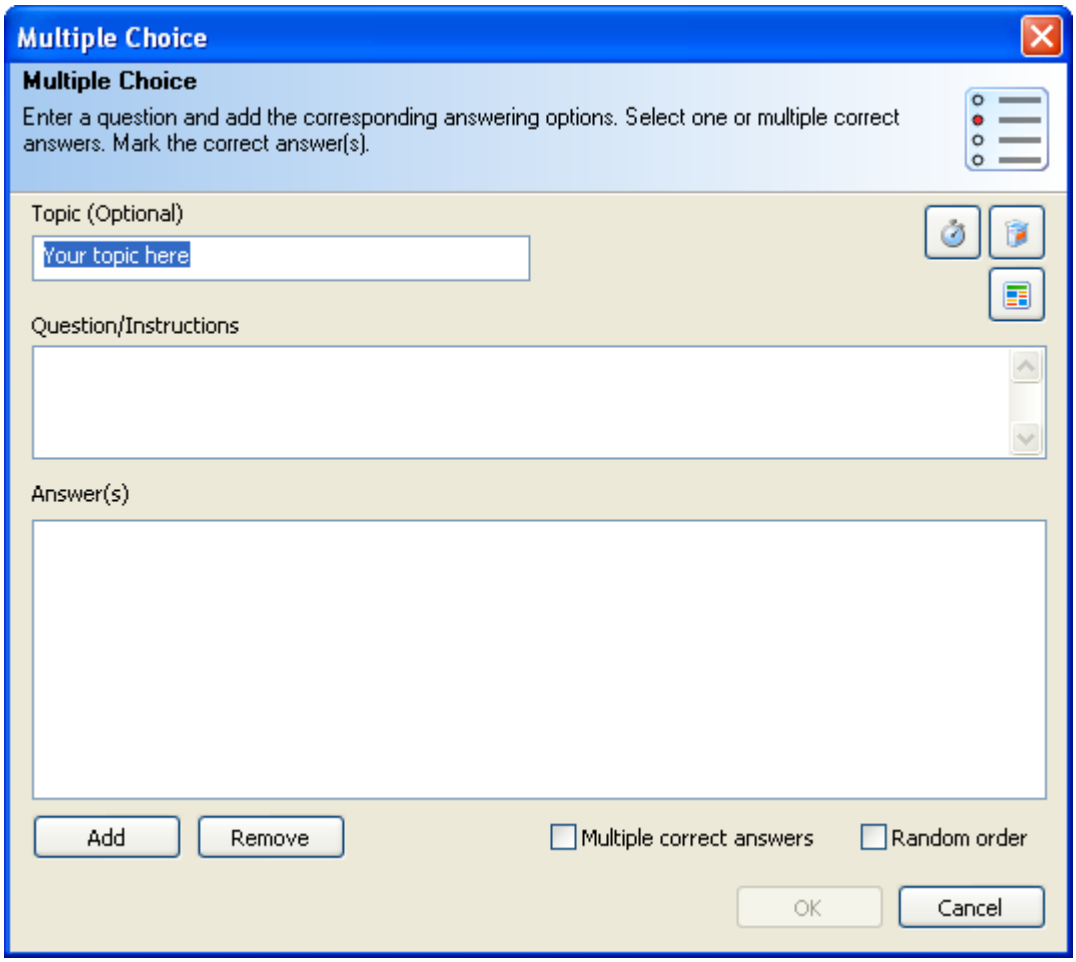
- *Topic (Optional) []:* Optionally, specify a topic that will be shown in capital letters above the *Question*.
- *Question/Instructions []:* Specify the *Question* text and/or answering instructions.
- *Text []:* Specify, typically by pasting clipboard text from another application by pressing CTRL+V, the entire text in which *Student* users must match text elements. Select a text element, typically one or multiple words, and click *Select* to emphasize the text element and show it in the *Word list* pane. You can select almost any number of text elements. To unselect a selected text element, select it in the *Text* pane and click *Unselect*.
- *Time limit:* Click to show the *Time limit* window.
- *Resources:* Click to show the *Question resources* window.

- *Preview:* Click to preview the *Question* in a maximized *Preview* window.

Click *OK* to insert the *Question* record in the *Test Questions* table.

Multiple Choice Question

In the *Choose question type* window or menu, select *Multiple choice* to show this *Question editor:*



It enables you to specify the properties of a *Multiple choice* question in these elements:

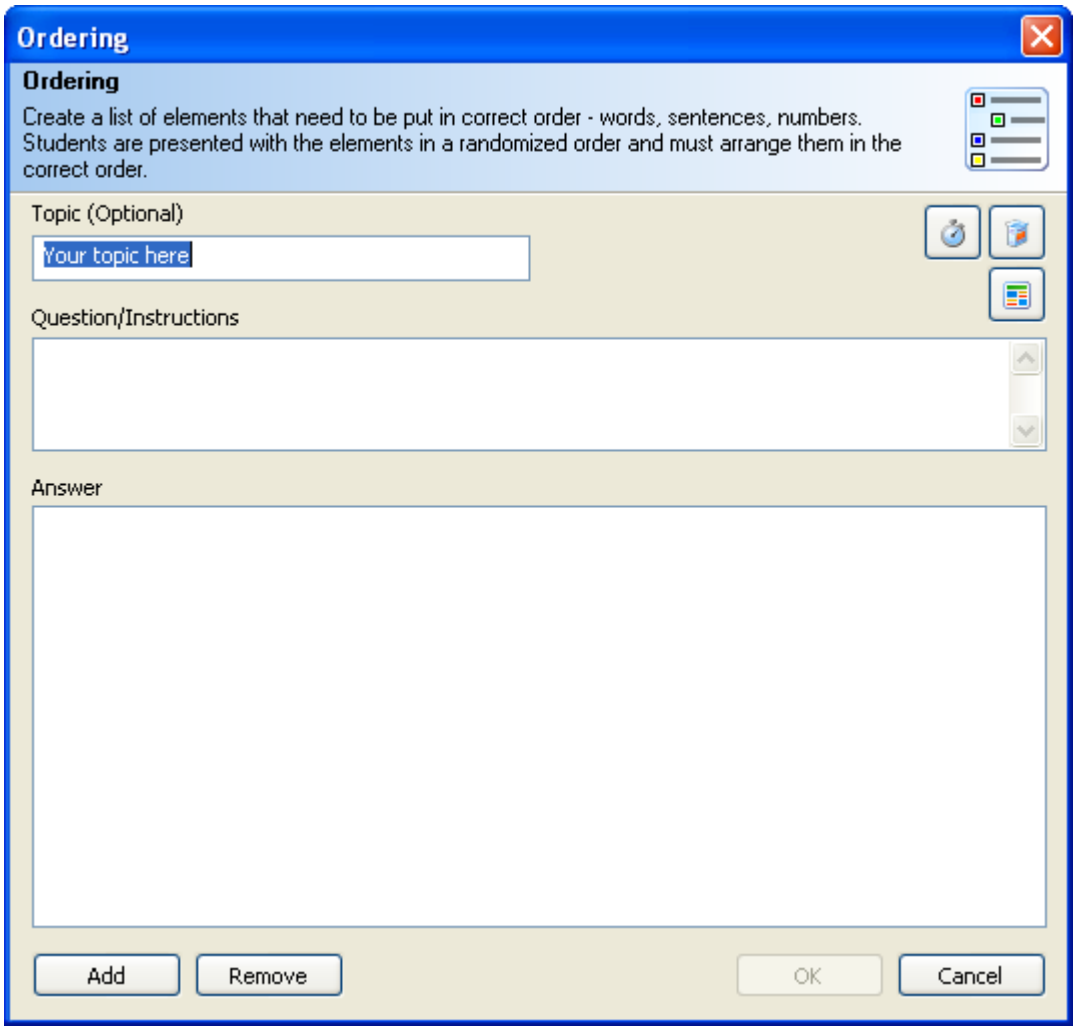
- *Topic (Optional) []:* Optionally, specify a topic that will be shown in capital letters above the *Question.*
- *Question/Instructions []:* Specify the *Question* text and/or answering instructions.
- Click *Add* to add an *Answers* pane section with a select button and a text area. Click the select button to select it to select this answer as the correct answer. Specify in the text area the correct answer. Add typically two to four more *Answers* pane sections with incorrect answers. To remove an *Answers* pane section, select it and click *Remove*.
- A *Multiple choice* question with round select buttons enables only one correct answer. To enable multiple correct answers, check the *Multiple correct answers* box to replace round select buttons by square check boxes. Correct answer boxes must be checked. Incorrect answer boxes must be unchecked.
- To show available answers in a random order in the *NetOp test* window, check the *Random order* box.
- *Time limit:* Click to show the *Time limit* window.
- *Resources:* Click to show the *Question resources* window.

- *Preview:* Click to preview the *Question* in a maximized *Preview* window.

Click *OK* to insert the *Question* record in the *Test Questions* table.

Ordering Question

In the *Choose question type* window or menu, select *Ordering* to show this *Question editor:*



It enables you to specify the properties of an *Ordering* question in these elements:

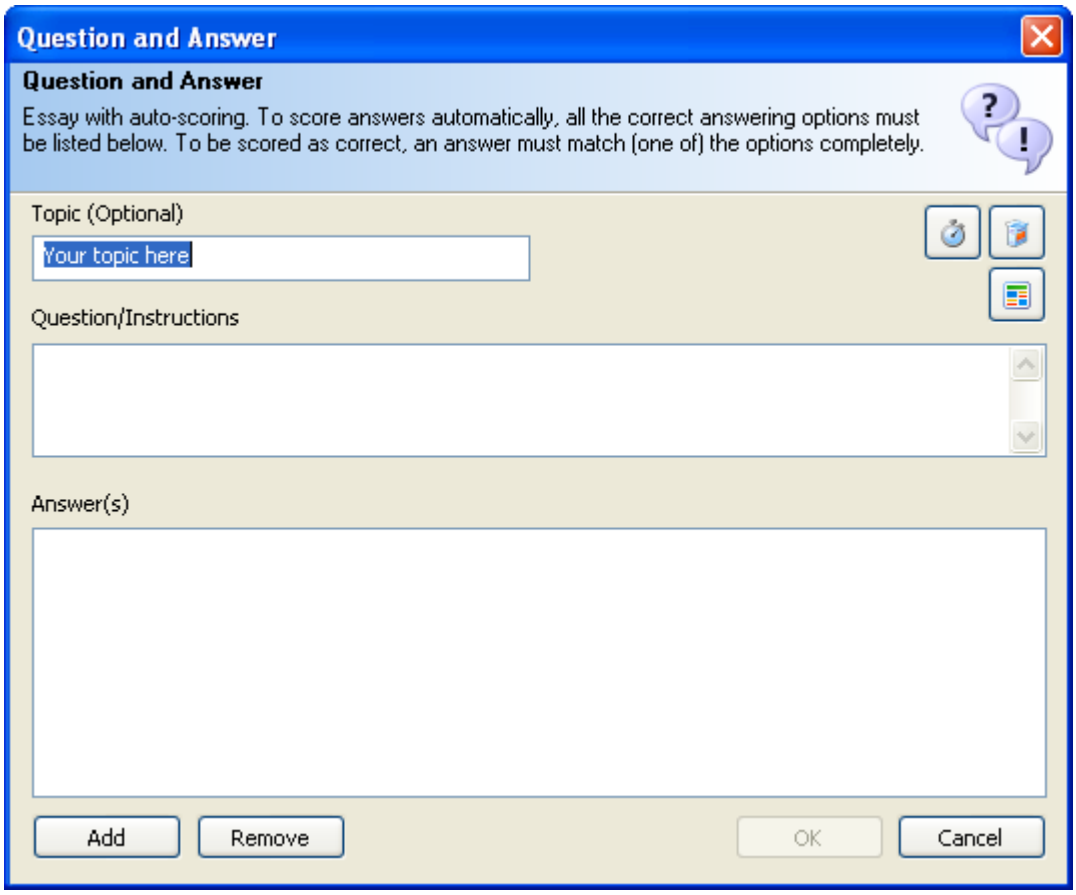
- *Topic (Optional) []:* Optionally, specify a topic that will be shown in capital letters above the *Question.*
- *Question/Instructions []:* Specify the *Question* text and/or answering instructions.
- Click *Add* to add an *Answer* pane section numbered 1 with a text area. Specify in the text area the word, sentence or number that *Student* users must place first in the order of sections. Click *Add* again to add a section numbered 2 below to specify the element that must be placed second, etc. In the *NetOp test* window, unnumbered sections will be shown in a random order.
- To remove a section, select it and click *Remove* to automatically rearrange section numbering. A new section will always be added at the bottom.
- *Time limit:* Click to show the *Time limit* window.
- *Resources:* Click to show the *Question resources* window.

- *Preview:* Click to preview the *Question* in a maximized *Preview* window.

Click *OK* to insert the *Question* record in the *Test Questions* table.

Question and Answer Question

In the *Choose question type* window or menu, select *Question and answer* to show this *Question editor:*



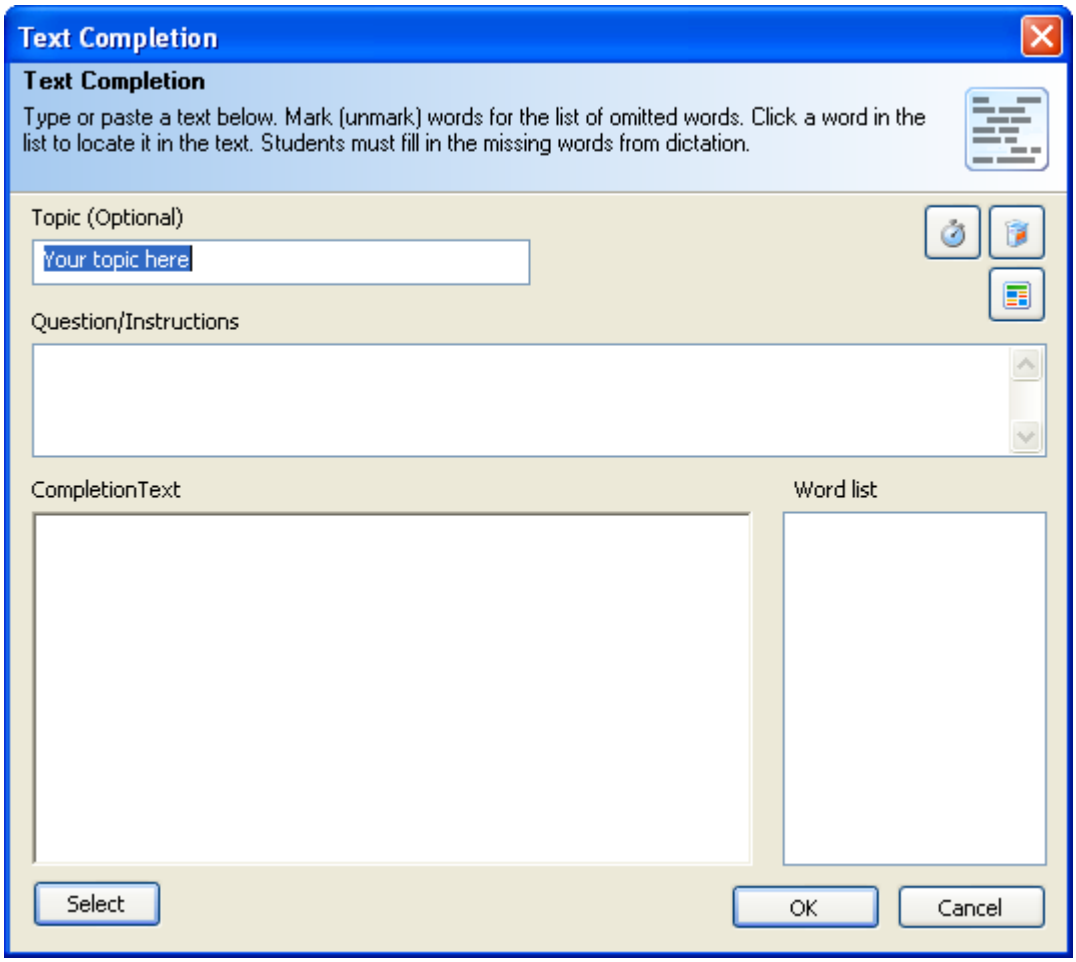
It enables you to specify the properties of a *Question and answer* question in these elements:

- *Topic (Optional) []:* Optionally, specify a topic that will be shown in capital letters above the *Question.*
- *Question/Instructions []:* Specify the *Question* text and/or answering instructions.
- Click *Add* to add an *Answers* pane section with a text area. Specify in the text area a correct answer. You can add multiple sections with a correct answer. When creating the *Question* and correct answers, take into account that for a specified answer to score as correct, it must exactly match an answer specified in an *Answers* pane section.
- To remove a section, select it and click *Remove.*
- *Time limit:* Click to show the *Time limit* window.
- *Resources:* Click to show the *Question resources* window.
- *Preview:* Click to preview the *Question* in a maximized *Preview* window.

Click *OK* to insert the *Question* record in the *Test Questions* table.

Text Completion Question

In the *Choose question type* window or menu, select *Text completion* to show this *Question editor:*



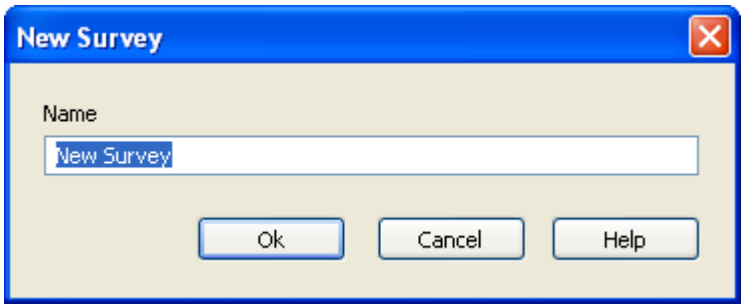
It enables you to specify the properties of a *Text completion* question in these elements:

- *Topic (Optional) []:* Optionally, specify a topic that will be shown in capital letters above the *Question*.
- *Question/Instructions []:* Specify the *Question* text and/or answering instructions.
- *Completion text []:* Specify, typically by pasting clipboard text from another application by pressing CTRL +V, the entire text in which *Student* users from dictation must type words into fields to complete the text. Select a word and click *Select* to emphasize the word and show it in the *Word list* pane. You can select almost any number of words. To unselect a selected word, select it in the *Completion text* pane and click *Unselect*.
- *Time limit:* Click to show the *Time limit* window.
- *Resources:* Click to show the *Question resources* window.
- *Preview:* Click to preview the *Question* in a maximized *Preview* window.

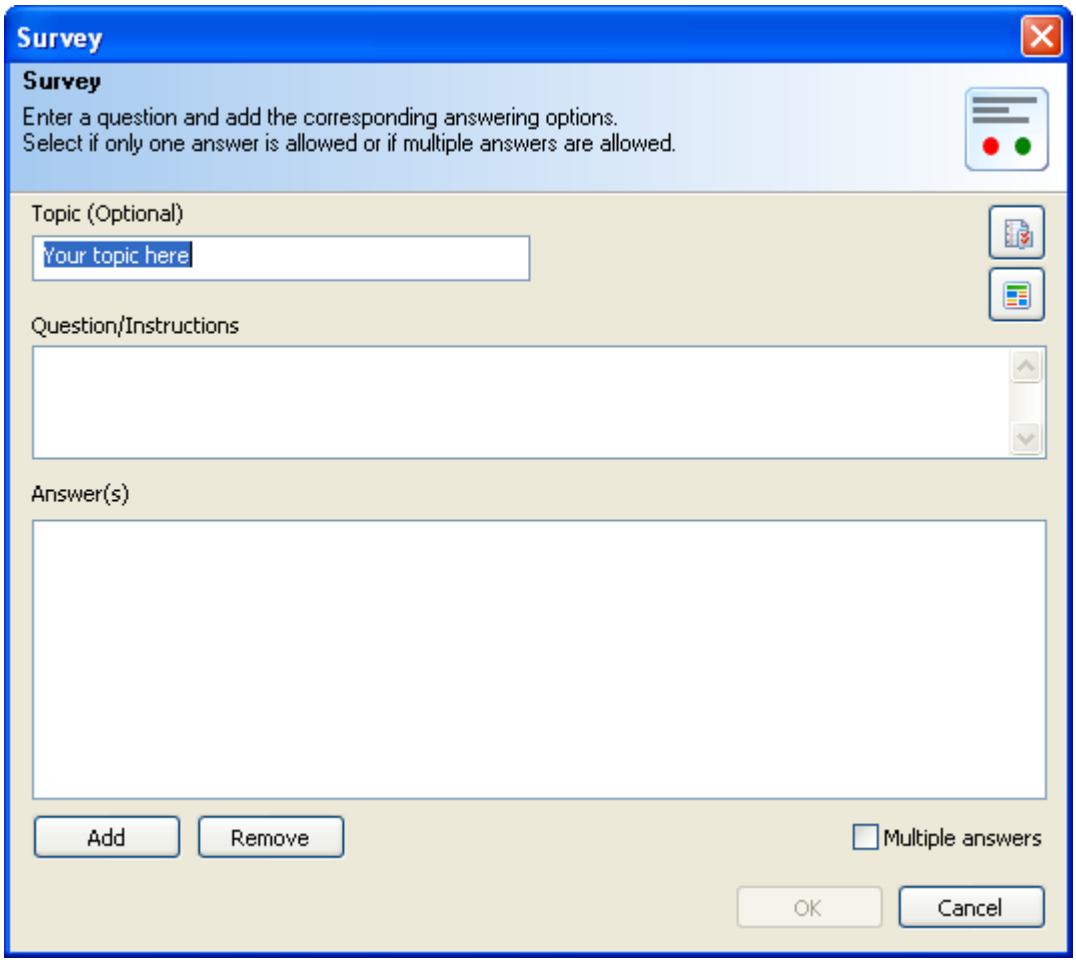
Click *OK* to insert the *Question* record in the *Test Questions* table.

Surveys

To create a *Survey*, click the *Tests view pane* *Surveys* tab context menu *New survey* command to show this window:



Specify a *Survey* *Name* that will be shown in capital letters when the *Survey* opens on *Student* computers and click *OK* to show this window:



It enables you to specify the properties of a *Survey* in these elements:

Note: A NetOp School *Survey* consists of one *Multiple choice question*. No *Styles* or *Options* are available.

- *Topic (Optional) []:* Optionally, specify a topic that will be shown in capital letters above the *Question*.
- *Question/Instructions []:* Specify the *Question* text and/or answering instructions.
- Click *Add* to add an *Answers* pane section with a select button and a text area. Specify the answer in the text area. You can add multiple *Answers* pane sections with answers. To remove an *Answers* pane

section, select it and click *Remove*.

- A *Multiple choice* question with round select buttons enables selecting only one answer. To enable selecting multiple answers, check the *Multiple answers* box to replace round select buttons by square check boxes.

Note: A *Survey* asks for user attitudes, not for correct answers. Although scoring as such is therefore irrelevant, you can use the scoring functionality to measure *Survey* bias towards the attitude of one or multiple answer options.

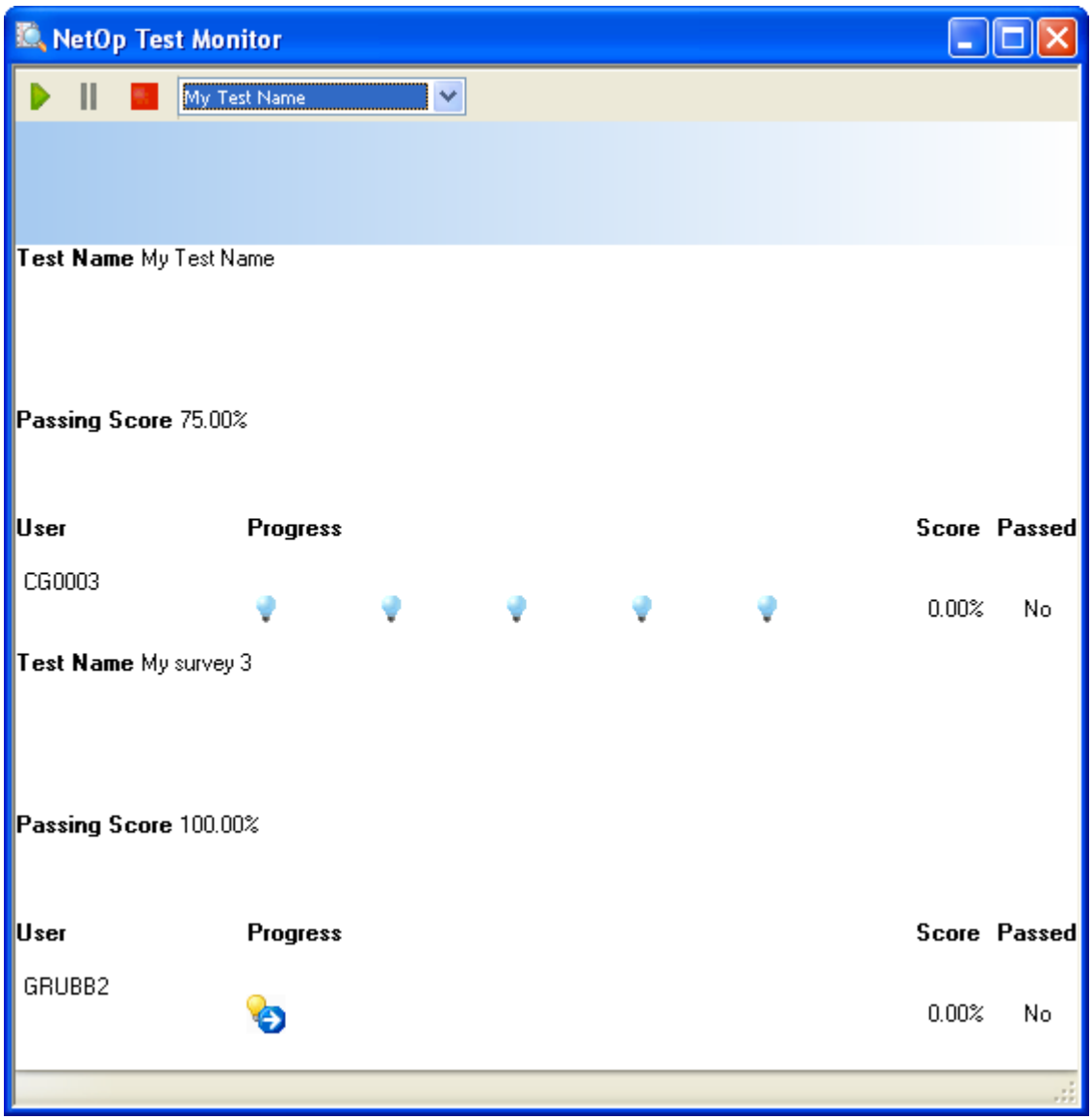
- *Resources:* Click to show the *Question resources* window.
- *Preview:* Click to preview the *Question* in a maximized *Preview* window.

Click *OK* to insert the *Survey* record on the *Test view pane* *Surveys* tab.

Note: Private *Survey* *.nxs* files will be stored in the user personal *Teacher* *User configuration files* *Tests* folder. Public *Survey* *.nxs* files will by default be stored in the *All users* *Teacher* *User configuration files* *Tests* folder. You can change the public *Survey* files folder in the *Options* window *Sharing* tab *Surveys - public folder* element.

Results

When you start running a *Test* or *Survey*, this window will be shown on the Teacher computer screen:



It monitors *Test* and *Survey* progress in these elements:

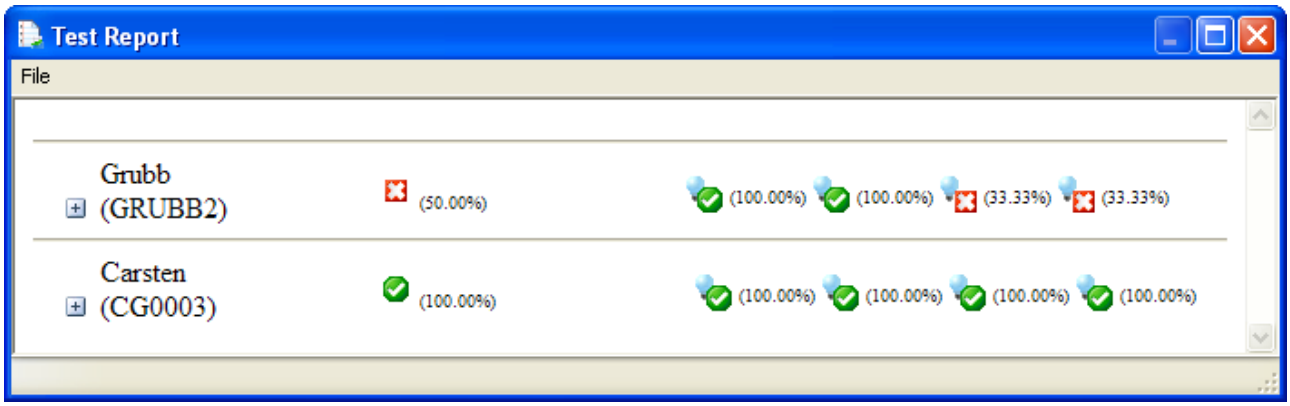
- *Run:* Will be green (enabled) if the selected *Test* or *Survey* is paused. Click to run the selected *Test* or *Survey*. Will be gray (disabled) if the selected *Test* or *Survey* is running or stopped.
- *Pause:* Will be green (enabled) if the selected *Test* or *Survey* is running. Click to pause the selected *Test* or *Survey*. Will be gray (disabled) if the selected *Test* or *Survey* is paused or stopped.
- *Stop:* Will be red (enabled) if the selected *Test* or *Survey* is running or paused. Click to stop the selected *Test* or *Survey* to remove it on *Students*. Will be gray (disabled) if the selected *Test* or *Survey* is stopped. You cannot restart a stopped *Test* or *Survey*.
- My Test Name : The list of this drop-down box will contain the names of active *Tests* or *Surveys*. The buttons to the left will control the *Test* or *Survey* whose name is shown in the field. Select a name in the list to change button control.

The pane will show these data for each active *Test* or *Survey:*

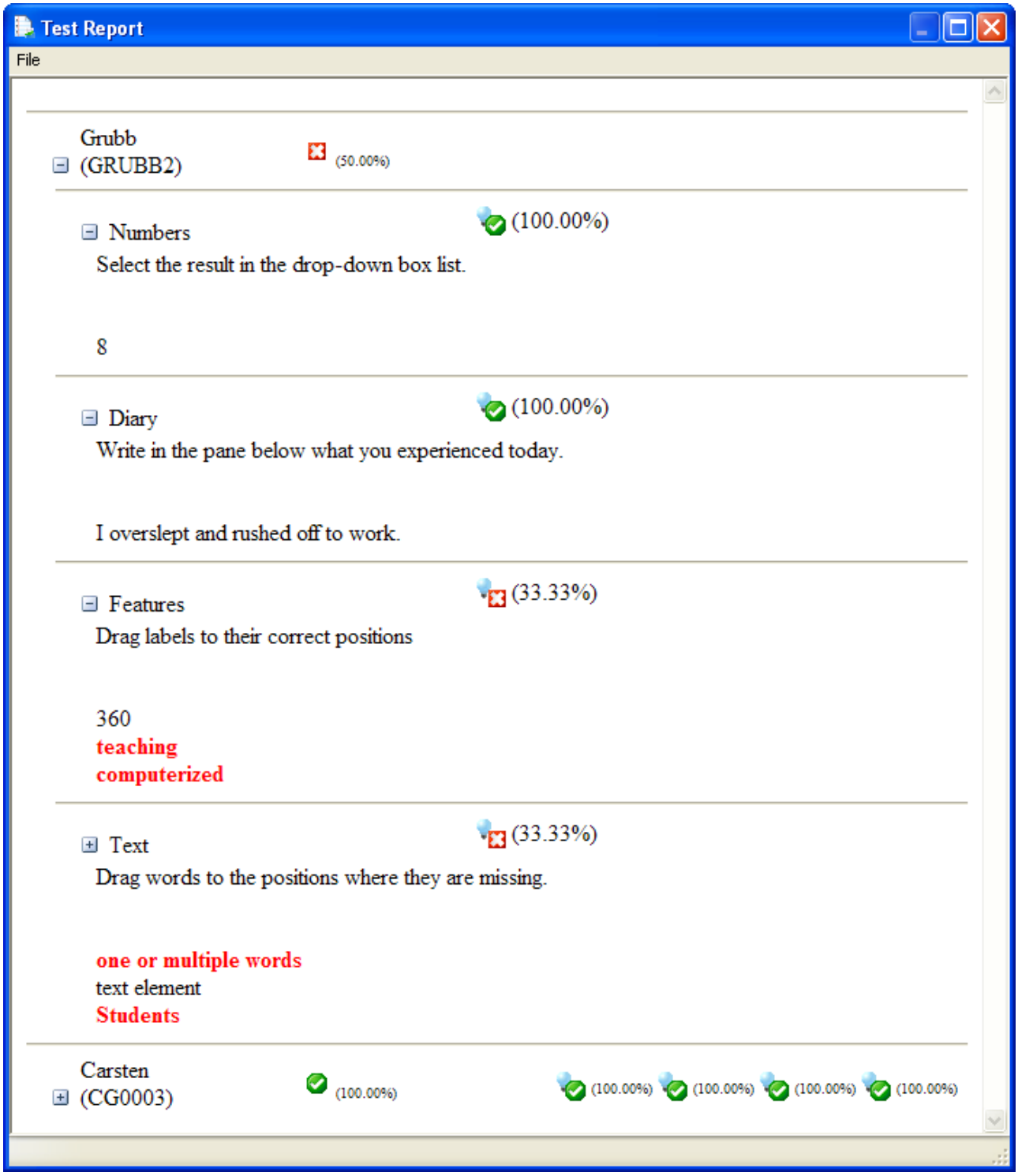
- *Test name:* Test or Survey name.
- *Passing score:* The Test Scoring extension specified Test passed score, for a Survey always 100.00%.
- Student records in a table with these column details:
  - *User:* Student name.
  - *Progress:* For each Test Question a light bulb icon with these attributes:
    - : Unanswered
    - : Current
    - : Question score passed the Test Scoring extension specified Question passed score
    - : Question score failed the Test Scoring extension specified Question passed score
  - *Score:* Current Test score
  - *Passed: Yes* if the current Test score passed the Test Scoring extension specified Test passed score, otherwise *No*.

To manually terminate active Tests and Surveys, close NetOp test monitor from a title bar *Close* window control to show a confirmation window to confirm termination.

Upon manual or automatic termination, a Test will show this window:

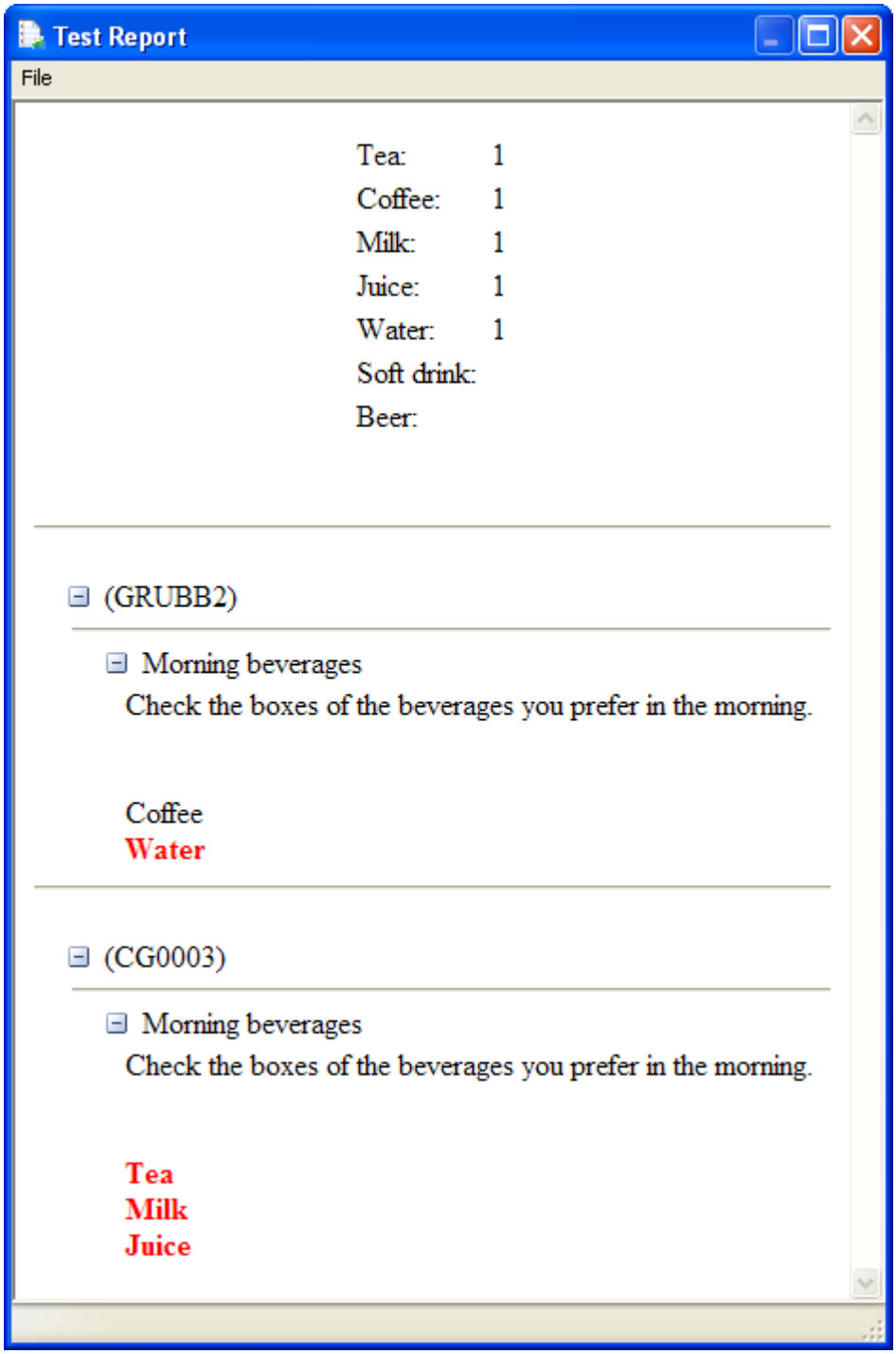


Student records will show the Test passed or failed icon and score and individual Questions passed or failed icons and scores. You can expand each Student record into its details:



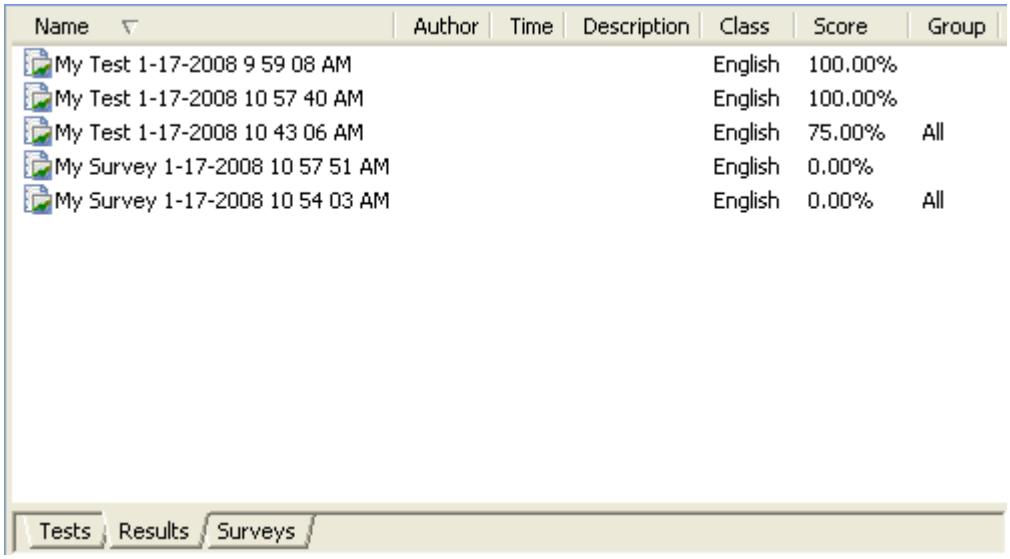
Wrong answers will be shown in red text.

Upon termination, a *Survey* will show this window (expanded):



The upper section will show the number of hits on each answer from all *Students* that answered the *Survey*.

The *Tests view pane* *Results* tab will show the average score of each *Test* or *Survey* run:

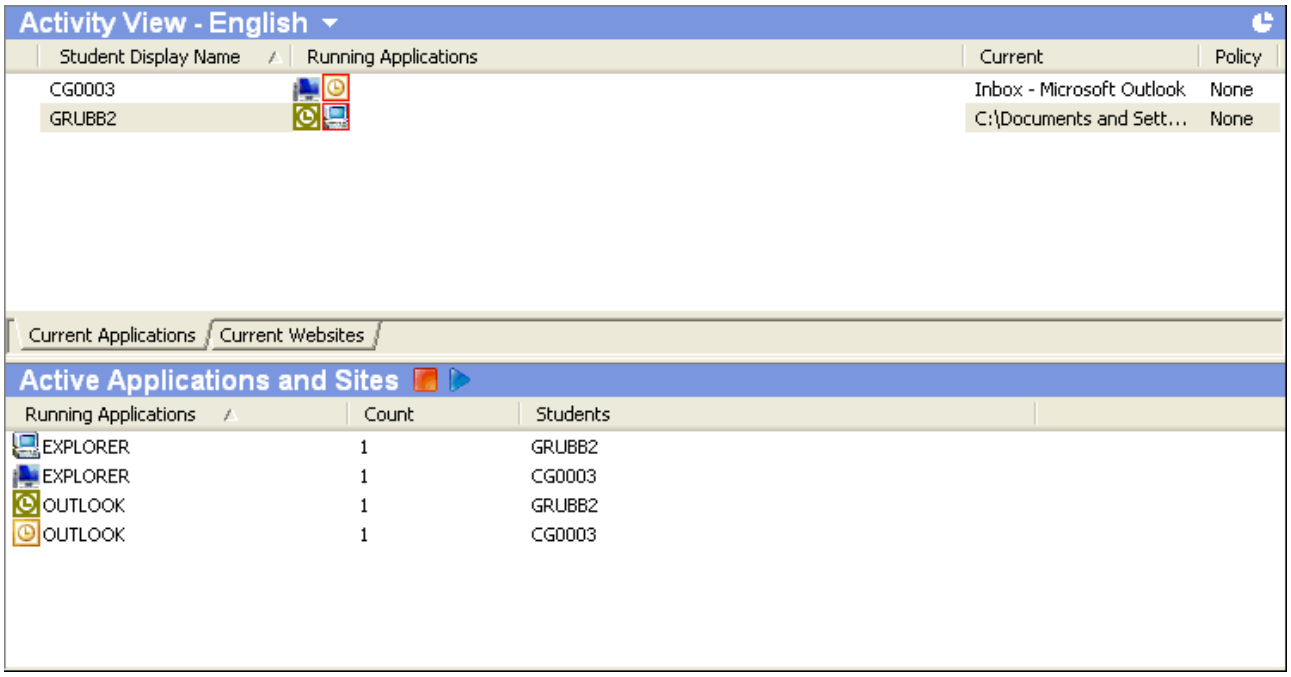


Click a record context menu *View* command or double-click a record to show detailed *Test* or *Survey* results in the *Test report* window.

Note: *Result .nxr* files will be stored in the folder of the matching *Test* or *Survey*.

3.2.4.7 Activity View

This is the *Class control panel* *Activity view:*

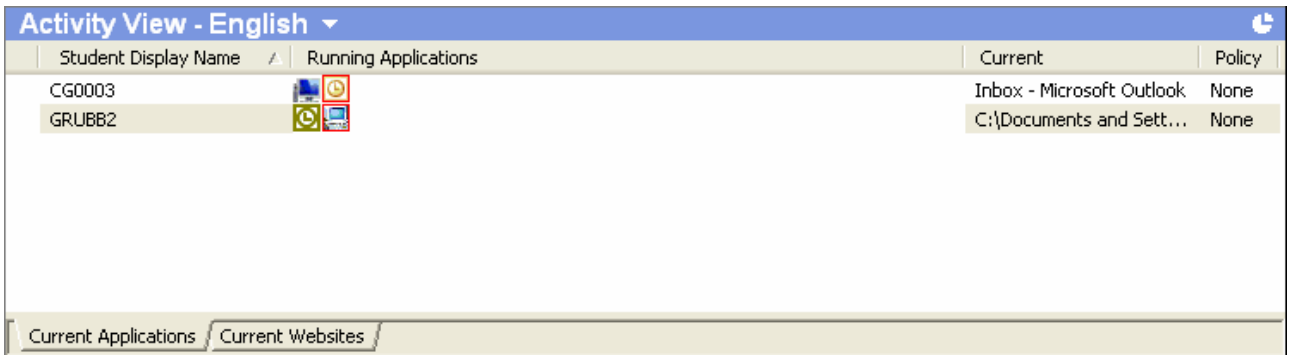


It enables you to view and control which *Applications* and *Websites* are being used on *Student* computers.

Initially, the *Activity view* will be passive showing no activity details. The text *Press start button* will flash next to the lower *Active applications and sites* bar *Start activity control* button. Click *Start activity control* to retrieve connected *Students* information on running applications and viewed websites to show this information by *Student* in the upper *Activity view* pane and by *Application* and *Website* in the lower *Active applications and sites* pane.

3.2.4.7.1 Activity View Pane

This is the *Activity view* pane:



Its title bar will show the name of the view and the name of the running *Class*.

Click the *Change class* down pointer button to the right of the *Class* name to open the *Change class* menu.

The title bar right end will show a part/whole button:

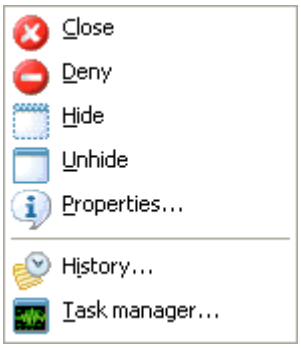
Click it to switch between part mode without the upper right sector and whole mode with the upper right sector. In part mode, only connected *Students* will be shown in the pane. In whole mode, also unconnected *Student* members of the *Class* will be shown.

Below, two tabs with *Class* *Student* record tables are available.

The *Current applications* tab table has these column contents:

- *Student display name:* *Student* name as selected in the *Options* window *General* tab *Student display name* section.
- *Running applications:* Icons of applications running on the *Student* computer with a red frame around the active application icon.
- *Current:* The activity of the *Student* computer active application when it became the active application.
- *Policy:* *Student* *Policy* name.

Right-click an application icon to show this menu:



It contains these commands:

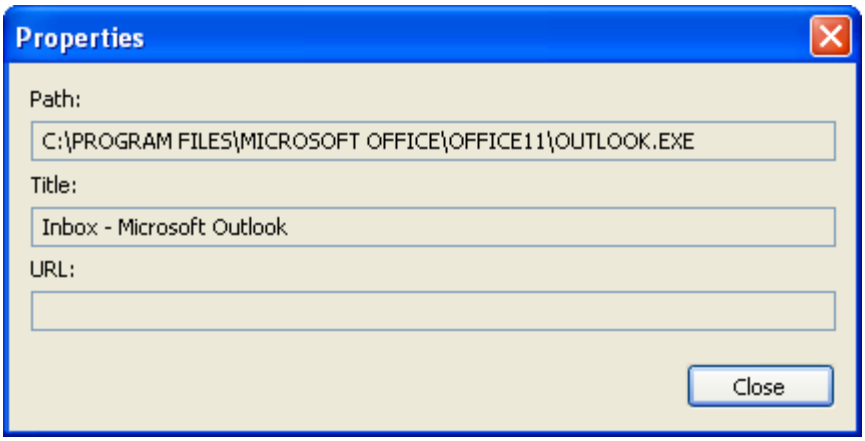
Close: Click to unload the record *Student* computer application.

Deny: Click to unload the record *Student* computer application denying reloading it during this connection.

Hide: Click to hide the record *Student* computer application window until unhidden or end of connection.

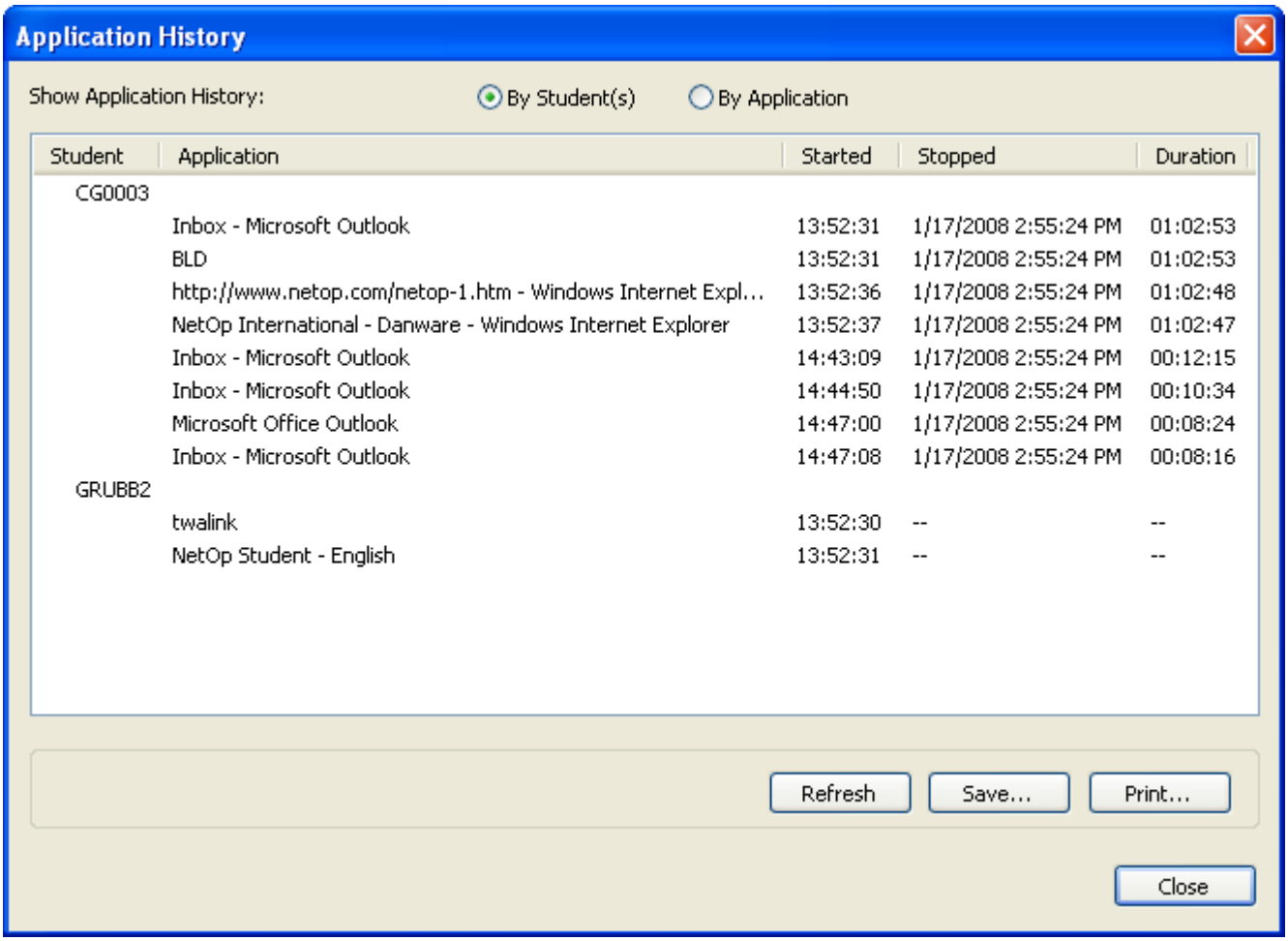
Unhide: Click to unhide the hidden record *Student* computer application window.

Properties: Click to show this record *Student* computer application window:



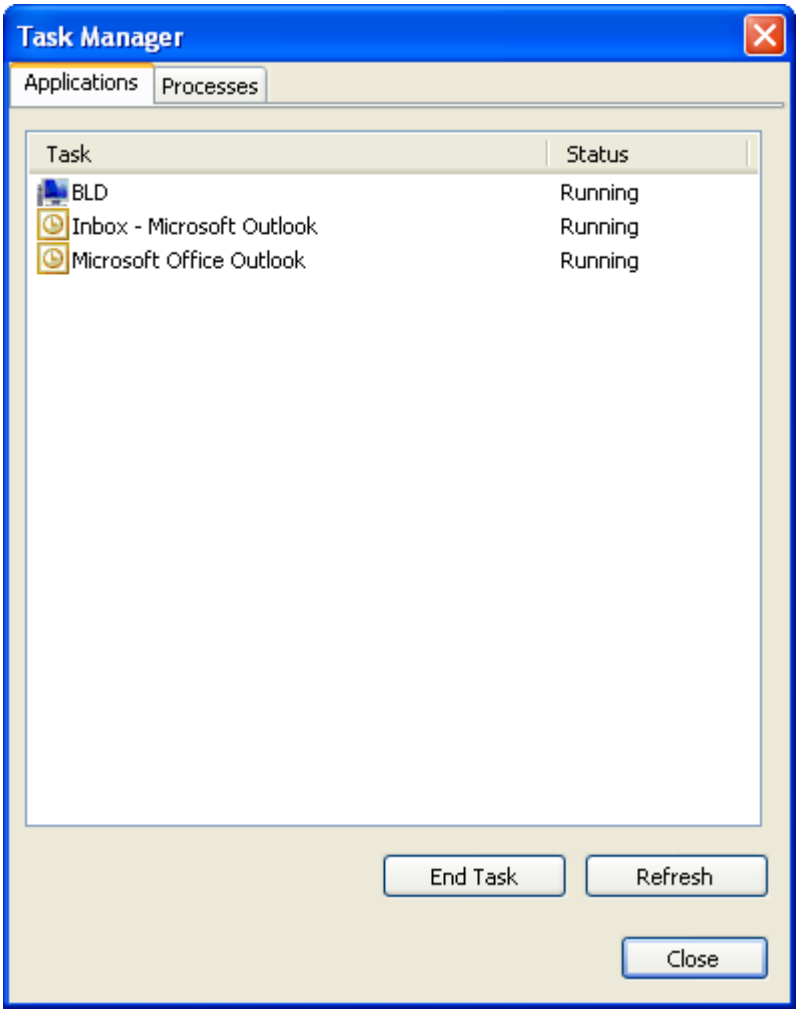
It will show the application program file path and activity title.

History: Click to show this all connected *Student* computer applications window:



It will show ordered by *Student* or by application the *Started* time, *Stopped* time and *Duration* of applications run on connected *Student* computers since the *Activity view* was activated. Click *Refresh* to refresh data. Click *Save* to show a Windows *Save as* window to save data in a comma separated values (*.csv*) file. Click *Print* to print out data.

Task manager: Click to show this record *Student* computer window:

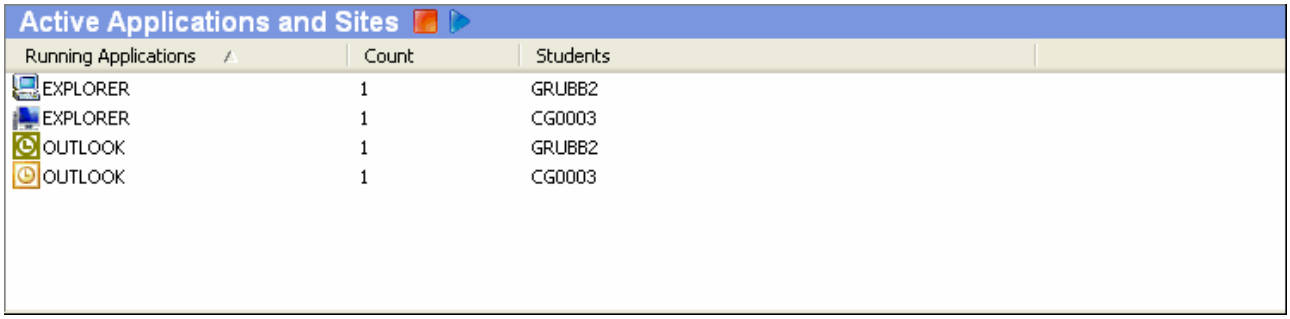


This simplified two-tabs *Task manager* enables you to remotely view and end *Student* computer running applications and processes.

The *Current websites* tab table has matching website column contents and the same context menu, the only difference being that the *Deny* command is disabled.

3.2.4.7.2 Active Applications and Sites Pane

This is the *Activity view* *Active applications and sites* pane:



Its title bar contains these buttons:

Stop activity control: Click to stop retrieving connected *Students* information on running *Applications* and viewed *Websites* to stop showing this information in the panes.

Start activity control: Click to start retrieving connected *Students* information on running *Applications* and viewed *Websites* to show this information in the panes.

Note: Clicking *Stop activity control* will not neutralize the effect of an issued *Deny* or *Hide* command.

The table has these column contents:

- *Running applications:* *Application* icon and name or *Website* URL. Different versions of the same application may be shown in separate records.
- *Count:* The number of *Student* computers on which the *Application* runs or the *Website* is shown.
- *Students:* The names of *Students* on whose computer the *Application* runs or the *Website* is shown.

Right-click a record to show this menu:

It contains these commands:

Close: Click to unload the record *Application* on all *Student* computers that run it.

Deny: Click to unload the record *Application* on all *Student* computers that run it denying reloading it during this connection.

Hide: Click to hide the record *Application* window on all *Student* computers that run it until unhidden or end of connection.

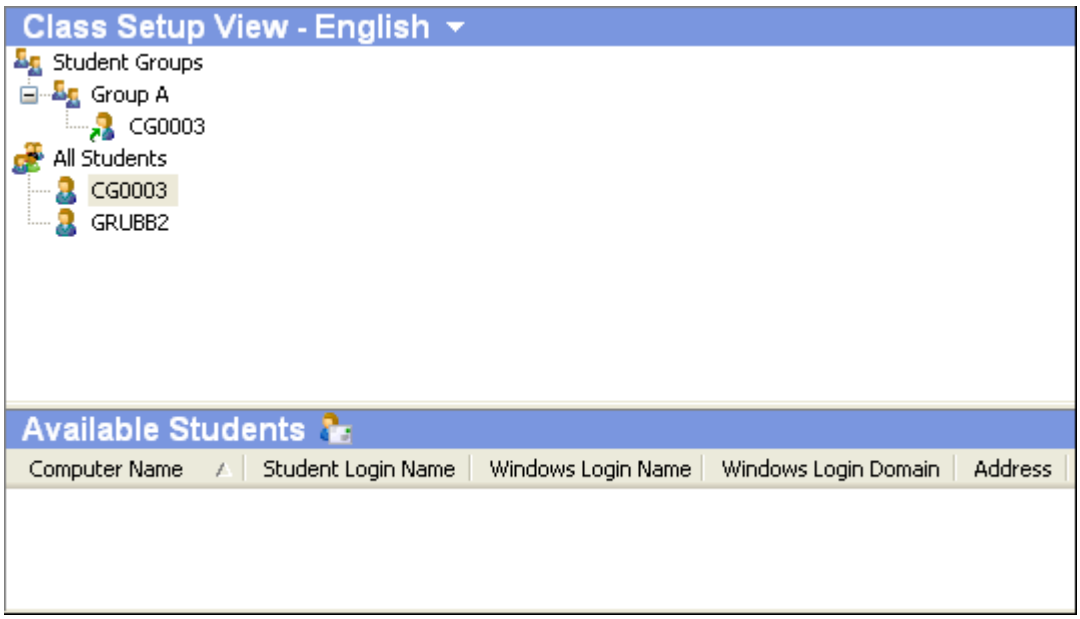
Unhide: Click to unhide the hidden record *Application* window.

History: Click to show the *Application history* window.

Refresh: Click to refresh the *Active applications and sites* pane contents.

3.2.4.8 Class Setup View

This is the *Class control panel* *Class setup view*:



It enables you to set up *Class* *Students* and *Student groups*.

A moveable horizontal separation divides it into two panes:

- The upper *Class setup view* pane will show *Class* *Students* as named icons in an *All students* element and *Student* members of *Student groups* as shortcut icons in named *Student group* elements in a *Student groups* element.
- The lower *Available students* pane can show *Students* that are available for any *Class* as named icons or table records.

3.2.4.8.1 Class Setup View Pane

This is the *Class setup view* pane:

Its title bar will show the name of the view and the running *Class*.

Click the *Change class* down pointer button to the right of the *Class* name to open the *Change class* menu.

The pane will contain these elements:

- A *Student groups* element that will expand into available named *Student group* elements that will expand into named member *Student* shortcut icons.

- An *All students* element that will expand into all *Class* *Student* icons.

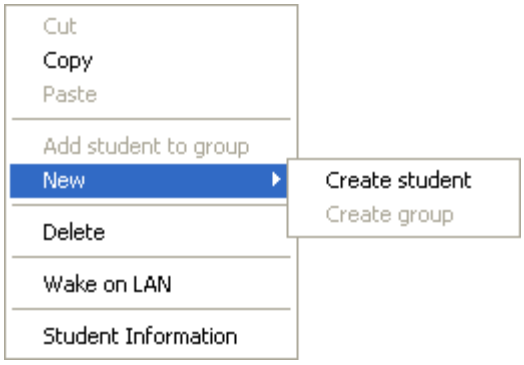
Student icons and shortcut icons can show these attributes:

: Connected, not in session or help requested.

: Connected, in session or help requested.

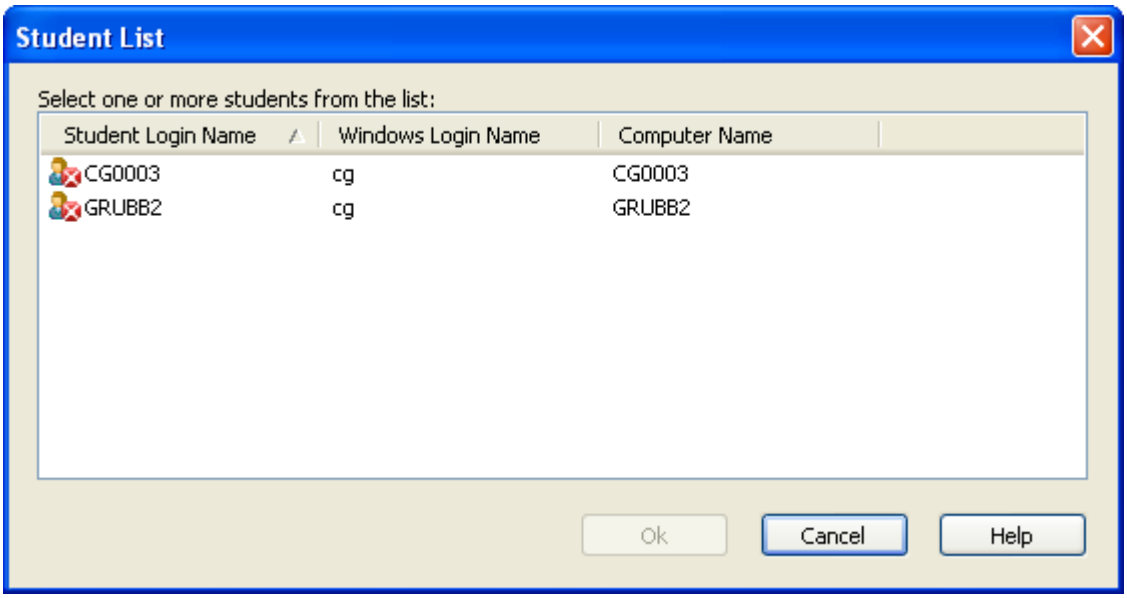
: Unconnected.

Right-click to show this context menu:



It contains these commands:

- *Cut:* Will be enabled if an *All students* element *Student* icon or a *Student group* element *Student* shortcut icon was right-clicked. Click to place the *Student* on the clipboard. If a *Student* shortcut icon was right-clicked, it will be removed when pasting into another *Student group* element.
- *Copy:* Will be enabled if an *All students* element *Student* icon or a *Student group* element *Student* shortcut icon was right-clicked. Click to place a copy of the *Student* on the clipboard to paste it into another *Student group* element.
- *Paste:* Will be enabled if there are *Students* on the clipboard. Click to add clipboard *Students* to the *All students* element and, if selected, to a *Student group* element.
- *Add student to group:* Will be enabled if a *Student group* element or a *Student* shortcut icon under it is selected. Click to show this window:

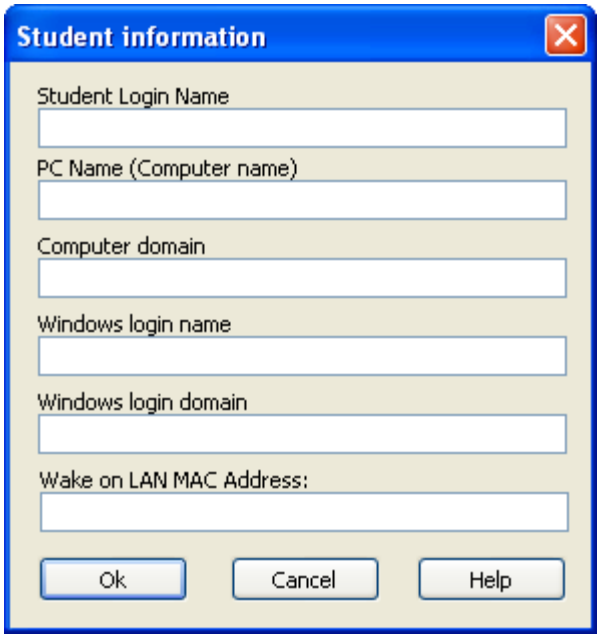


The pane will contain records of all *Class* *Students*. Select a record and click *OK* to add the record *Student* icon to the selected *Student group* element.

Note: Each *Student* can be a member of any number of *Student groups*. You can also add a *Student* to a

Student group by dragging an *All students* icon *Student* icon to a *Student group* element and dropping it. In the other views, you can add a *Student* to a *Student group* by dragging a *Student* record, icon or thumbnail to a *Groups* pane *Student group* icon or record and dropping it.

- *New:* Will expand into these commands:
  - *Create student:* Click to show this window:



It enables you to specify these properties of a new *Student* account:

- *Student login name []:* The name specified on the *Student Options* window *Student login* tab.
- *PC name (computer name) []: Student* computer name.
- *Computer domain []: Student* computer domain.
- *Windows login name []: Student* computer user Windows login name.
- *Windows login domain []: Student* computer user Windows login domain.
- *Wake on LAN MAC address []: Student* computer network card MAC address.

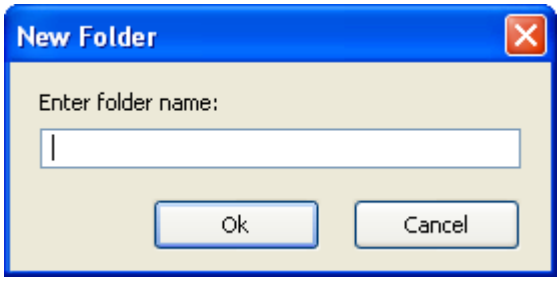
Note: You can start a *Student* computer equipped with a *Wake on LAN* network card from the *Teacher*.

Note: You can create a *Student* account in the *Student information* window only if you specify at least one of *Student login name*, *Computer name* or *Windows login name*. You should always specify the *Student login name* because a connecting *Student* will be identified as an existing *Student* account only if the connecting *Student Student login name* matches the existing *Student* account *Student login name*. In that case, other existing *Student* account names will be overwritten by the matching names of the connecting *Student*.

Click *OK* to close the window to add the new *Student* icon under the *All students* element and, if a *Student group* element or a *Student group* element *Student* shortcut icon was selected, create a matching *Student* shortcut icon under the *Student group* element.

Note: You can also create a *Student* account by making the *Student* connect to the *Class* after in the *Teacher Options* window *General* tab *Options* section checking the *Save new students between classes* box. You can also create a *Student* account by copying or dragging an available *Student* icon or record from the *Available students* pane and pasting or dropping it in the *Class setup view* pane or on a *Student group* element in it if the *Student* shall be a member of the *Student group*.

- *Create group:* Will be enabled if the *Student groups* element or a *Student group* element under it is selected. Click to show this window:



Specify the *Student group* name and click *OK* to create.

Note: In other views with a *Groups* pane, create a *Student group* from the *Groups* pane right-click context menu.

- *Delete:* Will be enabled if *Student* icon, *Student group* element or *Student* shortcut icon is selected. Click to show a confirmation window to confirm deleting the element. You cannot delete a connected *Student* icon.

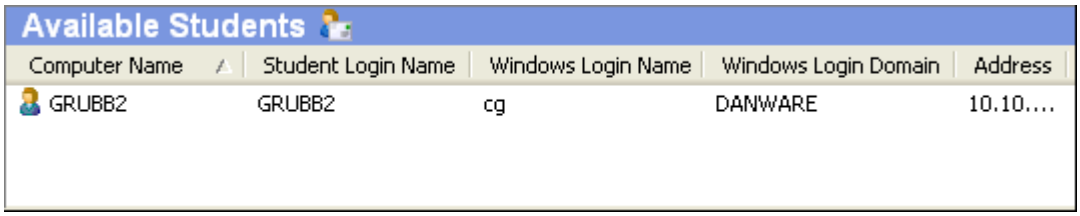
Note: Deleting an *All students* element *Student* icon will delete the *Student* account and matching *Student* shortcut icons under *Student group* elements. Deleting a *Student group* element will delete *Student* shortcut icons under it. Deleting a *Student* shortcut icon will delete only that.

- *Wake on LAN:* Will be enabled if an *All students* element unconnected *Student* icon, an unconnected *Student* shortcut icon, the *All students* element with unconnected *Student* icons under it or a *Student group* element with unconnected *Student* shortcut icons under it is selected. Click to send a *Wake on LAN* command to selected unconnected *Students* to start their computers if equipped with a *Wake on LAN* network card whose MAC address is specified in their *Student information* window.
- *Student information:* Will be enabled if an *All students* element *Student* icon is selected. Click to show the *Student information* window with the properties of the selected *Student* account. If you selected a connected *Student* icon, the *Student information* window fields will be disabled so that you cannot change their contents.

Note: You can start *Action* menu command and *Toolbar* button actions with one *Student* from a *Class setup view* pane *Student* icon, but the *Student context menu* and the *Student group context menu* are unavailable. Many more action options are available in the other views.

3.2.4.8.2 Available Students Pane

This is the *Class setup view* *Available students pane*:



Provided that the *Options* window *General* tab *Options* section *Get available students* box is checked, the *Available students* pane will enable you to see, connect and invite available *Students*.

A *Student* that *Joins class* by the *Options* window *Class* tab *Be available for any class* option will automatically connect to a running *Class* of which it is a member. If no *Class* of which the *Student* is a member is running, the *Student* will - visibly in the *Available students* pane - be available for any *Class*.

The *Available students* pane will contain available *Students* as named icons or records.

You can select available *Students* by one of these methods:

- Click an icon or record to select it.
- Click icons while holding down the SHIFT or CTRL key to select them.
- Starting outside icons, drag a dotted rectangle to select icons covered by the rectangle.

- Click one record and pressing the SHIFT key click another record to select clicked and in between records.
- Click one record and pressing the CTRL key click other records to select clicked records.
- Starting outside records, drag a dotted rectangle to select records covered by the rectangle.

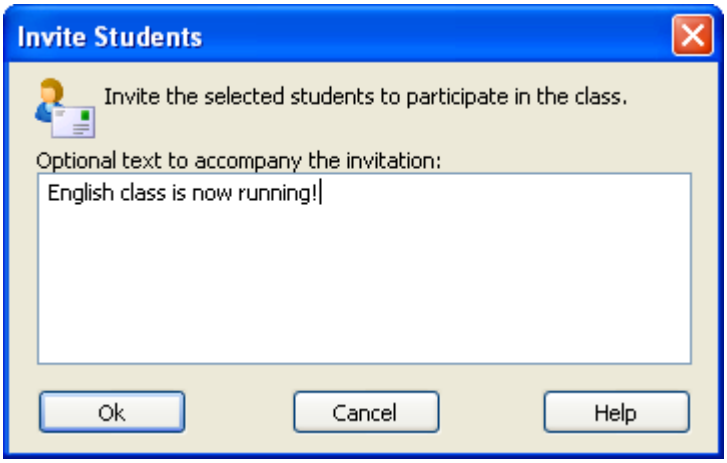
Right-click selected available *Students* to show this menu:

It contains these commands:

- *Copy:* Will be enabled if available *Students* are selected. Click to copy selected available *Students* to the clipboard to enable pasting them in the *Class setup view* pane.

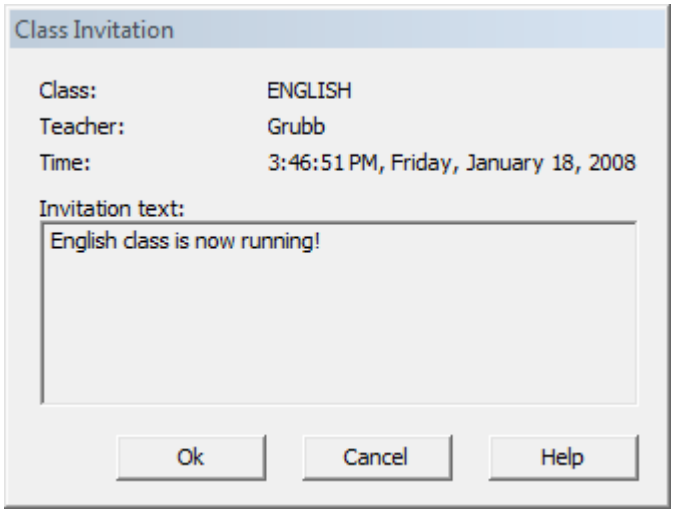
Note: Pasting available *Students* on the clipboard in the *Class setup view* pane will connect them to the *Class* and make them members of the *Class*. Alternatively, drag selected available *Students* to the *Class setup view* pane and drop them. Pasting in or dropping on a *Student group* element will also make *Students* members of the *Student group*.

- *Invite:* Will be enabled if selected available *Students* are not invited. Click or click the *Available students* pane title bar button to show this window:



It enables you to invite available *Students* to join the *Class*.

Optionally, specify in the pane an invitation text as shown and click *OK* to send the invitation. The *Invite* button and the icons or records of available *Students* to which the invitation was sent will indicate that an invitation is pending. This window will appear on invited available *Students:*



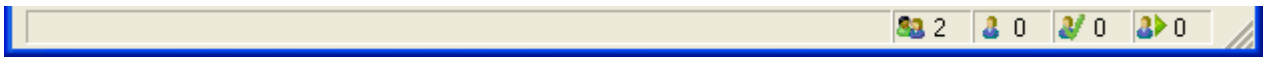
The available *Student* user has the option to click *OK* to accept or *Cancel* to decline the invitation.

Note: If the *Student* user declines, the *Student* will remain in the *Available students* pane changing back to its not invited appearance.

- *Large icons:* Click to show available *Students* as horizontal rows of large icons.
- *Small icons:* Click to show available *Students* as horizontal rows of small icons.
- *List:* Click to show available *Students* as vertical columns of small icons.
- *Details:* Click to show available *Students* as table records with these column contents:
  - *Computer name: Student* computer name.
  - *Student login name:* The name specified on the *Student Options* window *Student login* tab.
  - *Windows login name: Student* user Windows login name.
  - *Windows login domain: Student* user Windows login domain.
  - *Address: Student* computer IP address if using *TCP/IP* communication or MAC address if using *IPX* or *NetBIOS* communication.

3.2.5 Status Bar

This is the *Teacher* window status bar:



When the mouse pointer is over a menu command, the status bar will show a hint to the command.

The right end of the status bar will show these indicators:

All students: The number indicates the number of *Students* in the *Class*.

Connected students: The number indicates the number of connected *Students* in the *Class*.

Selected students: The number indicates the number of selected *Students* in the *Class*.

Available students: The number indicates the number of available *Students* in the *Available students* pane.

NetOp Name Server: Will be included if the *Advanced TCP/IP configuration* window *Use NetOp name server* box is checked. These availability indicators can be shown on the yellow pages icon:

- Nothing: Selected NetOp Name Servers are available.

- Red exclamation mark: One of two selected NetOp Name Servers is available.
- Red X: No NetOp Name Server is available.

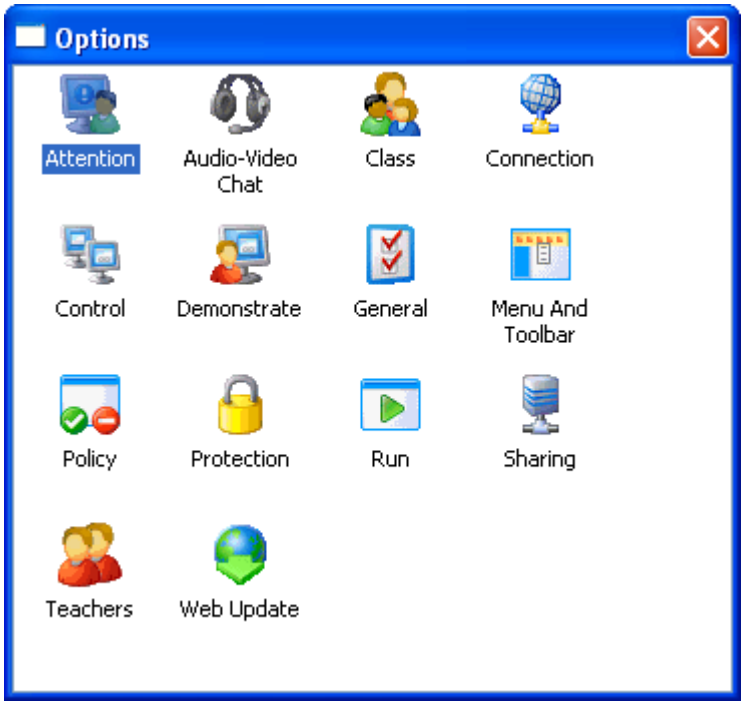
3.2.6 Teacher Tools

This section explains *Teacher* tools in these sections:

- *Options*
- *Help request*

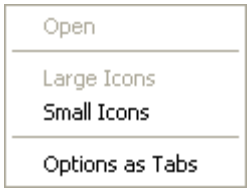
3.2.6.1 Options

Click the *Tools* menu *Options* command to show typically this window:



It provides access to *Option* tabs.

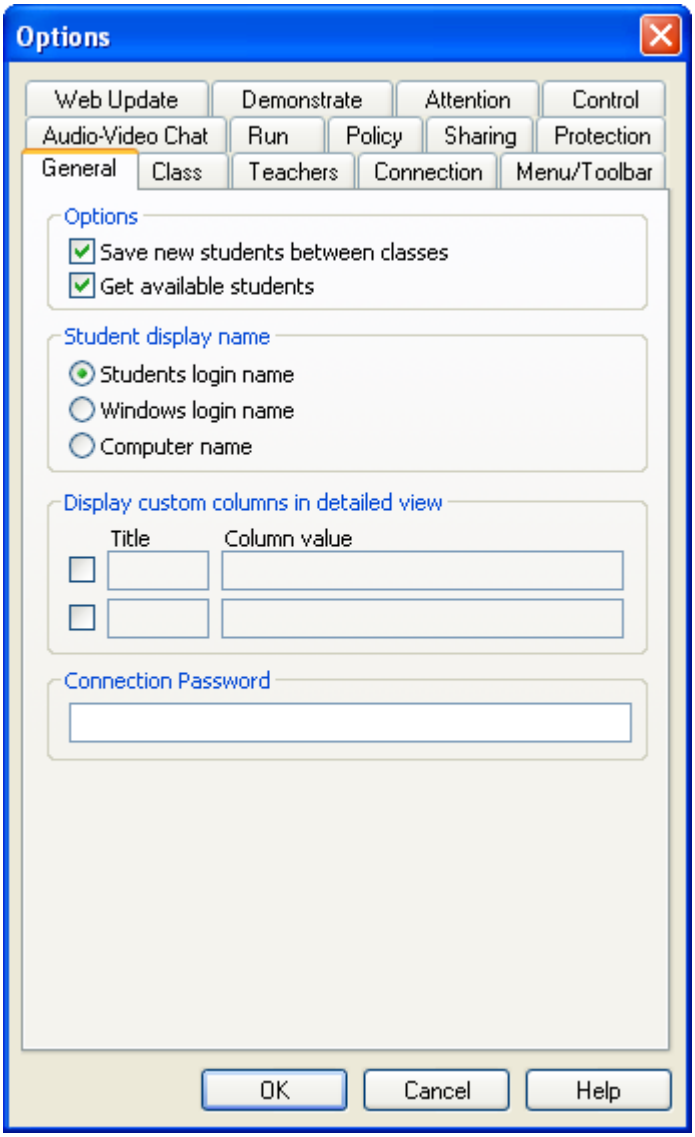
Right-click in the window pane to show this menu:



It contains these commands:

- *Open:* Will be enabled if an icon is right-clicked. Click or double-click an icon to show the *Option* tab window.
- *Large icons:* Will be enabled from the small icons window shown below. Click to show the large icons window shown above.
- *Small icons:* Will be enabled from the large icons window shown above. Click to show this small icons window:

- *Options as tabs:* Click to show this tabs window after closing and reopening the *Options* window:



To return to the icons window, click the *Tools* menu *Options as icons* command.

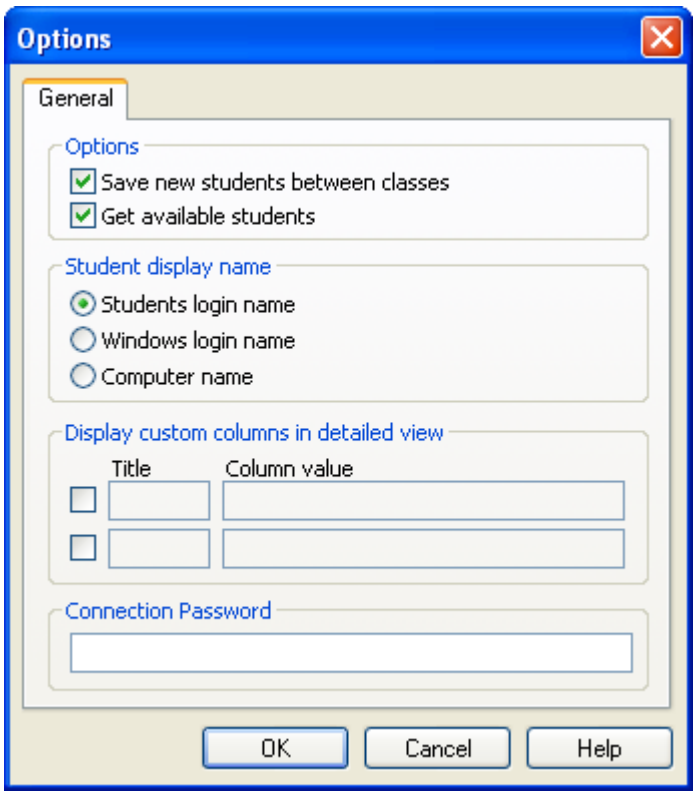
The *Options* window contains these tabs:

- *General*
- *Class*
- *Teachers*

- *Protection*
- *Sharing*
- *Connection*
- *Menu/toolbar*
- *Web update*
- *Demonstrate*
- *Attention*
- *Control*
- *Audio-video chat*
- *Run*
- *Policy*

3.2.6.1.1 General Tab

This is the *Teacher* *Options* window *General* tab:



It enables you to specify *Teacher* *General* properties in these elements:

Options

☑ *Save new students between classes:* Check to retain *Students* that have connected to a *Class* as members of the *Class*.

☑ *Get available Students:* Check to make the *Available students* pane show *Students* that are available and make available *Students* that are members of the *Class* connect to the *Class*.

Student display name

Click one of these options to identify *Students* in the *Classroom view*, *Thumbnail view*, *Activity view* and

Class setup view by the selected name type.

⊙ *Student login name:* The name type or name specified on the *Student* *Options* window *Student login* tab.

○ *Windows login name:* The name by which the *Student* computer user is logged in to Windows.

○ *Computer name:* The Windows name of the *Student* computer.

Note: if the selected name type of an unconnected *Student* is unavailable on the *Teacher*, the *Student* will be identified by another name type in brackets.

Display custom columns in details view

☐ Check to enable the fields to the right to add the column specified in the fields in the *Details view pane* to the right of the default columns.

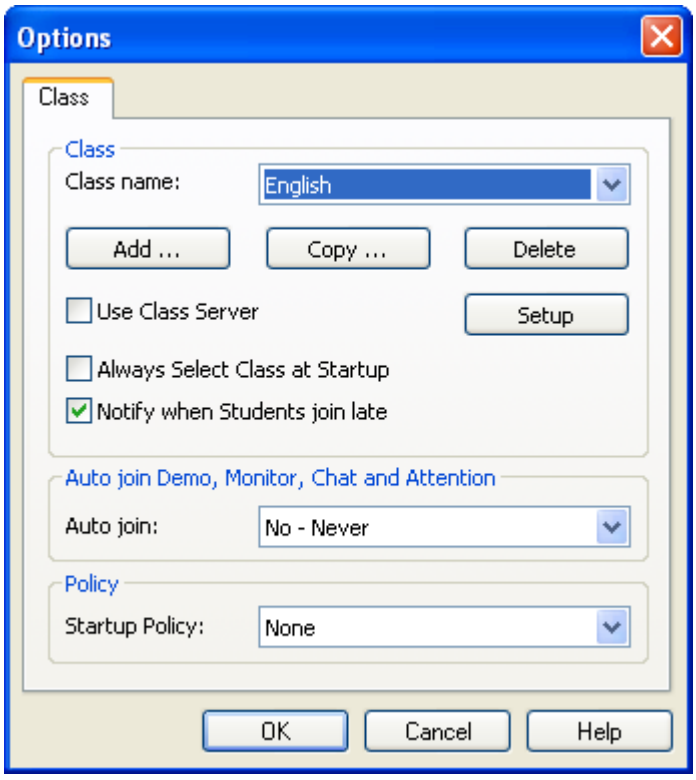
- *Title []:* Specify the column heading name.
- *Column value []:* Specify the environment variable or Windows registry key and value name whose value shall appear in the column.

Connection password

- Specify a password to enable only *Students* whose *Options* window *General* tab *Connection password* section contains the same password to connect.

3.2.6.1.2 Class Tab

This is the *Teacher* *Options* window *Class* tab:



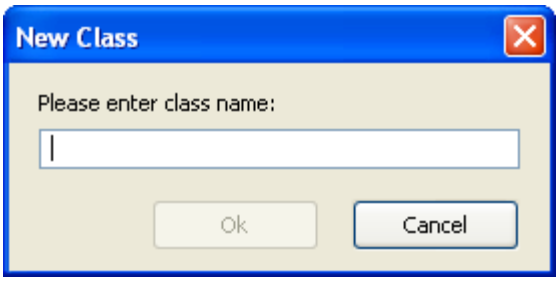
It enables you to specify *Teacher* *Class* properties in these elements:

Class

- *Class name []:* Will be disabled if *Use class server* is checked. The drop-down box list will contain the names of available *Teacher* specified *Classes*. Click one to show it in the field as selected to run the selected *Class* when clicking *OK*.

Caution: Changing the *Class* will disconnect connected *Students*.

- *Add:* Will be disabled if *Use class server* is checked. Click to show this window:



  Specify the *Class* name in the field and click *OK* to create the *Class* showing its name in the *Class name* drop-down box field.

- *Copy:* Will be disabled if *Use class server* is checked. Click to show the *New class* window to create a *Class* with the *Student* members of the *Class* whose name is shown in the *Class name* drop-down box field.

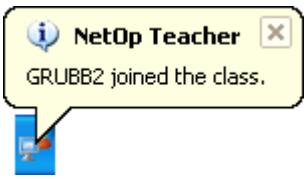
- *Delete:* Will be disabled if *Use class server* is checked. Click to delete the *Class* whose name is shown in the *Class name* drop-down box field to show the next drop-down box list entry in the field. You cannot delete the running *Class*.

☐ *Use class server [Setup]:* Check to disable the elements above to use a *Class server Class* specification instead of a *Teacher Class* specification. Click *[Setup]* to show the *Class server setup* window to set up the *Teacher* to use a *Class server*.

☐ *Always select class at startup:* Check to always show this *Class* tab when the *Teacher* is loaded. Leave unchecked to:

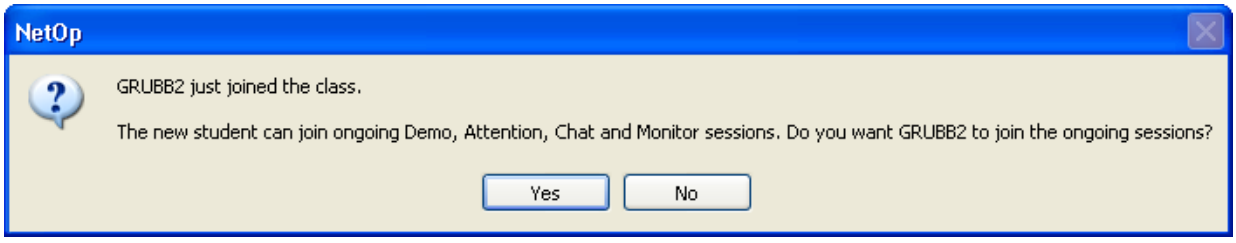
- if the *Use class server* box is unchecked, run the *Class* that was running when the *Teacher* was last unloaded.
- if the *Use class server* box is checked, show the *Select class* window.

☑ *Notify when students join late:* Leave checked to show this Windows taskbar notification area *Teacher* icon notification if a *Student* connects to the running *Class* some time after it started running:



Auto join demo, monitor, chat and attention

- *Auto join []:* Click in the drop-down box list one of these options to show it in the field as selected:
  - *No - never:* Newly connected *Students* will not join an ongoing *Demonstrate*, *Attention*, *Monitor*, *Audio-video chat* or *Chat* session.
  - *Yes - automatic:* Newly connected *Students* will automatically join an ongoing *Demonstrate*, *Attention*, *Monitor*, *Audio-video chat* or *Chat* session.
  - *Prompt before join:* Show this window when a *Student* connects during an ongoing *Demonstrate*, *Attention*, *Monitor*, *Audio-video chat* or *Chat* session.



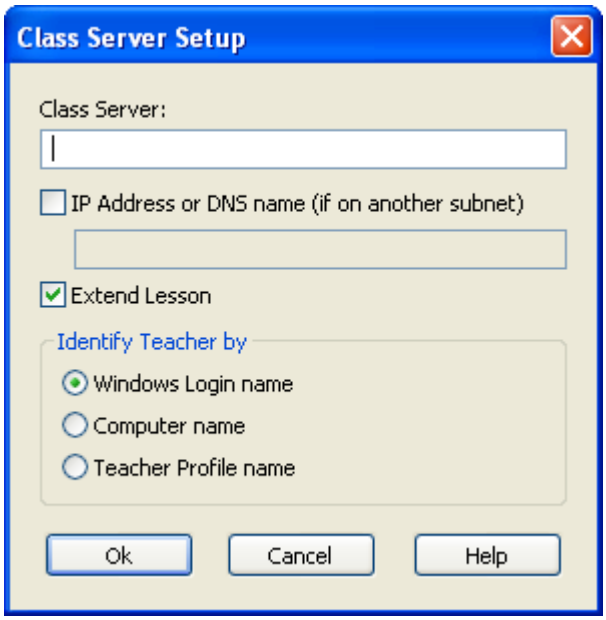
Click *Yes* to join the newly connected *Student* or *No* to not join.

Policy

Startup policy []: The drop-down box list will contain the names of available *Policies* in the *Class* selected in the *Class name* drop-down box or if the *Use class server* box is checked in any *Course* or *Lesson* that is available to the *Teacher* from the *Class server*. Click one to show it in the field to apply it to *Students* that connect to the *Class*.

Class Server Setup

Click the *Class* tab *Setup* button to show this window:



It enables you to set up the *Teacher* to use *NetOp School class management* in these elements:

- *Class server []:* Specify the *Class server ID* specified on the used *NetOp Class Server*.

☐ *IP address or DNS name (if on another subnet) []:* If the used *NetOp Class Server* is on an IP subnet different from the *Teacher* computer IP subnet, you must check the box and specify the *NetOp Class Server* computer IP address or DNS name.

☑ *Extend lesson:* Leave checked to enable the *Teacher* user to extend a *Lesson* beyond its scheduled end time. Uncheck to disable.

Identify teacher by

Click one of these options for identifying the *Teacher* to the *NetOp Class Server*:

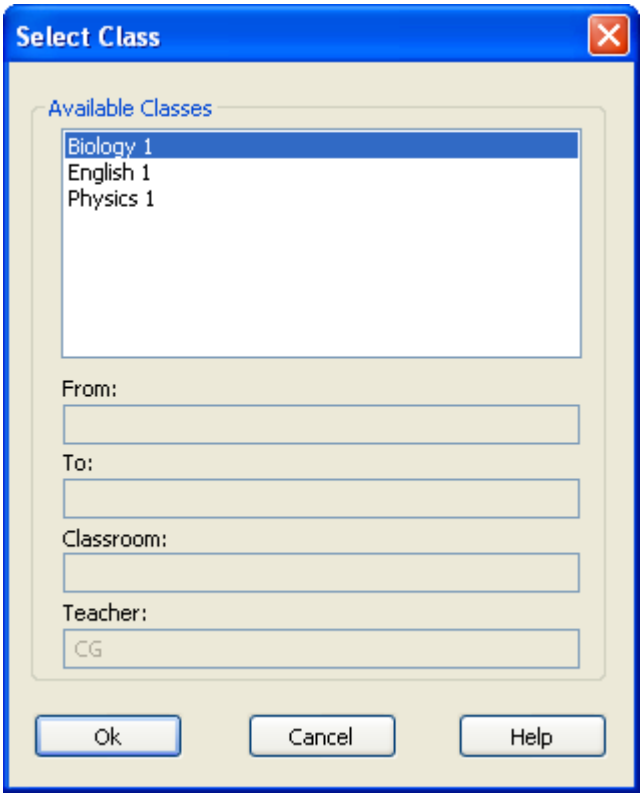
⊙ *Windows login name:* By the name by which the *Teacher* user is logged in to Windows.

○ *Computer name:* By the *Teacher* computer Windows name.

○ *Teacher profile name:* By the *Teacher* user *Teacher profile* name.

Note: This selection must be compatible with the *NetOp School class management Teacher* identification.

When a *Teacher* that is set up to *Use class server* is loaded, it will request *Class* information from the used *NetOp Class Server* to show this window:



The *Teacher* user can at any time show this window from the *Change class* menu *Ask class server* command.

It enables the *Teacher* user to select an available *Class* to run it.

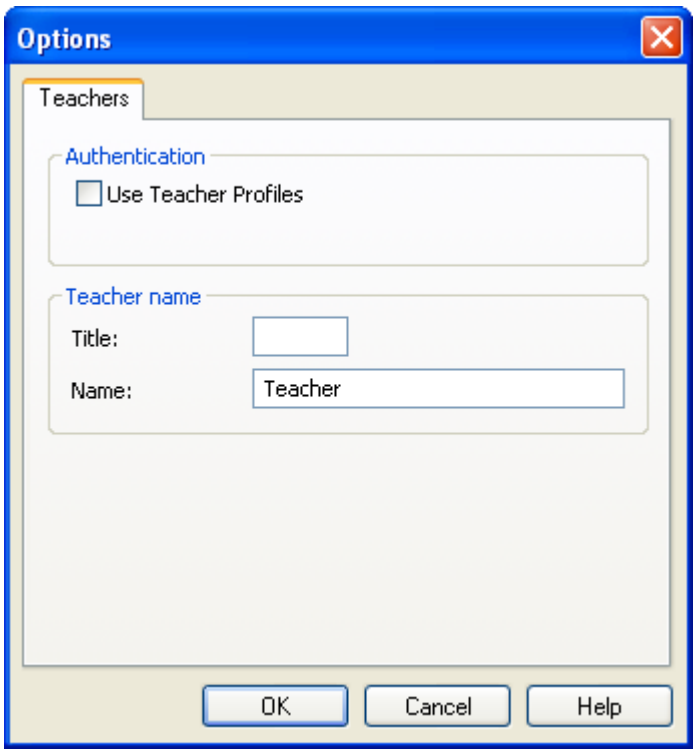
If *NetOp School class management* runs in *Non-scheduled mode*, the names of *Courses* to which the *Teacher* is assigned will be shown in the pane. Select a *Course* name to show only the *Teacher* name in the fields below. Click *OK* to run a *Class* of the selected *Course*.

If *NetOp School class management* runs in *Scheduled mode*, if a *Lesson* of a *Course* to which the *Teacher* is assigned is running, the *Course* name will be shown in the pane. Select a *Course* name to show *Lesson From* time, *To* time, *Classroom* name and *Teacher* name in the fields below. Click *OK* to run the selected *Course Lesson*. If no *Lesson* of a *Course* to which the *Teacher* is assigned is running, the user can select to show upcoming *Course Lessons* in the *Select class* window to select one to run it.

Click *Cancel* to close the window without changing the *Class*. If no *Class* was running before the *Select class* window was shown, *My class* will run.

3.2.6.1.3 Teachers Tab

This is the *Teacher* *Options* window *Teachers* tab:



It enables you to specify the use of *Teacher profiles* for authenticating *Teacher* users in these elements:

Authentication

☐ *Use teacher profiles:* Leave unchecked to not require users to log in to the *Teacher*. Check to require users to log in to the *Teacher* to replace the *Teacher name* section below by a *Teacher profiles* section.

Note: Using *Teacher profiles* enables protecting the *Teacher* against misuse.

If the *Use teacher profiles* box is checked, the *Authentication* section will include this box:

☐ *Validate using Windows security management:* Leave unchecked to use *NetOp teacher profiles*. Check to use *Windows teacher profiles*.

Teacher name

This section enables identifying the *Teacher* to *Students* by a title and a name:

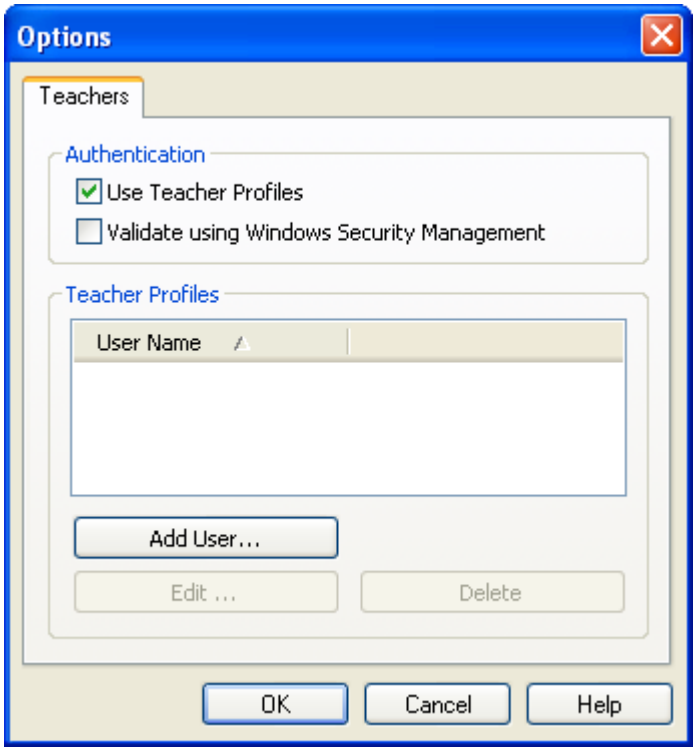
Title []: Optionally, specify a title.

Name []: Optionally, replace the default name *Teacher* by another name.

Note: This title and name will apply to all users of the *Teacher*.

NetOp Teacher Profiles

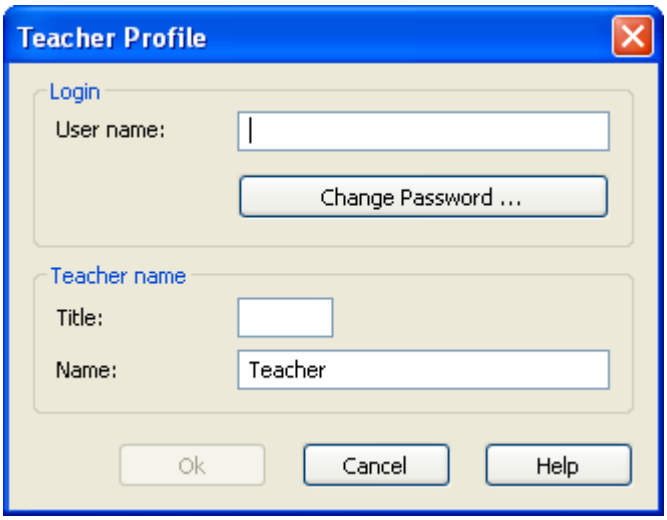
If on the *Teachers* tab the *Use teacher profiles* box is checked and the *Validate using Windows security management* box is unchecked to use *NetOp teacher profiles*, the *Teachers* tab will contain these sections:



It enables you to specify *NetOp teacher profiles* in these *Teacher profiles* section elements:

Teacher profiles

- The table will contain *NetOp teacher profile* records with these column contents:
  - *User name:* *NetOp teacher profile* user name.
- *Add user:* Click to show this window:



It enables you to specify a *NetOp teacher profile* in these elements:

Login

- *User name []:* Specify the *NetOp teacher profile* user name by which the user must log in to the *Teacher*.
- *Change password:* Click to show this window:

  - *Change password for []:* Will show the *NetOp teacher profile* *User name*.
  - *Old password []:* Specify the current *NetOp teacher profile* password (initially none).
  - *New password []:* Specify the new *NetOp teacher profile* password.
  - *Confirm password []:* Re-specify the new *NetOp teacher profile* password for confirmation.

Note: Password characters will show as dots or asterisks. To require no password, leave the *New password* and *Confirm password* fields empty.

Teacher name

This section enables identifying the *Teacher* to *Students* by a title and a name:

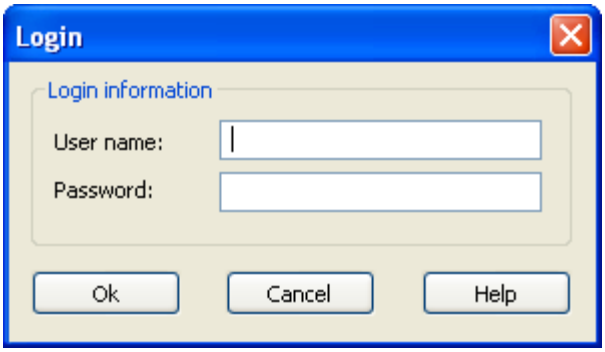
- *Title []:* Optionally, specify a title.
- *Name []:* Optionally, replace the default name *Teacher* by another name.

Note: This title and name will apply only to the *NetOp teacher profile* user.

Click *OK* to create the *NetOp teacher profile* showing the *NetOp teacher profile* *User name* in the *Teacher profiles* section table.

- *Edit:* Select a table record and click to show the *Teacher profile* window to edit it.
- *Delete:* Select a table record and click to delete it.

If *NetOp teacher profiles* are used, this window will be shown in front of the *Teacher* window when loading the *Teacher* and after logging off from the *Teacher:*



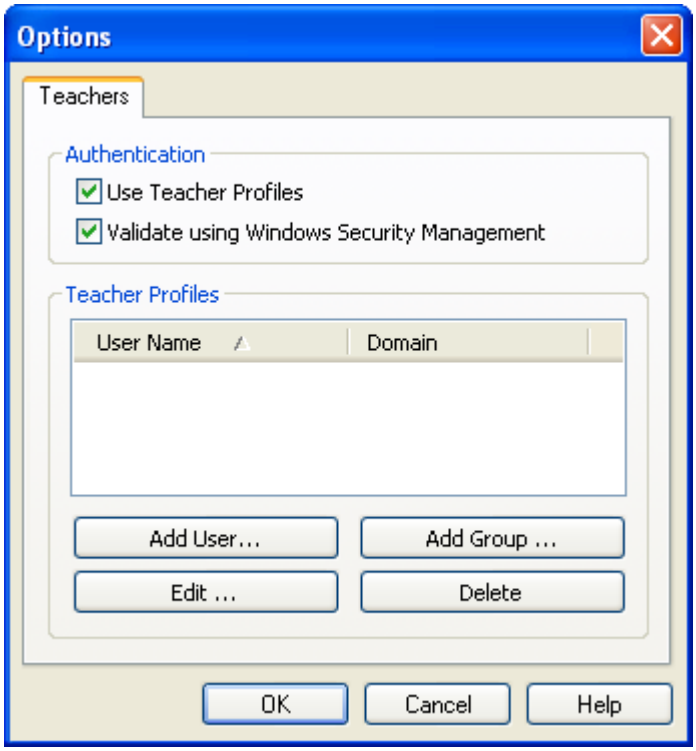
Specify your *NetOp teacher profile* *User name* and *Password* and click *OK* to log in to the *Teacher.*

Note: If *NetOp teacher profiles* are used, the *NetOp teacher profile* *User name* will replace the running *Class* name in the *Teacher* window *Title bar*.

To log off from the *Teacher*, select the *Tools* menu *Log off* command that will be is included in the *Tools* menu only if *NetOp Teacher profiles* or *Windows teacher profiles* are used.

Windows Teacher Profiles

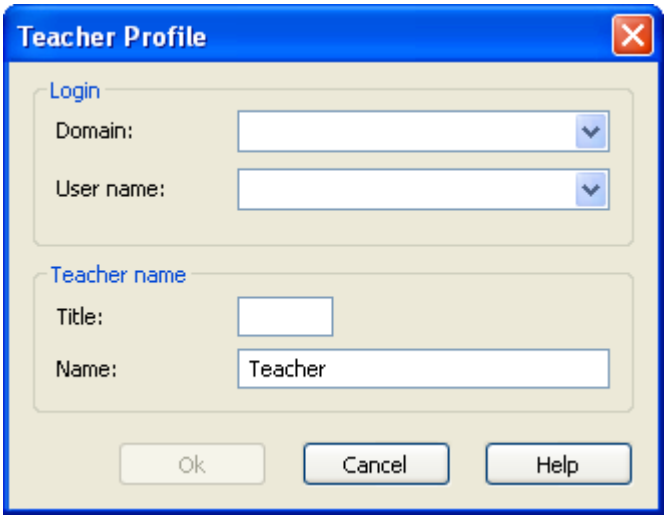
If on the *Teachers* tab the *Use teacher profiles* box is checked and the *Validate using Windows security management* box is checked to use *Windows teacher profiles*, the *Teachers* tab will contain these sections:



It enables you to specify *Windows teacher profiles* in these *Teacher profiles* section elements:

Teacher profiles

- *[]:* The table will contain *Windows teacher profile* records with these column contents:
  - *User name:* *Windows teacher profile* user or group name.
  - *Domain:* *Windows teacher profile* user or group domain.
- *Add user:* Click to show this window:



It enables you to specify a user *Windows teacher profile* in these elements:

Login

- *Domain []:* The drop-down box list will contain the names of reachable domains. Click the name of the domain in which the user *Windows teacher profile* user shall be authenticated to show it in the field.
- *User name []:* The drop-down box list will contain the user names in the domain selected above. Click the user name by which the user *Windows teacher profile* user must log in to show it in the field.

Teacher name

This section enables identifying the *Teacher* to *Students* by a title and a name:

- *Title []:* Optionally, specify a title.
- *Name []:* Optionally, replace the default name *Teacher* by another name.

Note: This title and name will apply only to the user *Windows teacher profile* user.

Click *OK* to create the user *Windows teacher profile* showing its *User name* and *Domain* in the *Teacher profiles* section table.

- *Add group:* Click to show this window:

It enables you to specify a group *Windows teacher profile* in these elements:

Login

- *Domain []:* The drop-down box list will contain the names of reachable domains. Click the name of the domain in which the group *Windows teacher profile* user shall be authenticated to show it in the field.
- *Group name []:* The drop-down box list will contain the group names in the domain selected above. Click the name of the group of which a group *Windows teacher profile* user must be a member to show it in the field.

Teacher name

This section enables identifying the *Teacher* to *Students* by a title and a name:

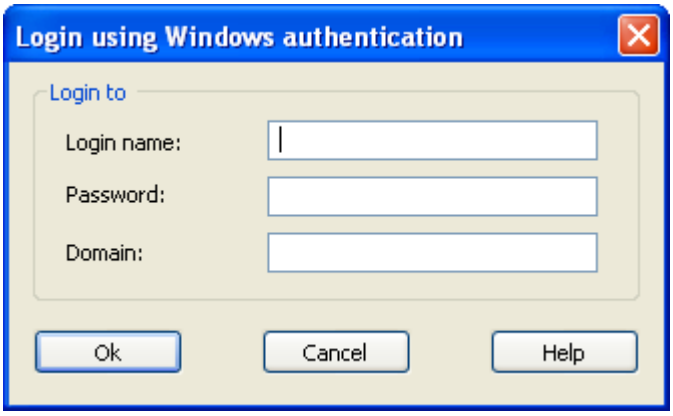
- *Title []:* Optionally, specify a title.
- *Name []:* Optionally, replace the default name *Teacher* by another name.

Note: This title and name will apply only to the group *Windows teacher profile* group members.

Click *OK* to create the group *Windows teacher profile* showing its *Group name* and *Domain* in the *Teacher profiles* section table.

- *Edit:* Select a table record and click to show the *Teacher profile* window to edit it.
- *Delete:* Select a table record and click to delete it. You cannot delete the active *Teacher profile*.

If *Windows teacher profiles* are used, this window will be shown in front of the *Teacher* window when loading the *Teacher* and after logging off from the *Teacher:*



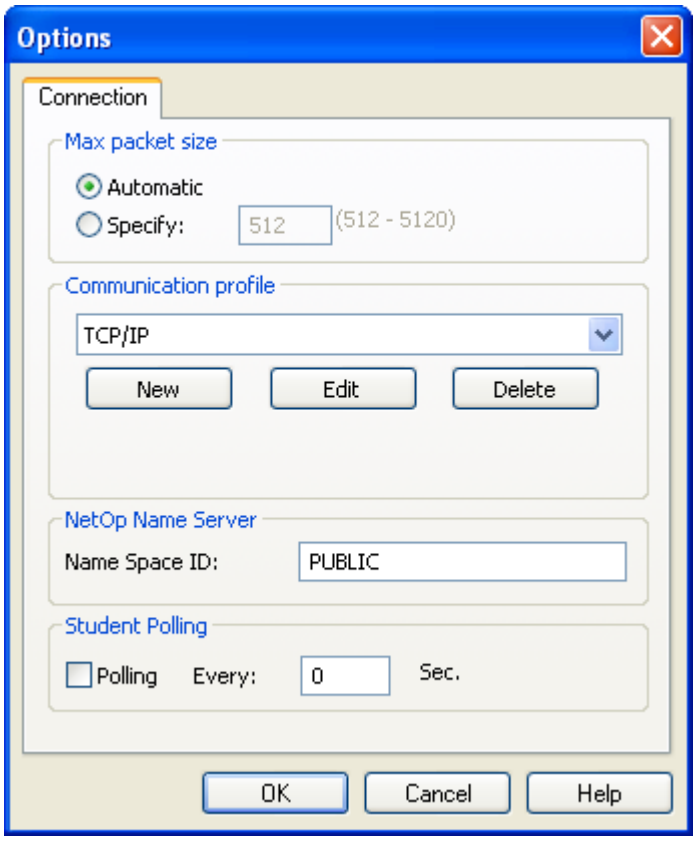
Specify your Windows login user name, password and domain and click *OK* to log in to the *Teacher.*

Note: If *Windows teacher profiles* are used, the Windows login user name will replace the running *Class* name in the *Teacher* window *Title bar*.

To log off from the *Teacher*, select the *Tools* menu *Log off* command that will be is included in the *Tools* menu only if *NetOp Teacher profiles* or *Windows teacher profiles* are used.

3.2.6.1.4 Connection Tab

This is the *Teacher Options* window *Connection* tab:



It enables you to specify *Teacher Connection* properties in these elements:

Max packet size

Click one of these options:

⊙ *Automatic:* Let NetOp determine the maximum size of data packets sent from the *Teacher* to *Students*.

○ *Specify [] (512 - 5120):* Specify in the interval 512 to 5120 bytes the maximum size of data packets sent from the *Teacher* to *Students*.

Note: A large packet size that will typically work on a local network but not on the Internet will provide a higher data transfer speed. A small packet size may contribute to solving a communication problem.

Communication profile

- The drop-down box list will contain available *Communication profiles*. Click one to show it in the field as selected.
- *New:* Click to show the *Communication profile edit* window to create a *Communication profile*.
- *Edit:* Click to show the *Communication profile edit* window to edit the selected *Communication profile*.
- *Delete:* Click to delete the selected *Communication profile*.

NetOp Name Server

- *Name space ID []:* To connect to *Students* using *NetOp name management*, this field must contain the *Name space ID* specified in the matching field on *Students*.

Student polling

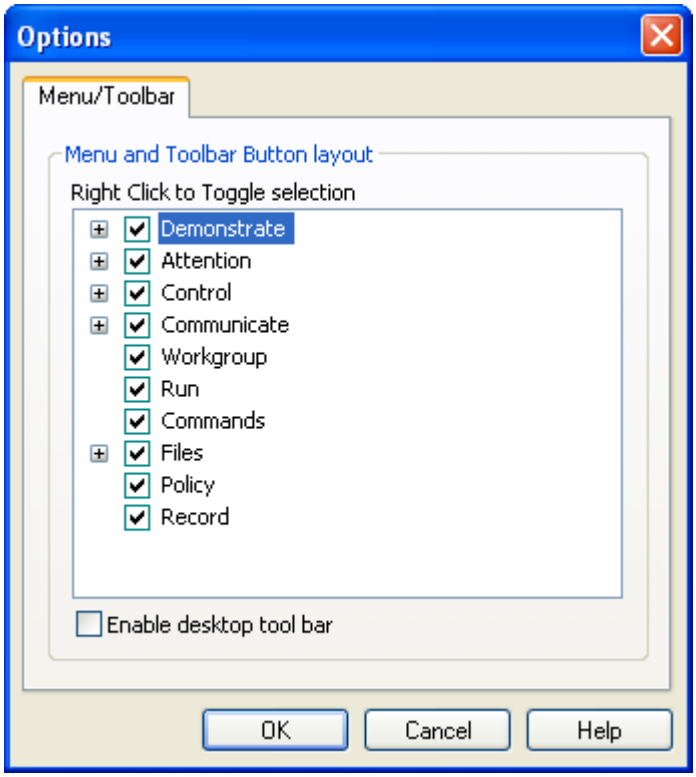
By default, no communication will take place between the *Teacher* and connected *Students* between actions, in which case a lost connection will not be detected and restored. Polling *Students* at intervals will detect and if possible restore a lost connection.

☐ *Polling every [] Sec.:* If you frequently experience lost connections to *Students*, check the box and specify a number in the field to poll *Students* with an interval of the specified number of seconds.

Note: For *Connection* tab changes to apply, you must reload the *Teacher*.

3.2.6.1.5 Menu/Toolbar Tab

This is the *Teacher* *Options* window *Menu/Toolbar* tab:



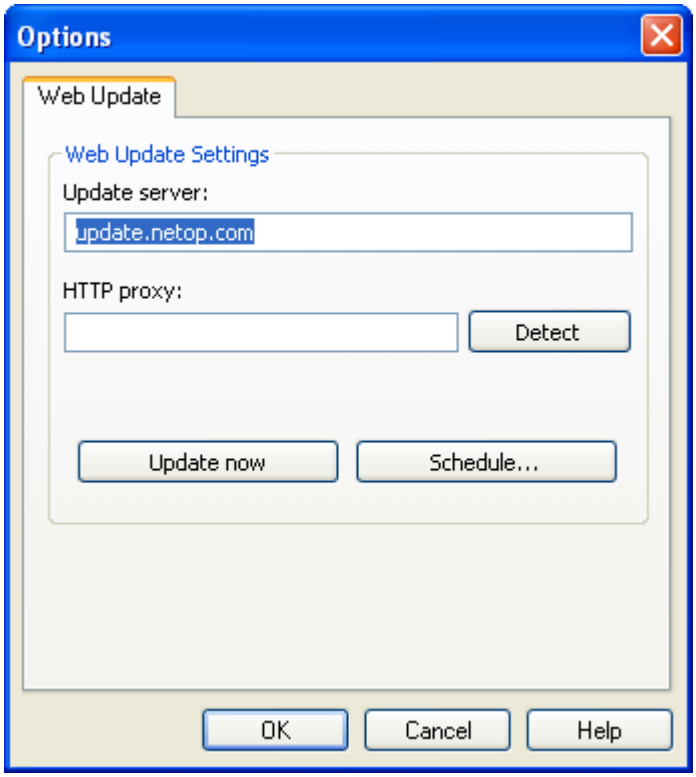
It enables you to customize the *Action* menu and *Toolbar*.

In the pane, right-click elements to uncheck/check boxes to remove/restore *Action* menu and *Toolbar* elements.

☐ *Enable desktop toolbar:* Check to add a desktop *Toolbar* along a screen edge or in a floating window. In addition to *Toolbar* buttons it will include an *Options* button and a *Student* and *Student group* selection button.

3.2.6.1.6 Web Update Tab

This is the *Teacher* *Options* window *Web update* tab:



It enables you to update the *Teacher* installation from the web in these elements:

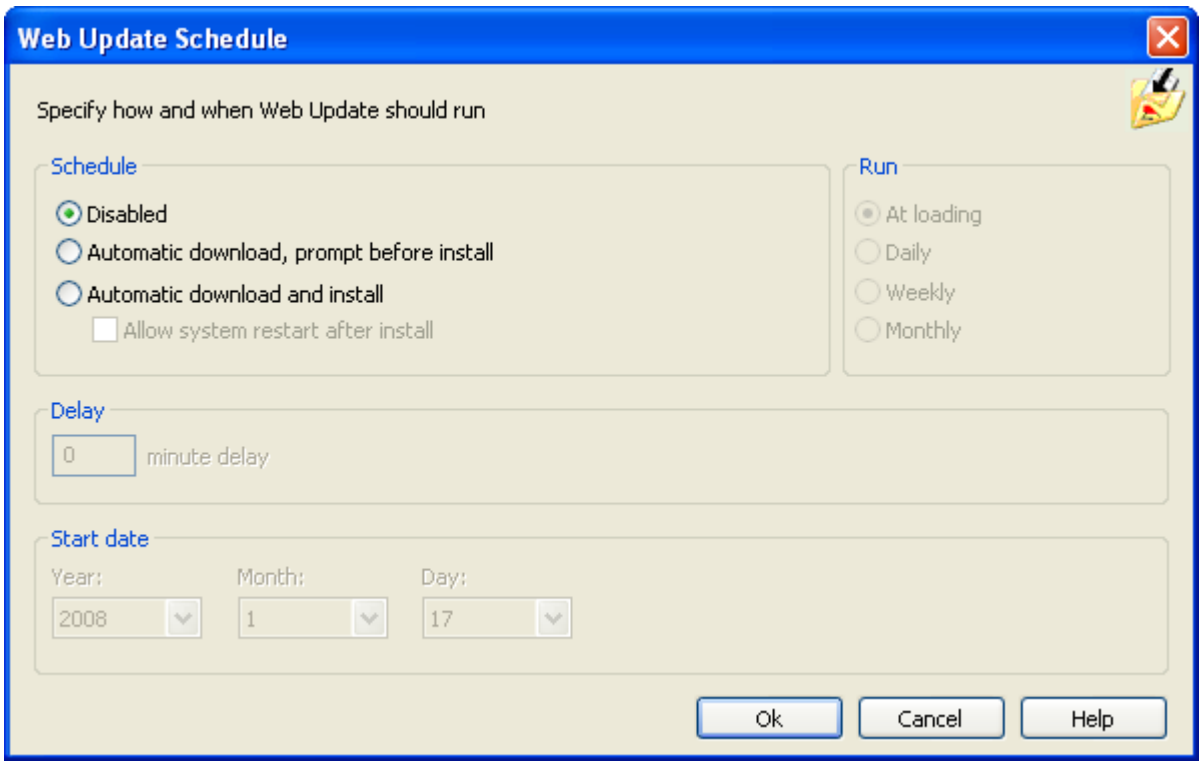
- *Update server []:* Specify the web address of the server from which to download *Teacher* update files (default: *update.netop.com*, the NetOp web update server on the Internet).

Note: To support the update of many NetOp installations in an organization, we recommend to *Publish new updates* to an internal web update server.

- *HTTP proxy [] [Detect]:* Specifying a *HTTP proxy* is typically not required. Before specifying a *HTTP proxy*, click *Update now* to test the web update connection. If this yields a message indicating connection to the update server, specify no *HTTP proxy*. If *Update now* yields no connection, click *[Detect]* to make NetOp attempt to detect the *HTTP proxy* server to show its name and port number in the *HTTP proxy* field. Click *Update now* to test the connection. If unsuccessful, consult with your network/system administrator about what must be specified in the *HTTP proxy* field (format: <Server name>:<Port number>).
- *Update now:* Click to connect to the update server specified in the *Update server* field. A *Web update* message will notify you if connection to the update server failed, if no updates are available or if updates are available and in the latter case ask you if you want to download and install updates.
- *Schedule:* Click to show the *Web update schedule* window.

Web Update Schedule

Click the *Teacher* or *Student Options* window *Web update* tab *Schedule* button to show this window:



It enables you to specify a *Web update* schedule in these elements:

Schedule

Click one of these options:

⊙ *Disabled:* Scheduled *Web update* will be disabled. The other sections in the window will be disabled.

○ *Automatic download, prompt before install:* Scheduled *Web update* will download available new update files and prompt the user when downloaded.

○ *Automatic download and install:* Scheduled *Web update* will download and install available new update files.

☐ *Allow system restart after install:* Leave unchecked to show a message if restarting the computer is required after installing update files. Check to restart the computer after installing update files, if required.

Run

Click one of these options:

⊙ *At loading:* Check for new updates when the *Teacher* or *Student* is loaded. The *Delay* section in the image above will be shown.

Delay

[0] minute delay: Specify in the range 0 to 99 the number of minutes after loading the *Teacher* or *Student Web update* shall run.

○ *Daily:* Check for new updates on a daily basis. This section will be shown instead of the *Delay* section:

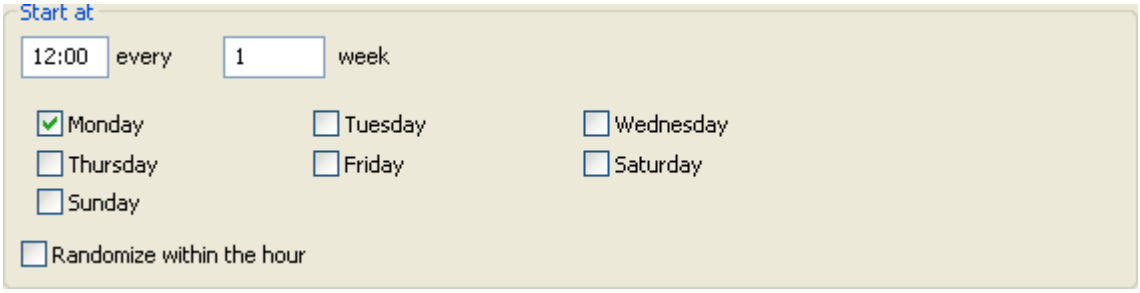
Start at

[12:00] every [1] day: Specify the time of the day and by a number in the range 1 to 99 the interval in days.

☐ *Randomize within the hour:* Check to randomize within the hour following the specified time to avoid crowding.

Note: If the *Teacher* or *Student* is not loaded at the scheduled time, *Web update* will run when the *Teacher* or *Student* is loaded next time.

○ *Weekly:* Check for new updates on a weekly basis. This section will be shown instead of the *Delay* section:



Start at

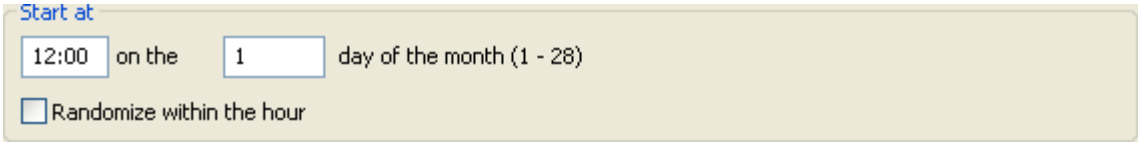
[12:00] every [1] week: Specify the time of the day and by a number in the range 1 to 99 the interval in weeks.

☐ <Weekday>: Check boxes to check for new updates on selected weekdays.

☐ *Randomize within the hour:* Check to randomize within the hour following the specified time to avoid crowding.

Note: If the *Teacher* or *Student* is not loaded at the scheduled time, *Web update* will run when the *Teacher* or *Student* is loaded next time.

○ *Monthly:* Check for updates on a monthly basis. This section will be shown instead of the *Delay* section:



Start at

[12:00] on the [1] day of the month: Specify the time of the day and by a number in the range 1 to 28 the day of the month.

☐ *Randomize within the hour:* Check to randomize within the hour following the specified time to avoid crowding.

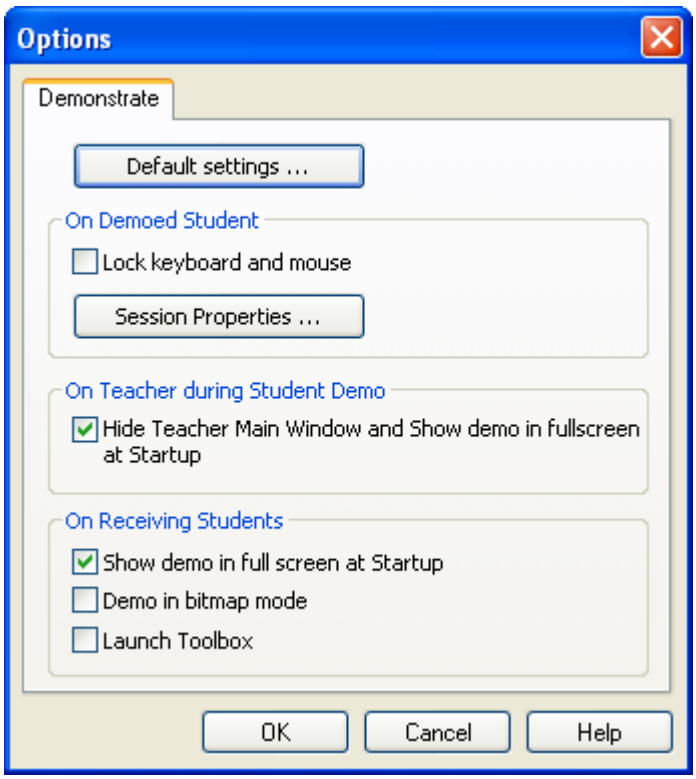
Note: If the *Teacher* or *Student* is not loaded at the scheduled time, *Web update* will run when the *Teacher* or *Student* is loaded next time.

Start date

Year [] Month [] Day []: Select in the drop-down boxes the *Web update* schedule start date.

3.2.6.1.7 Demonstrate Tab

This is the *Teacher* *Options* window *Demonstrate* tab:



It enables you to specify general *Demonstrate* properties in these elements:

- *Default settings:* Click to show the *Demonstrate* window to specify the *Demonstrate* default action and *Demonstrate* action details.

On demoed student

☐ *Lock keyboard and mouse:* Check to initially disable the demonstrated *Student* computer keyboard and mouse.

- *Session properties:* Click to show the *Session properties* window to specify *Remote control* session properties.

Note: The *Teacher* will *Remote control* a demonstrated *Student.*

On teacher during student demo

☑ *Hide teacher main window and show demo in full screen at startup:* Check to initially minimize the *Teacher* window and show the demonstrated *Student* screen image in full screen mode.

Note: Leaving checked will not hide a *Desktop toolbar*.

On receiving students

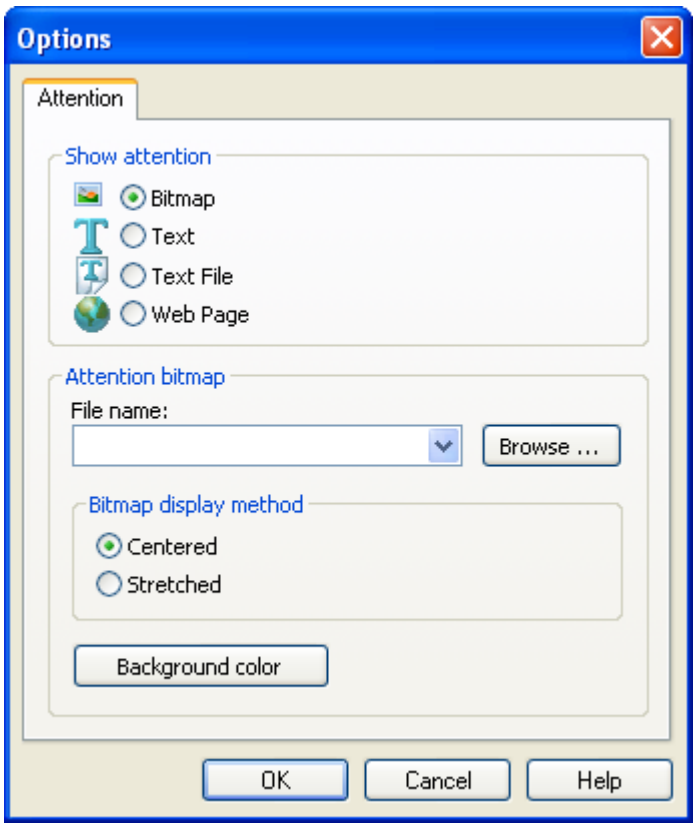
☑ *Show demo in full screen at startup:* Check to initially show the demonstration in full screen mode.

☐ *Demo in bitmap mode:* Check to transfer a demonstrated screen image in bitmap mode. With some computer hardware setups, certain screen image details may be missing with the faster command mode transfer.

☐ *Launch toolbox:* Check to show the *Student demo toolbox* when receiving a screen image demonstration.

3.2.6.1.8 Attention Tab

This is the *Teacher* *Options* window *Attention* tab:



It enables you to specify what shall be shown on the computer screen of *Students* during an *Attention* session.

Show attention

Click one of these options to show a lower section that enables you to specify option details:

⊙ *Bitmap*

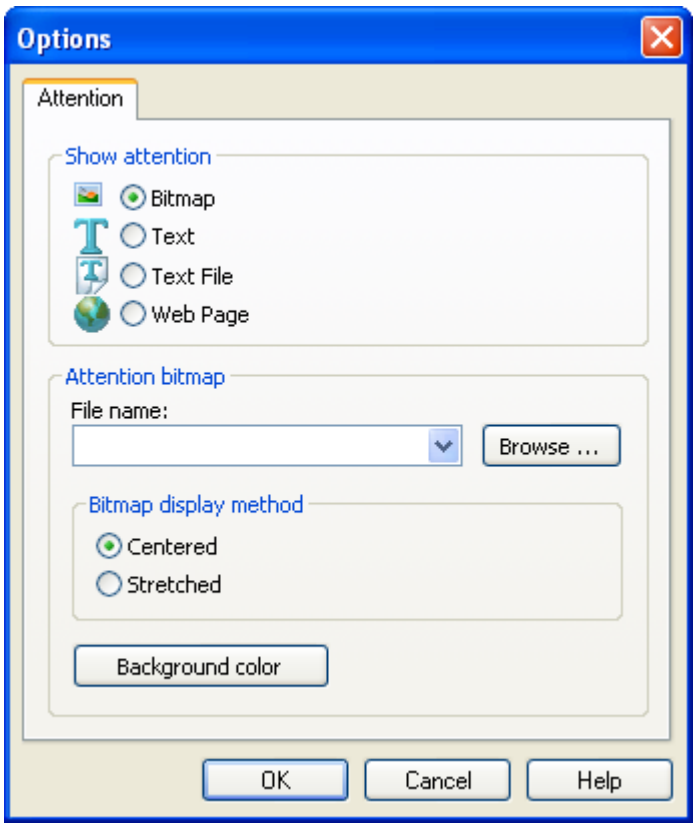
○ *Text*

○ *Text file*

○ *Web page*

Attention Bitmap

On the *Attention* tab, in the *Show attention* section select *Bitmap* to show this lower *Attention bitmap* section:



It enables you to specify the properties of the image shown on a *Student* computer *Attention* screen in these elements:

Attention bitmap

- *File name [] [Browse]:* Initially, the drop-down box field will be empty. *Attention bitmap* will use the image of the *netopsch.bmp* file that resides in the folder in which the *Student* is installed. For *Attention bitmap* to use a different image, click *[Browse]* to show a Windows *Open* window to open a *.bmp* file to show its path in the field. If other images have been used before, the paths of their *.bmp* files will be available in the drop-down box list. Click a list path to show it in the field to use its image. To use the image of the *netopsch.bmp* file, clear the field contents.

  Note: If the specified file is not found on a *Student* computer, the *Teacher* will attempt to distribute the file to the *Student* computer. If unsuccessful, the *Attention* screen will show a *File not found* message instead of the image.

  Bitmap display method

  Select one of these options:

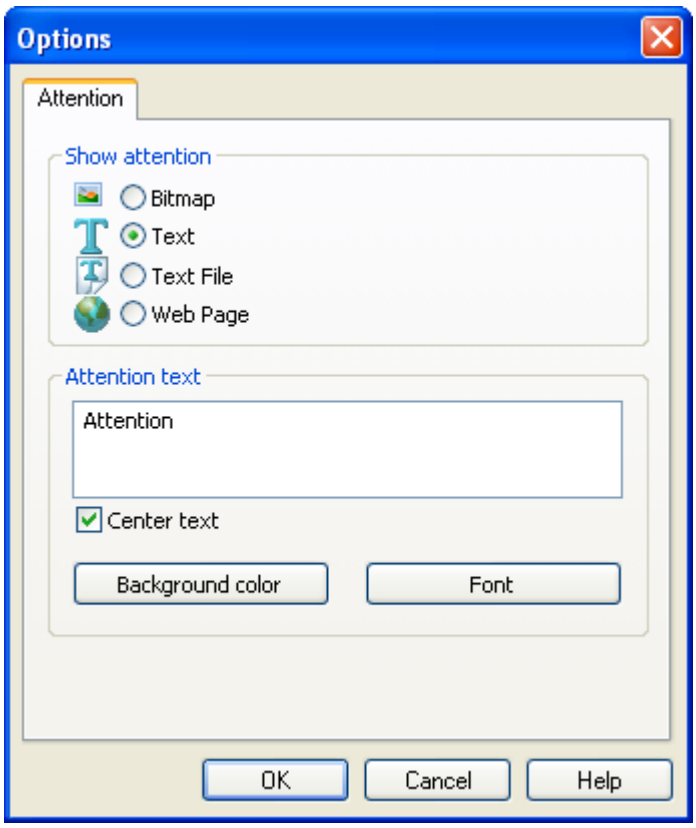
  ⊙ *Centered:* Will show the image centered on the *Student* computer screen.

  ○ *Stretched:* Will resize the image to cover the *Student* computer screen.

- *Background color:* Click to show the Windows *Color* window to select a background color to fill out the part of the *Student* computer screen not covered by a *Centered* image.

Attention Text

On the *Attention* tab, in the *Show attention* section select *Text* to show this lower *Attention text* section:



It enables you to specify the properties of the text shown on a *Student* computer *Attention* screen in these elements:

Attention text

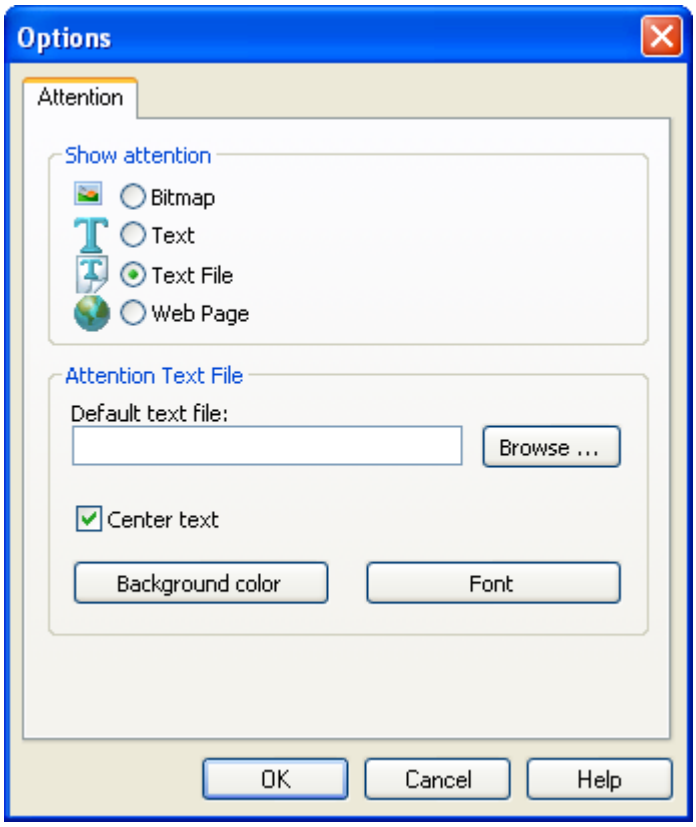
- Specify the text of maximum 128 characters that shall be shown on the *Student* computer *Attention* screen. Use CTRL+ENTER for line breaks.

☑ *Center text:* Leave checked to center the text on the *Student* computer *Attention* screen. Uncheck to place the text in the upper left corner of the *Student* computer *Attention* screen.

- *Background color:* Click to show the Windows *Color* window to select a background color for the text.
- *Font:* Click to show the Windows *Font* window to select a text font.

Attention Text File

On the *Attention* tab, in the *Show attention* section select *Text file* to show this lower *Attention text file* section:



It enables you to specify the properties of the text shown on a *Student* computer *Attention* screen in these elements:

Attention text file

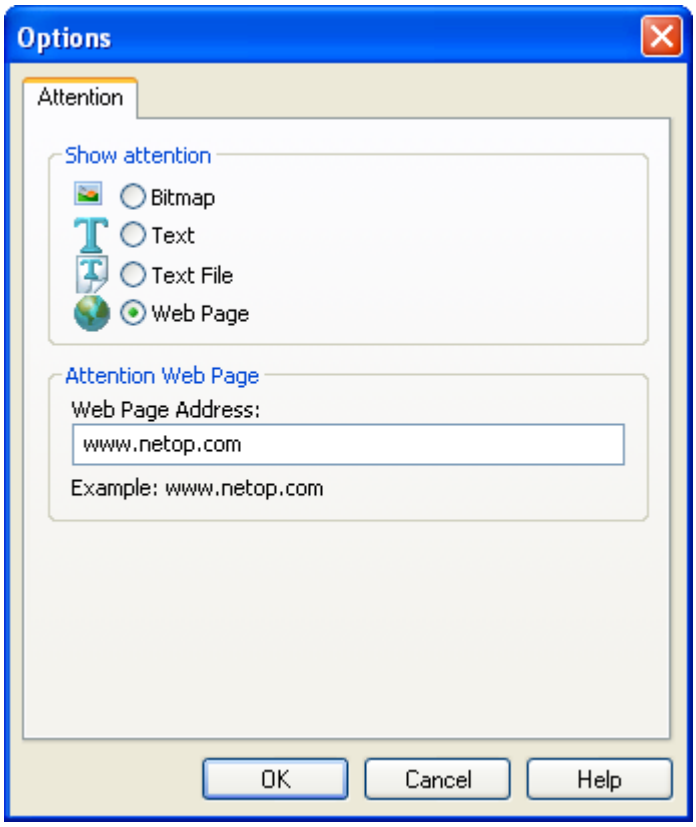
- *Default text file [] [Browse]:* Click *[Browse]* to show a Windows *Open* window to open a text file to show its path in the field. The text file contents will be shown on a *Student* computer *Attention* screen.

☑ *Center text:* Leave checked to center the text file contents on the *Student* computer *Attention* screen. Uncheck to place the text file contents in the upper left corner of the *Student* computer *Attention* screen.

- *Background color:* Click to show the Windows *Color* window to select a background color for the text file contents.
- *Font:* Click to show the Windows *Font* window to select a text file contents font.

Attention Web Page

On the *Attention* tab, in the *Show attention* section select *Web page* to show this lower *Attention web page* section:



It enables you to specify the web page shown on a *Student* computer *Attention* screen in this element:

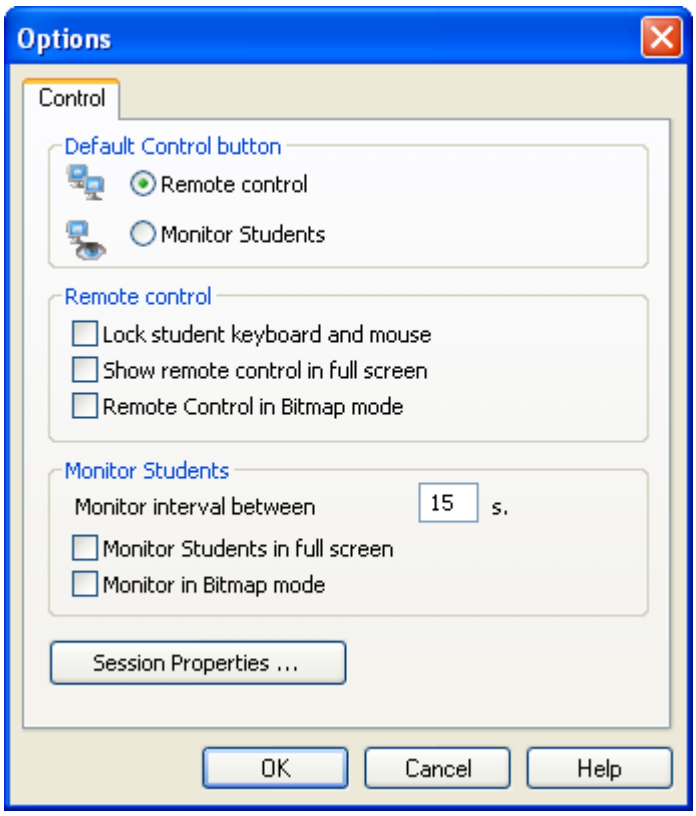
Attention web page

Web page address []: Specify the address of the web page that shall be shown on a *Student* computer *Attention* screen.

Note: If a *Student* computer is unable to show the specified web page, the *Attention* screen will show an error message instead of the web page.

3.2.6.1.9 Control Tab

This is the *Teacher* *Options* window *Control* tab:



It enables you to specify the default *Control* action and general *Remote control* and *Monitor* properties in these elements.

Default control button

Click one of these options:

⊙ *Remote control:* Start a *Remote control* session when clicking the *Action* menu *Control* command or the *Toolbar* *Control* button.

○ *Monitor:* Start a *Monitor* session when clicking the *Action* menu *Control* command or the *Toolbar* *Control* button.

Remote control

☐ *Lock student keyboard and mouse:* Check to initially disable the *Student* computer keyboard and mouse.

☐ *Show remote control in full screen:* Check to initially show the *Student* computer screen image in full screen mode on the *Teacher* computer.

☐ *Remote control in bitmap mode:* Check to transfer the *Student* computer screen image in bitmap mode. With certain computer hardware setups, some screen image details may be missing with the faster command mode transfer.

Monitor students

- *Monitor interval between [15] s.:* Specifies the number of seconds in the range 4 to 999 between monitoring a new selected *Student*.

☐ *Monitor students in full screen:* Check to initially show the *Student* computer screen image in full screen mode on the *Teacher* computer.

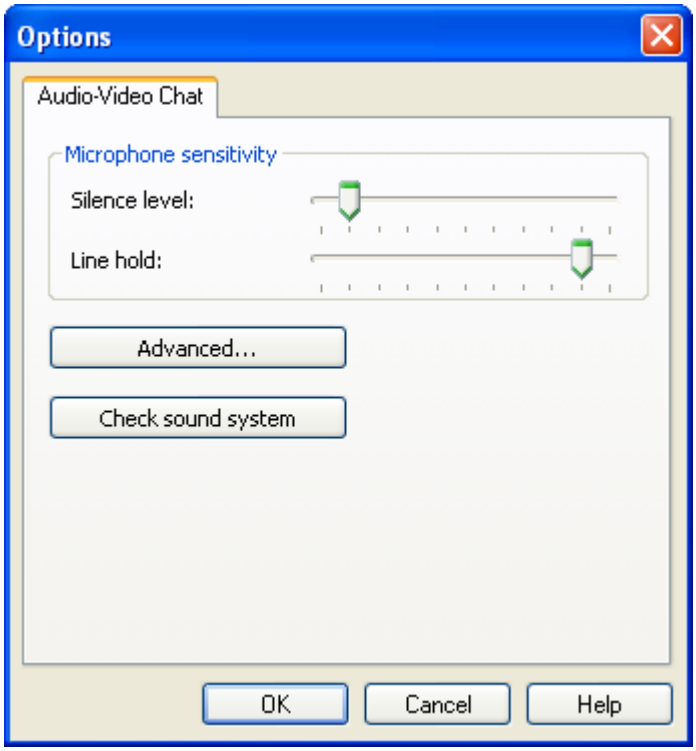
☐ *Monitor in bitmap mode:* Check to transfer the *Student* computer screen image in bitmap mode. With

some computer hardware setups, certain screen image details may be missing with the faster command mode transfer.

- *Session properties:* Click to show the *Session properties* window.

3.2.6.1.10 Audio-Video Chat Tab

This is the *Teacher* *Options* window *Audio-video chat* tab:



It enables you to specify *Teacher* *Audio-video chat* properties in these elements.

Microphone sensitivity

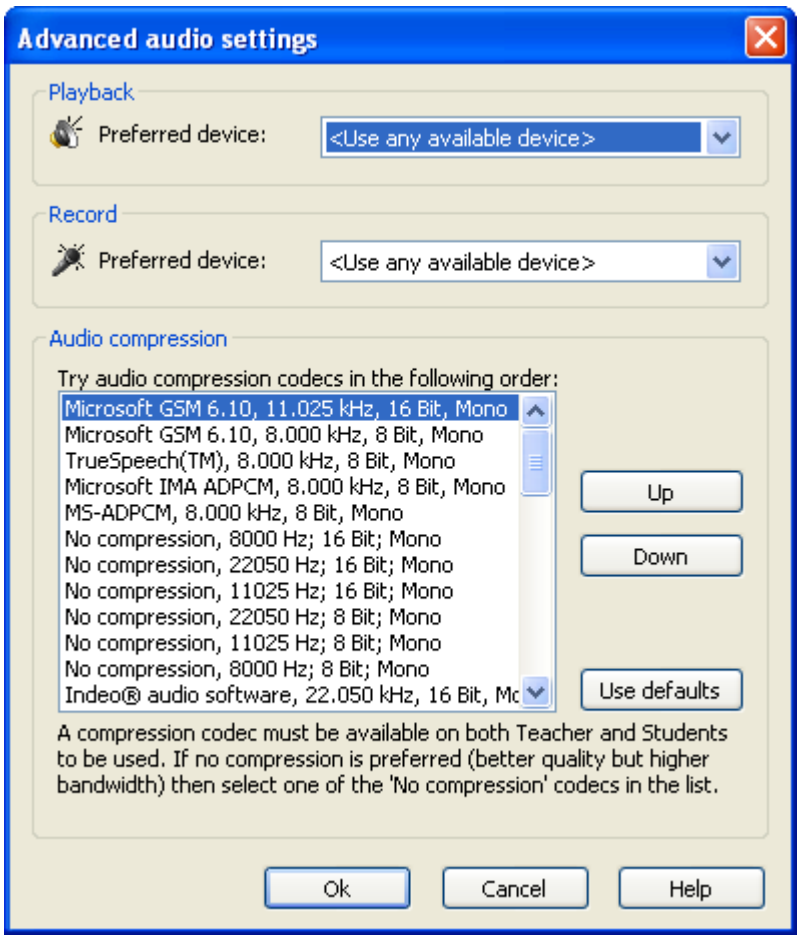
- *Silence level:* Drag the slide to set the microphone sound input below which no audio data shall be sent.
- *Line hold:* Drag the slide to set the time after falling below the *Silence level* audio data shall continue to be sent.

Note: Optimize by changing slide positions while running an *Audio-video chat* session.

- *Advanced:* Click to show the *Advanced audio settings* window.
- *Check sound system:* Click to check the *Teacher* computer sound system to show a check result message.

Advanced Audio Settings

Click the *Audio-video chat* tab *Advanced* button to show this window:



It enables you to select the preferred playback and record sound device and prioritize the use of available audio compression codecs in these elements:

Playback

- *Preferred device []:* The drop-down box field will initially show *<Use any available device>*. If audio playback devices are connected to the *Teacher* computer, *<Use any available device>* may use the computer sound system or a connected device. To use your preferred device, click its name in the drop-down box list to show it in the field.

Record

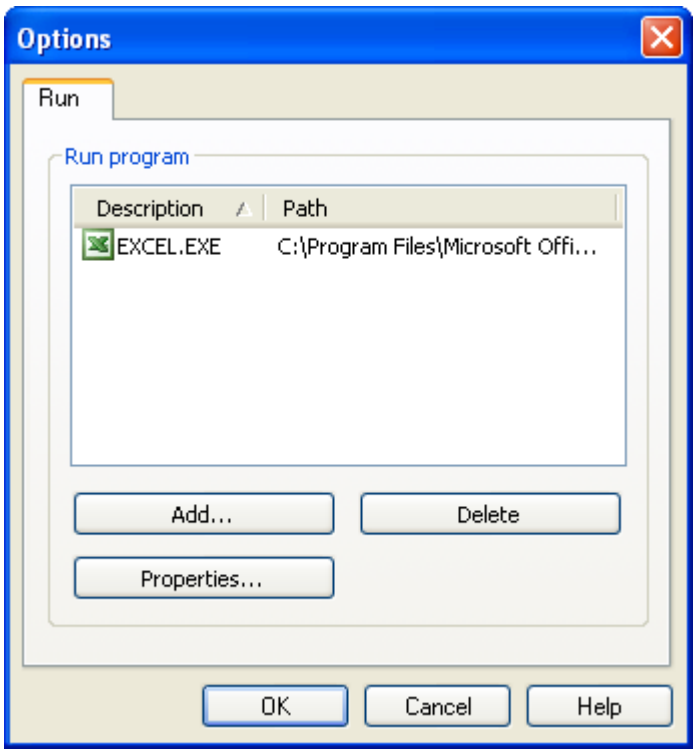
- *Preferred device []:* The drop-down box field will initially show *<Use any available device>*. If audio recording devices are connected to the *Teacher* computer, *<Use any available device>* may use the computer sound system or a connected device. To use your preferred device, click its name in the drop-down box list to show it in the field.

Audio compression

- *Try audio compression codecs in the following order []:* The pane will contain a prioritized list of *Teacher* computer available audio compression codecs. An *Audio-video chat* session will use the highest prioritized codec that is also available on selected *Student* computers. You can change the list priority with these controls:
  - *Up/Down:* Select a codec and click to move the codec up or down in the prioritized list.
  - *Use defaults:* Click to restore the default Windows priority.

3.2.6.1.11 Run Tab

This is the *Teacher* *Options* window *Run* tab:



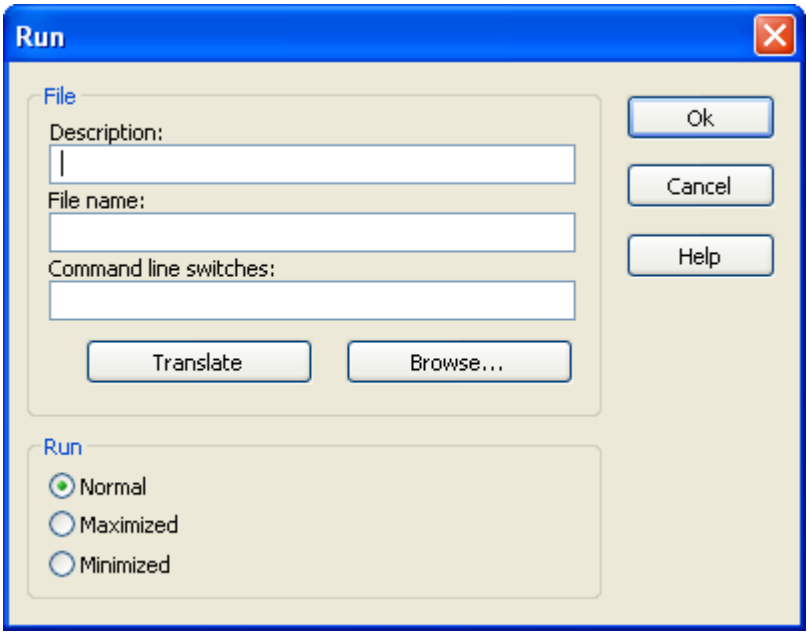
It enables you to add, edit or delete *Run* menu programs in these elements:

The table will specify *Run* menu program records with these column contents:

- *Description:* The program icon and description that will appear in the *Run* menu.
- *Path:* The *Teacher* computer program file path.

Manage records from these buttons:

- *Add:* Click to show this window:



It enables you to add or edit a *Run* menu program command in these elements:

- Click *[Browse]* to show a Windows *Open* window to open a program file to show its name in the *Description* field and its *Teacher* computer path in the *File name* field. You can also *Run* files other than program files, such as text files.
- *Description []:* Will specify the *Run* menu program command text that you can edit.
- *File name []:* Will specify the path from which the computer will run the program.
- *Command line switches []:* To apply command line switches to running the program, specify them in the field.
- *Translate:* Click to replace *File name* field path elements by available environment variables to facilitate path identification on *Student* computers regardless of language differences.

Run

Click one of these options:

⊙ *Normal: Run* in a normal window.

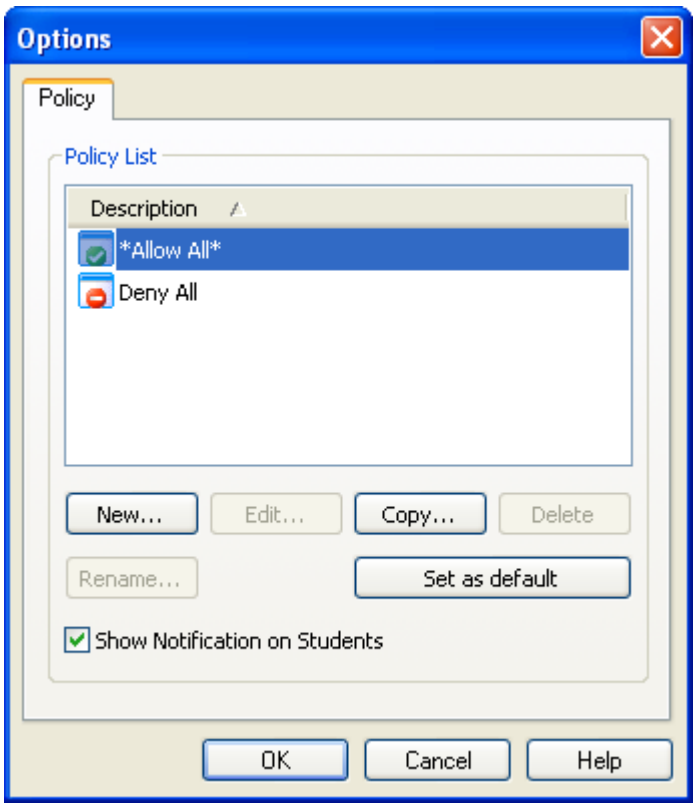
○ *Maximized: Run* in a maximized window.

○ *Minimized: Run* minimized.

- *Properties:* Select a record and click to show the *Run* window to view or edit record properties.
- *Delete:* Select a record and click to delete it.

3.2.6.1.12 Policy Tab

This is the *Teacher* *Options* window *Policy* tab:



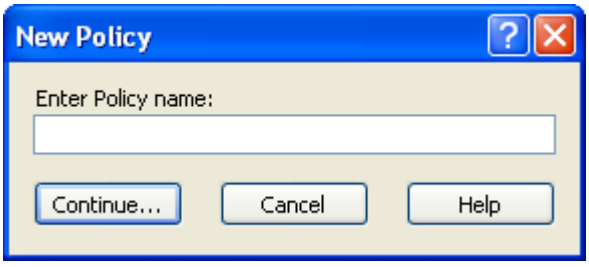
It enables you to create, edit, copy, delete and rename *Policies* and select the default *Policy* in these elements:

The table will specify *Policy* records with these column contents:

- *Description:* *Policy* icon and name.

Note: The basic *Allow all* and *Deny all* *Policies* will always be included. The default *Policy* name will be enclosed by asterisks.

- *New:* Click to show this window:

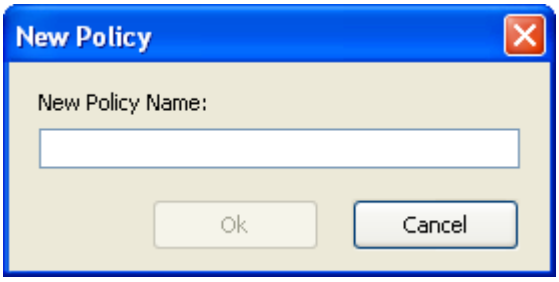


Specify a new *Policy* name and click *Continue* to show the *Edit policy* window.

- *Edit:* Select a *Policy* record and click to show the *Edit policy* window.

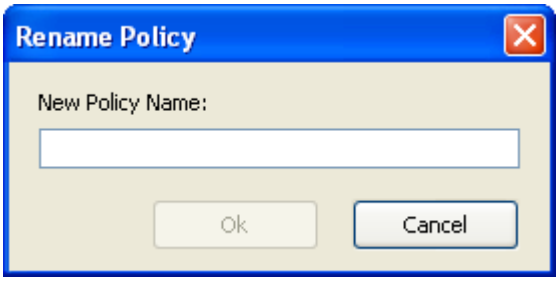
Note: You cannot edit, delete or rename a basic *Policy*.

- *Copy:* Select a *Policy* record and click to show this window:



Specify a name for the new *Policy* that will initially be identical to the selected *Policy*.

- *Delete:* Select a *Policy* record and click to show a confirmation window to confirm deleting the *Policy*.
- *Rename:* Select a *Policy* record and click to show this window:



Specify a new name for the *Policy*.

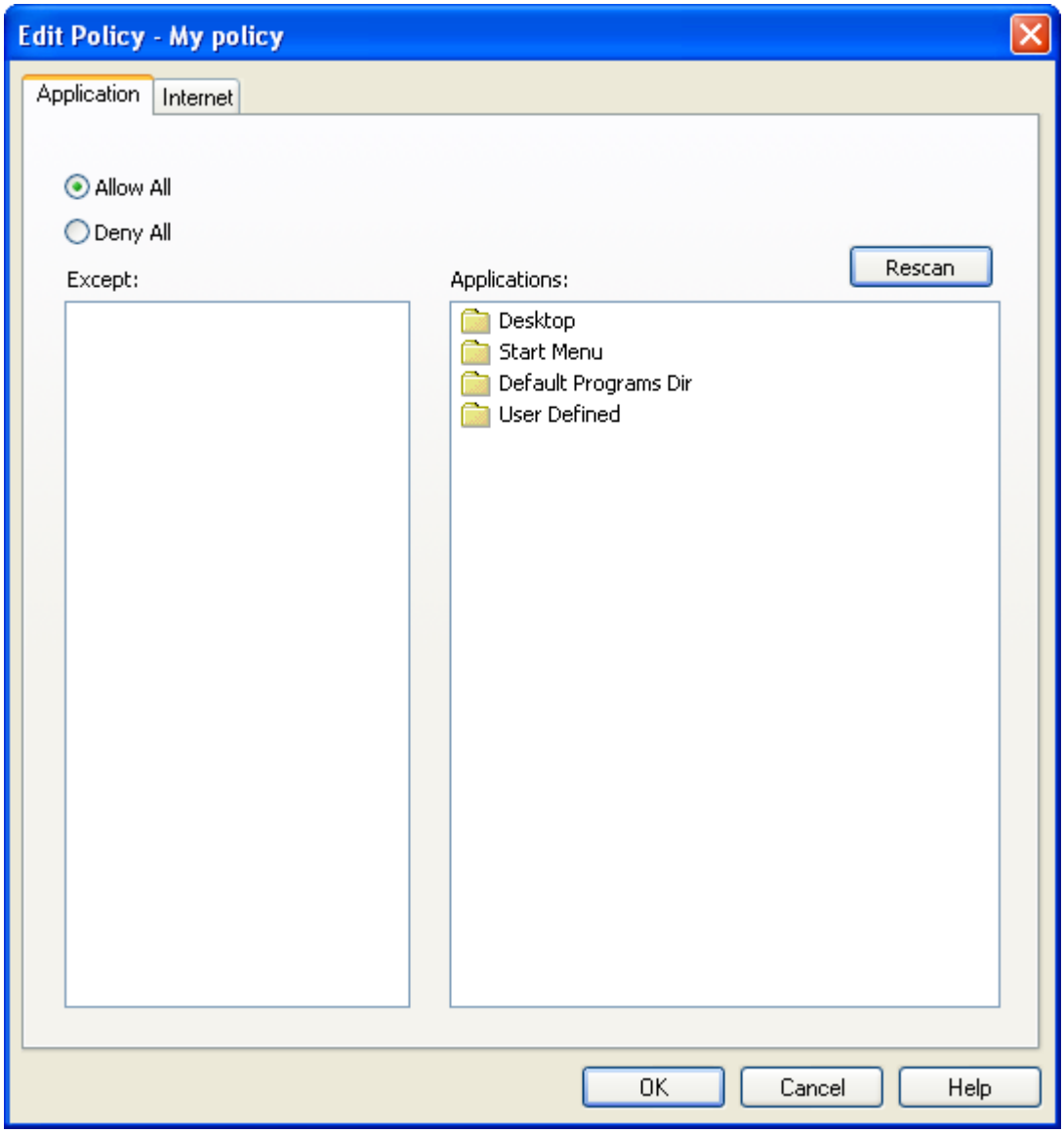
- *Set as default:* Select a *Policy* record and click to mark the *Policy* name with asterisks to apply this *Policy* to selected *Students* when clicking the *Action* menu *Policy* command or the *Toolbar Policy* button.

☑ *Show notification on students:* Leave checked to show a *Policy* icon in the *Student* computer screen Windows taskbar notification area if a *Policy* is applied and show a notification from this icon when the *Policy* is applied or changed.

Note: *Policy .xml* files will by default be stored in the *Teacher User configuration files Policies* folder. You can change the *Policy* files folder in the *Options* window *Sharing* tab *Policies* element.

Edit Policy

In the *New policy* window, click *Continue* or on the *Policy* tab, click *Edit* to show this window:

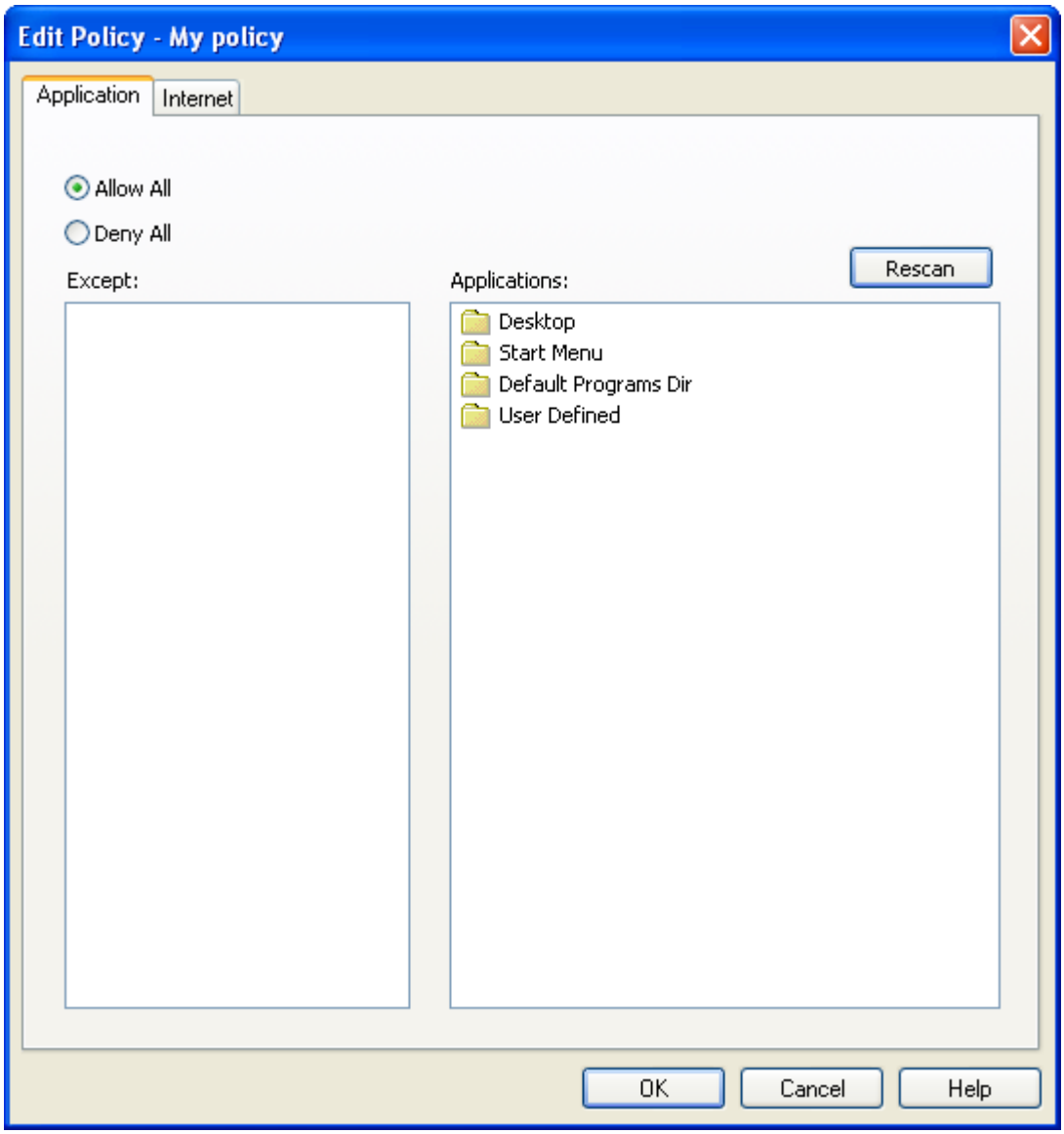


It enables you to create or edit *Policy* properties. The title bar will show the *Policy* name. The window has these tabs:

- *Application Tab*
- *Internet Tab*

Application Tab

This is the *Edit policy* window *Application* tab:



It enables you to create or edit *Policy Application* properties in these elements:

Click one of these basic *Policies:*

⊙ *Allow all:* Allow *Students* to run all applications except those shown in the *Except* pane.

○ *Deny all:* Allow *Students* to run only the applications shown in the *Except* pane.

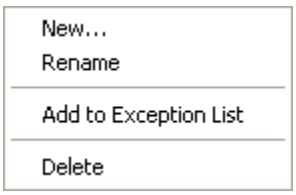
Click *Rescan* to show these *Applications* pane folder contents:

- *Desktop:* Will contain *Teacher* computer user *Desktop* application shortcut names and comments and *.exe* file names ordered alphanumerically.
- *Start menu:* Will contain *Teacher* computer user *Start menu* folder *Programs* folder application shortcut names and comments ordered alphanumerically.
- *Default programs dir:* Will contain *Teacher* computer default program folder (typically *C:\Program files*) *.exe* file names ordered alphanumerically.
- *User defined:* Will initially be empty.

Double-click a folder to show/hide its contents.

Right-click any folder to show a *New* command. Click it to show a Windows *Open* window to open a file to add its path in the *User defined* folder.

Right-click any application shortcut or file name to show this menu:



It contains these commands:

- *New:* Click to show a Windows *Open* window to open a file to add its path in the *User defined* folder.
- *Rename:* Click to show a *Rename* window to change the application shortcut or file name only in the *Applications* pane.
- *Add to exception list:* Click or drag the application shortcut or file name to the *Except* pane and drop to add the shortcut or file name application to the exceptions from the basic policy selected above.
- *Delete:* Click to delete the application shortcut or file name only in the *Applications* pane.

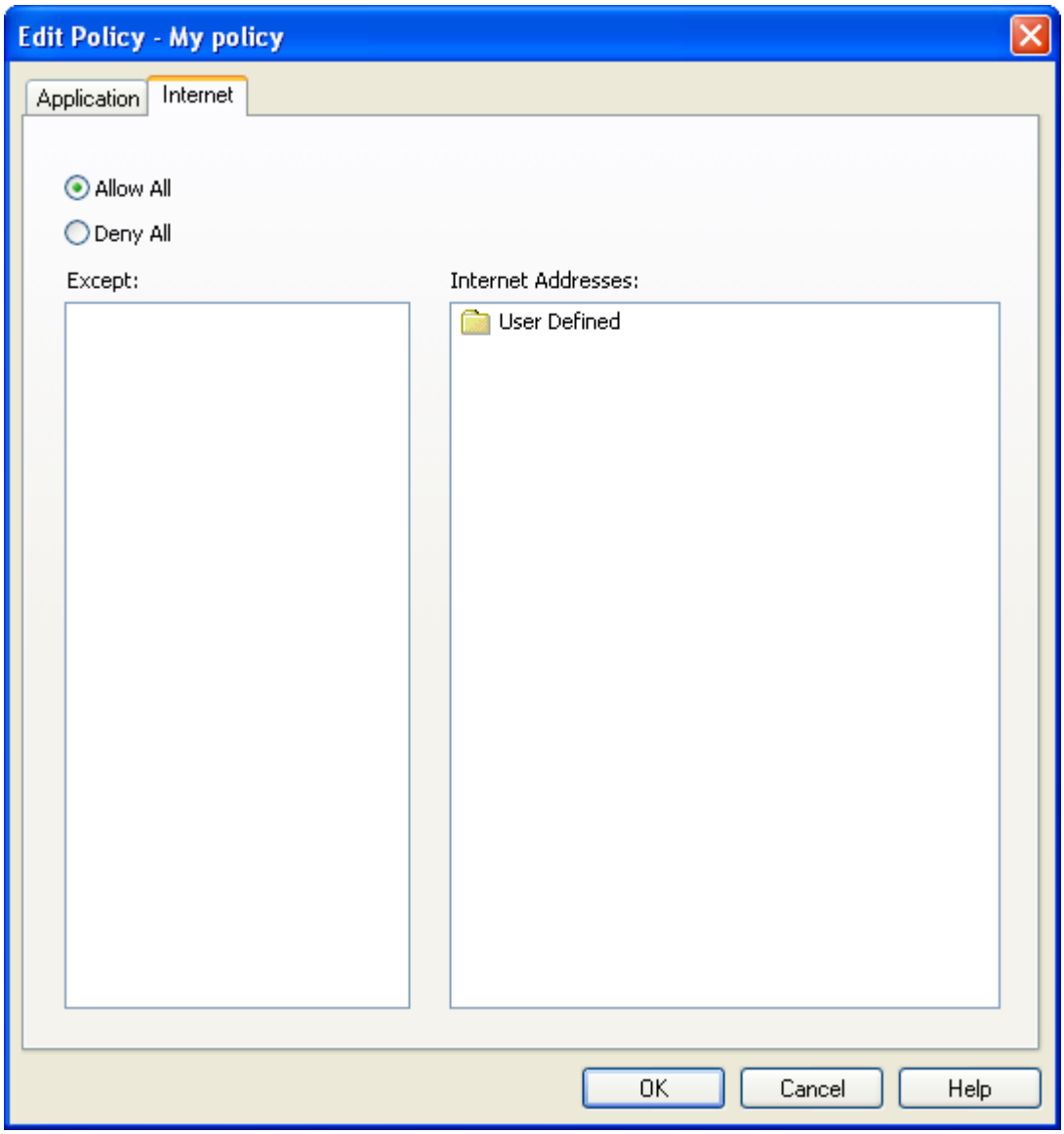
If *Allow all* is selected above, *Except* pane entries will show this icon: .

If *Deny all* is selected above, *Except* pane entries will show this icon: .

To remove an *Except* pane entry, right-click it and select *Delete*.

Internet Tab

This is the *Edit policy* window *Internet* tab:



It enables you to create or edit *Policy* *Internet* properties in these elements:

Click one of these basic *Policies:*

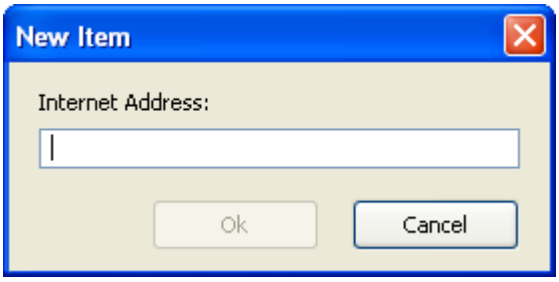
⊙ *Allow all:* Allow *Students* to access all Internet addresses except those shown in the *Except* pane.

○ *Deny all:* Allow *Students* to access only the Internet addresses shown in the *Except* pane.

The *Internet addresses* pane will contain one *User defined* folder that will initially be empty.

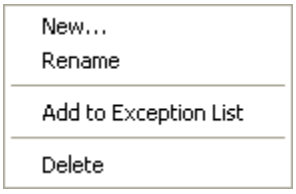
Double-click the folder to show/hide its contents.

Right-click the folder to show this window:



Specify an Internet address or an Internet address fragment such as *game*, *sex* or *violence* and click *OK* to create this item in the *User defined* folder.

Right-click an item in the *User defined* folder to show this menu:



It contains these commands:

- *New:* Click to show the *New item* window to create an item in the *User defined* folder.
- *Rename:* Click to show a *Rename* window to change the item.
- *Add to exception list:* Click or drag the item to the *Except* pane and drop to add the item to the exceptions from the basic policy selected above.
- *Delete:* Click to delete the item only in the *Internet addresses* pane.

If *Allow all* is selected above, *Except* pane entries will show this icon: .

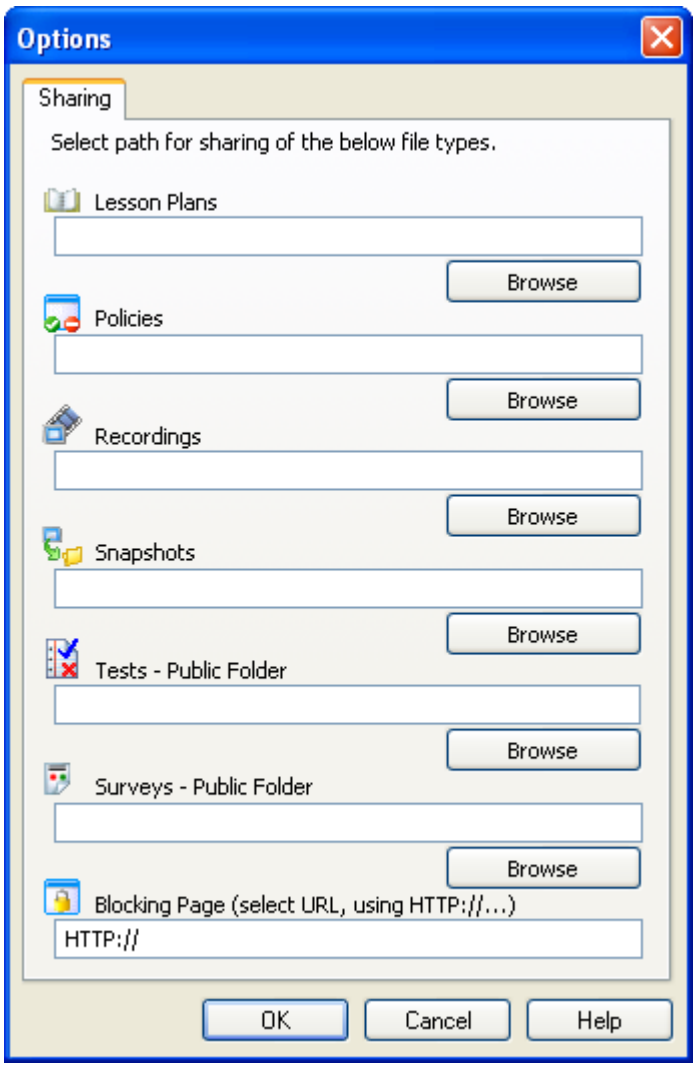
If *Deny all* is selected above, *Except* pane entries will show this icon: .

To remove an *Except* pane entry, right-click it and select *Delete*.

Note: In the *Options* window *Sharing* tab *Blocking page* element, you can specify the Internet address of a web page that shall be shown instead of the web page of a denied Internet address.

3.2.6.1.13 Sharing Tab

This is the *Teacher* *Options* window *Sharing* tab:



It enables you to specify shared folders for some of the *Teacher* created files to enable sharing these files with other *Teachers*.

It contains these elements:

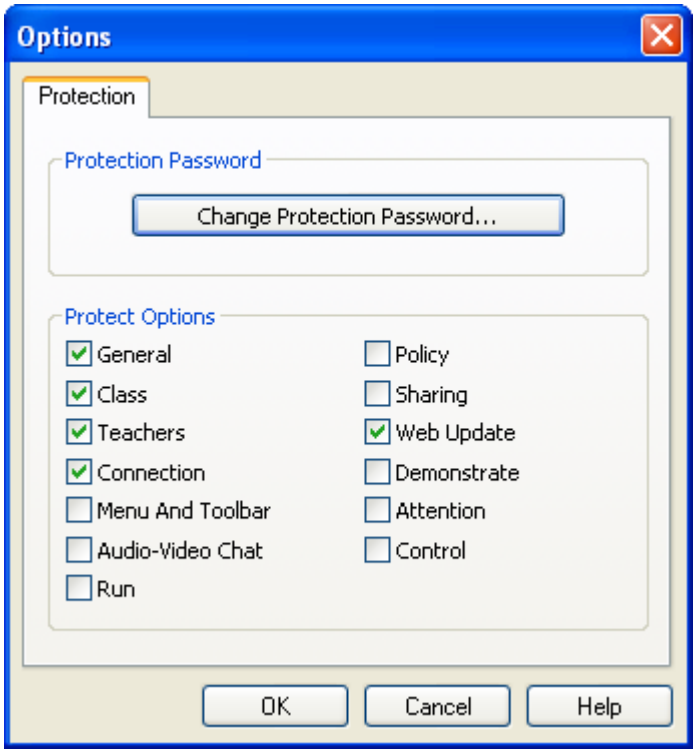
- *Lesson plans [] [Browse]:* Click *[Browse]* to show the *Browse for folders* window to select a local computer or network shared folder to share *Lesson plans* with other *Teachers* that specify the same shared folder.
- *Policies [] [Browse]:* Click *[Browse]* to show the *Browse for folders* window to select a local computer or network shared folder to share *Policies* with other *Teachers* that specify the same shared folder.
- *Recordings [] [Browse]:* Click *[Browse]* to show the *Browse for folders* window to select a local computer or network shared folder to share *Recordings* with other *Teachers* that specify the same shared folder.
- *Snapshots [] [Browse]:* Click *[Browse]* to show the *Browse for folders* window to select a local computer or network shared folder to share *Remote control* or *Monitor* session *Print screen to file* snapshots with other *Teachers* that specify the same shared folder.
- *Tests - public folder [] [Browse]:* Click *[Browse]* to show the *Browse for folders* window to select a local computer or network shared folder to share *Public tests* view *Tests* with other *Teachers* that specify the same shared folder.

- *Surveys - public folder [] [Browse]:* Click *[Browse]* to show the *Browse for folders* window to select a local computer or network shared folder to share *Public tests* view *Surveys* with other *Teachers* that specify the same shared folder.
- *Blocking page (specify URL prefixed by HTTP://) []:* If an Internet address is blocked by a *Policy*, a blocking page will be shown instead. The default blocking page has the URL path *http://www.netop.com/blocking/*. To replace the default blocking page by another web page, specify its URL path.

Note: The specified URL path will be stored in the *NetOp.ini* file *[TEACHER]* section *BLOCKPATH* key.

3.2.6.1.14 Protection Tab

This is the *Teacher Options* window *Protection* tab:



It enables you to protect selected *Options* window tabs by a password in these elements:

Protection password

Change protection password: Click to show this window:

Specify the *Protection password* in these fields:

- *Old password []:* Specify the current *Protection password* (disabled if no *Protection password* is applied).
- *New password []:* Specify the new *Protection password* (leave empty if no *Protection password* shall be

applied).

- *Confirm password []:* Re-specify the new *Protection password* for confirmation.

Click *OK* and close the *Options* window to apply.

Protect options

The section contains check boxed names of the available *Options* window tabs (except *Protection* that will always be protected by a *Protection password*). Check boxes to protect tabs.

Note: In the *Options as tabs* mode, the *Options* window but not the individual tabs will be protected by the *Protection password*.

3.2.6.2 Help Request

A connected *Student* can send a *Help request* to the *Teacher*.

When a *Help request* arrives, the *Teacher* user will be alerted by a sound being played and this icon being shown in the Windows taskbar notification area:

Right-click to show a list of the *Students* with a pending *Help request*.

A *Help request* will typically be accompanied by a problem description that will be shown in the *Details view* pane *Information* column.

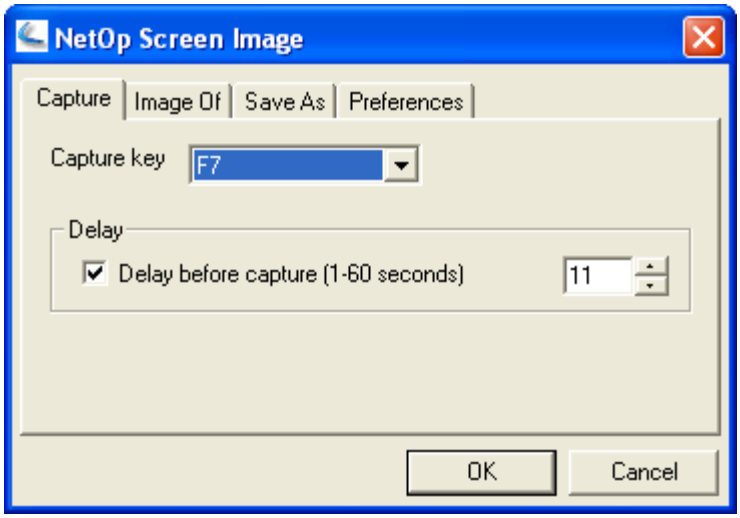
Respond to a *Help request* by any *Action* menu or *Toolbar* action, typically by double-clicking the *Details view* pane *Student* record, *Classroom view* pane *Student* icon or *Thumbnails view* pane *Student* thumbnail to start a *Remote control* session with the *Student*. A responded to *Help request* will be cleared.

To clear a *Help request*, right-click the *Details view* pane *Student* record, *Classroom view* pane *Student* icon or *Thumbnails view* pane *Student* thumbnail to show the *Student context menu* and select *Clear help request* .

3.3 NetOp Screen Image

NetOp screen image is a *Teacher* tool for capturing screen images.

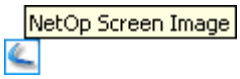
To load *NetOp screen image*, click *Start > All programs > NetOp School > Tools > Screen image* or run the file *ScreenGrabber.exe* in the *Screen image* folder under the folder in which *NetOp Teacher* is installed to show this window:



It enables you to specify *NetOp screen image* setup on these tabs:

- *Capture*
- *Image of*
- *Save as*
- *Preferences*

After setup, click *OK* to minimize *NetOp screen image* into this button in the Windows taskbar notification area:



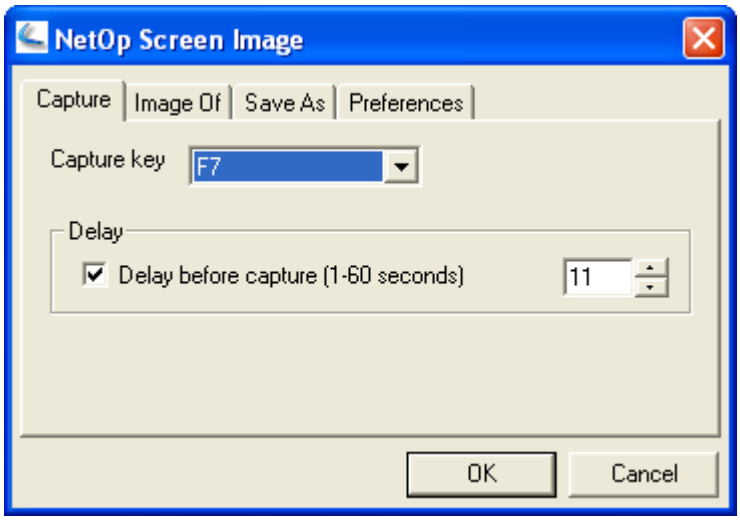
To capture a screen image as specified in *NetOp screen image* setup, press the *Capture key* specified on the *Capture*tab.

To restore the *NetOp screen image* setup window, click the button context menu *Open* command.

To unload *NetOp screen image*, click the button context menu *Close* command or the *NetOp screen image* setup window *Cancel* button or a title bar *Close* control.

3.3.1 Capture Tab

This is the *NetOp screen image* setup window *Capture* tab:



It enables you to specify *Capture* setup in these elements:

- *Capture key []:* The drop-down box list contains from F1 to F10 referring to these keyboard keys. Click a key in the list to show it in the field as the selected *Capture key*.

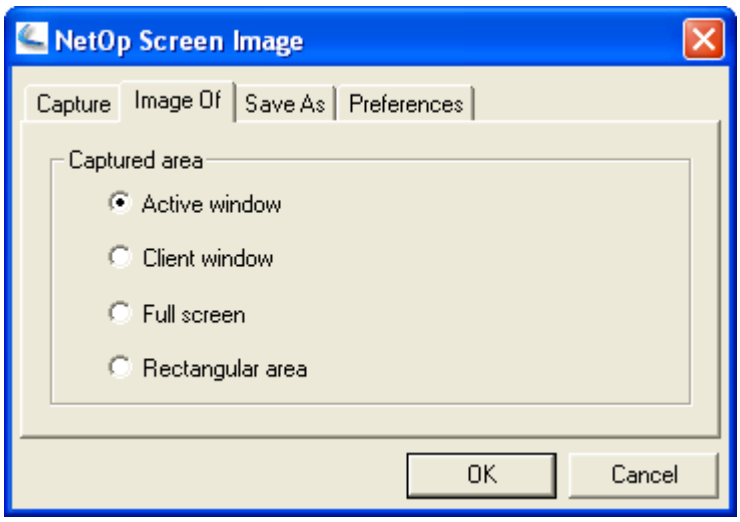
Note: If your first choice *Capture key* appears to be used by another functionality, select another.

Delay

☑ *Delay before capture (1 - 60 seconds) []:* Leave checked and adjust the number in the spin box to delay capture to enable preparations before capturing the image. Uncheck to capture without delay.

3.3.2 Image of Tab

This is the *NetOp screen image* setup window *Image of* tab:



It enables you to select which screen area to capture in this element:

Click one of these options:

⊙ *Active window:* Will capture the computer screen active window.

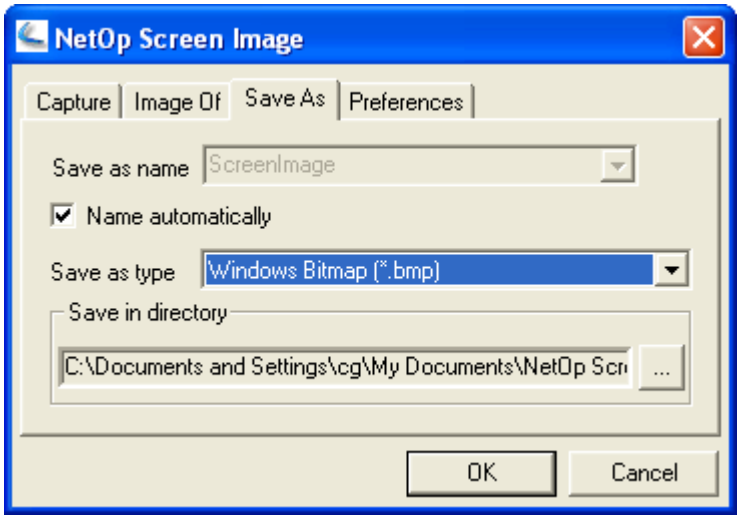
○ *Client window:* Will capture the computer screen active window without its title bar.

○ *Full screen:* Will capture the entire computer screen.

○ *Rectangular area:* Will change the mouse pointer into a pointing hand. Drag a rectangle to capture its contents.

3.3.3 Save As Tab

This is the *NetOp screen image* setup window *Save as* tab:



It enables you to specify image file save properties in these elements:

- *Save as name []:* Will be disabled if the *Name automatically* box is checked. The drop-down box list will contain image file names used before. Click one to show it in the field as selected or specify a name in the field.

Note: A captured image file will without warning overwrite any older file in the same location with the same name.

☑ *Name automatically:* Leave checked to automatically name captured image files *image*<Number> using the next available number not used by image files in the same location.

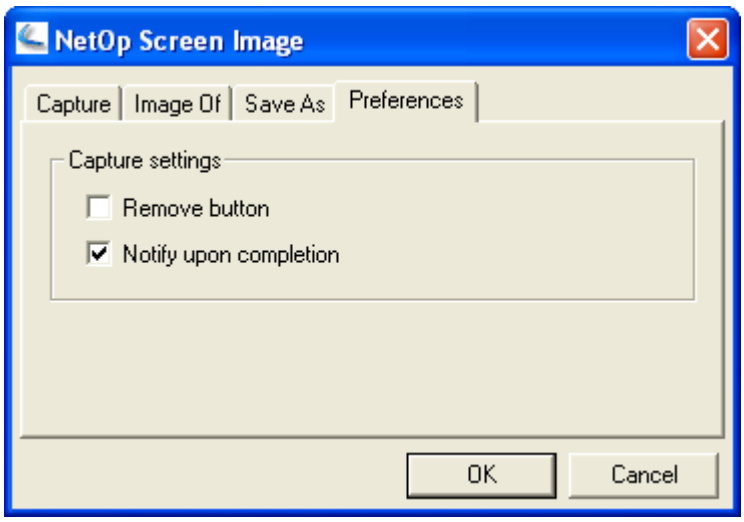
- *Save as type []:* The drop-down box list contains these image file types:
  - *Windows bitmap (*.bmp)*
  - *JPEG (*.jpg)*
  - *GIF (*.gif)*
  - *PNG (*.png)*

  Click an image type to show it in the field as selected.

Save in directory: [] [...]: Will initially specify a *NetOp ScreenImages* folder in your *My documents* folder. Click *[...]* to show the *Browse for folder* window to select a folder whose path will be specified

3.3.4 Preferences Tab

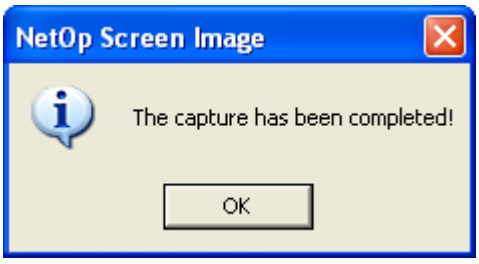
This is the *NetOp screen image* setup window *Preferences* tab:



It enables you to specify capture preferences in these elements:

☐ *Remove button:* Check to remove the notification area *NetOp screen image* button while capturing.

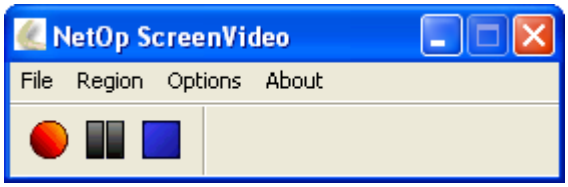
☑ *Notify upon completion:* Leave checked to play a sound and show this notification upon capture completion:



3.4 NetOp Screen Video

NetOp screen video is a *Teacher* tool for recording screen videos.

To load *NetOp screen video*, click *Start* > *All programs* > *NetOp School* > *Tools* > *Screen video* or run the file *ScreenCapture.exe* in the *Screen video* folder under the folder in which *NetOp Teacher* is installed to show this window:



It enables you to record a screen image area video sequence like this:

1. Click the *Toolbar* *Record* button to show a mouse moveable recording region.
2. Move the mouse to position the region. Click to start recording showing flashing colored corners.
3. Click the *Toolbar* *Stop* button to show a Windows *Save as* window.
4. Specify a file name and click Save to save the recording file.

Note: The recording *.avi* file will play in *Windows media player*.

The *NetOp screen video* window contains these elements:

- *Title bar*
- *Menu bar*
- *Toolbar*

3.4.1 Title Bar

This is the *NetOp screen video* window title bar:

You can unload and minimize *NetOp screen video* with the available window controls.

While pausing recording, *Paused* will flash in the title bar.

3.4.2 Menu Bar

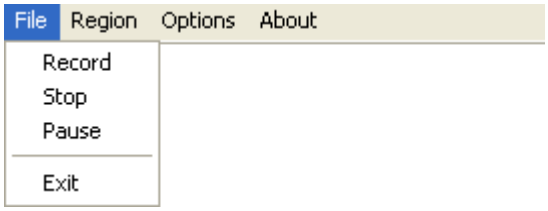
This is the *NetOp screen video* window menu bar:

It contains these menus:

- *File*
- *Region*
- *Options*
- *About*

3.4.2.1 File Menu

This is the *NetOp screen video* window *File* menu:

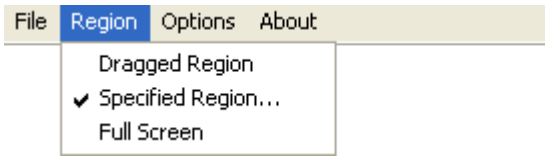


It contains these commands:

- *Record:* Click, click the *Toolbar Record* button or press the *Record/Pause* keyboard shortcut to start recording. Recording region options are explained in *Region* menu. Other options are explained in *Options* menu.
- *Stop:* Click, click the *Toolbar Stop* button or press the *Stop* keyboard shortcut to stop recording.
- *Pause:* Click, click the *Toolbar Pause* button or press the *Record/Pause* keyboard shortcut to pause recording. While pausing, the *Title bar* will flash *Paused*. To resume recording, click *Record*.
- *Exit:* Click or use a *Title bar Close* window control to unload *NetOp screen video* closing the *NetOp screen video* window.

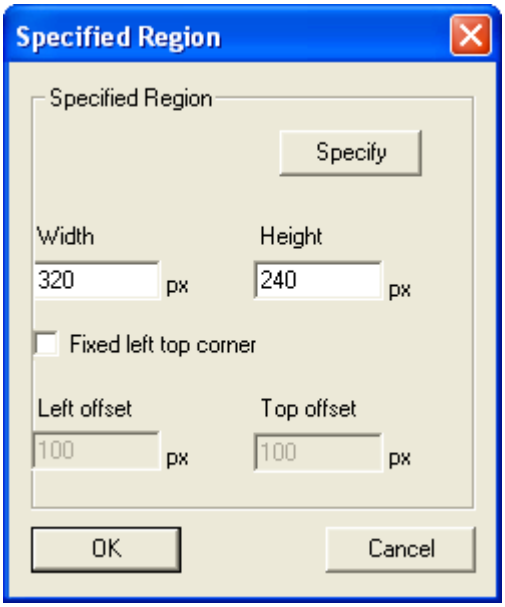
3.4.2.2 Region Menu

This is the *NetOp screen video* window *Region* menu:



It contains these commands:

- *Dragged region:* Click to check mark as the selected region option to show cross hairs to drag a region when starting recording.
- *Specified region:* Click check mark as the selected region option to show this window:



It enables you to specify the recording region in these elements:

- *Specify:* Click to change the mouse pointer into pencil cross hairs. Drag a rectangular frame to enter its dimensions into the enabled fields below.
- *Width [] px:* Specify the pixels region width.
- *Height [] px:* Specify the pixels region height.

☐ *Fixed top left corner:* Check to enable the fields below to specify the region top left corner offset from the screen top left corner.

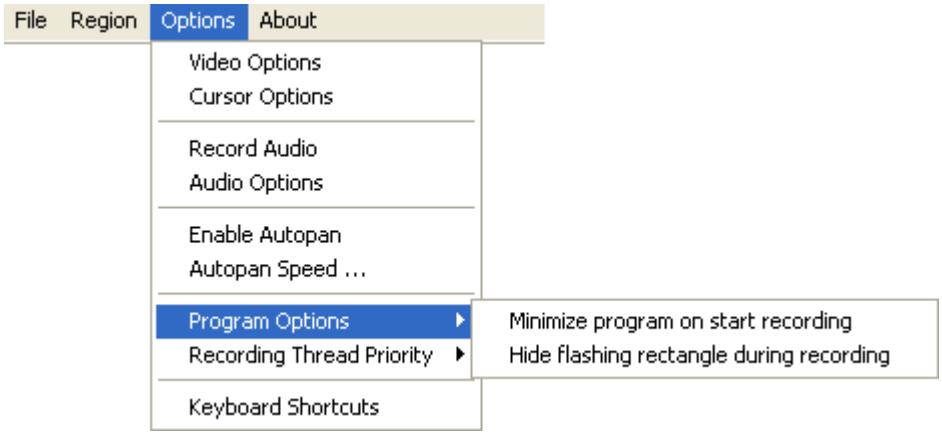
Note: If *Fixed top left corner* is checked, the region will be fully defined. Recording will start immediately without showing a mouse moveable recording region.

- *Left offset [] px:* Specify the region left border pixels distance from the screen left border.
- *Top offset [] px:* Specify the region top border pixels distance from the screen top border.

- *Full screen:* Click to check mark as the selected region option to record a full screen video when starting recording.

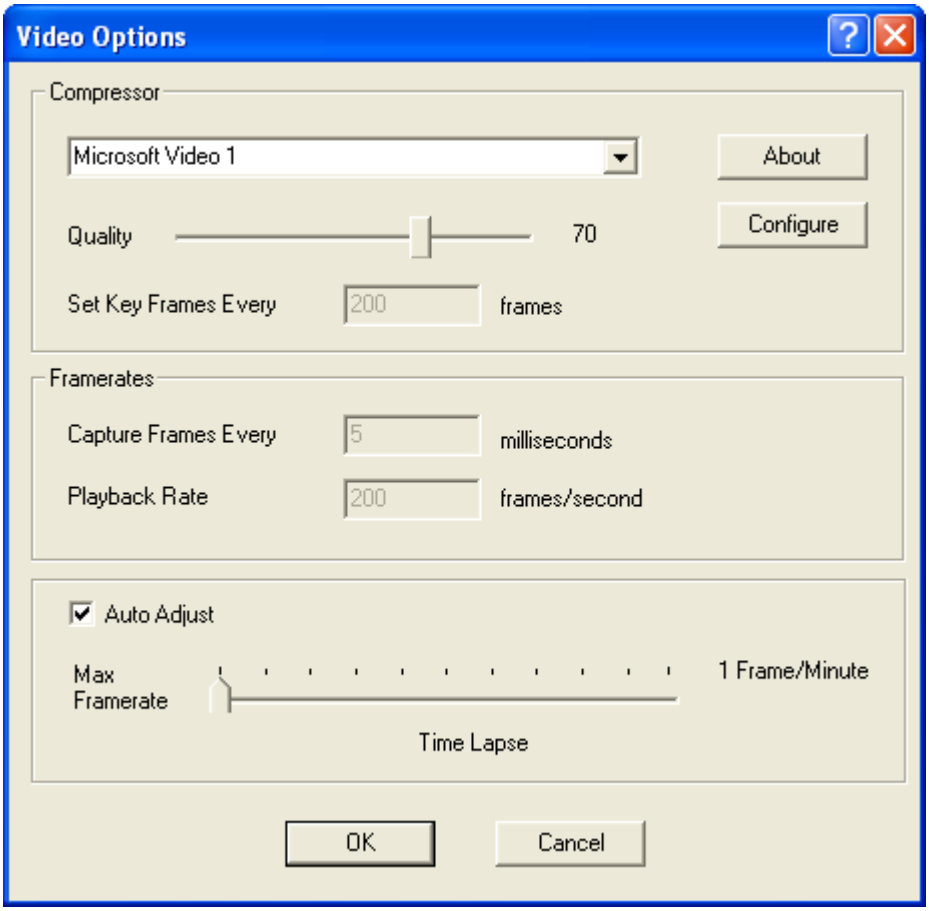
3.4.2.3 Options Menu

This is the *NetOp screen video* window *Options* menu:



It contains these commands:

- *Video options:* Click to show this window:



It enables you to specify video properties in these elements:

- *Video codec []:* The drop-down box list will contain the names of available video codecs. Click a video codec name to show it in the field as selected.
- *About:* Click to show information on the selected video codec.
- *Configure:* Will be enabled only if a configurable video codec is selected. Click to show the matching configuration window.
- *Quality:* Drag this slide to select the video quality as shown by a number between 0 and 100 to the right. A higher quality video file will be larger.

You can auto adjust or specify frame rates. Initially, the *Auto adjust* box will be checked to disable the fields and enable the bottom frame rate slide. Its left *Max frame rate* end represents recording 200 frames/second and its right end represents recording 1 frame/minute. It will automatically specify field numbers in two ranges:

Recording frame rate	Set key frames every	Capture frame every	Playback rate
200 - 1 frames/second	Second	0.005 - 1 second	Recording frame rate
60 - 1 frames/minute	20 frames	1 - 60 seconds	20 frames/second

Uncheck the *Auto adjust* box to disable the bottom frame rate slide and enable the fields to specify numbers in these ranges:

- *Set key frames every [] frames:* 1 - 200.

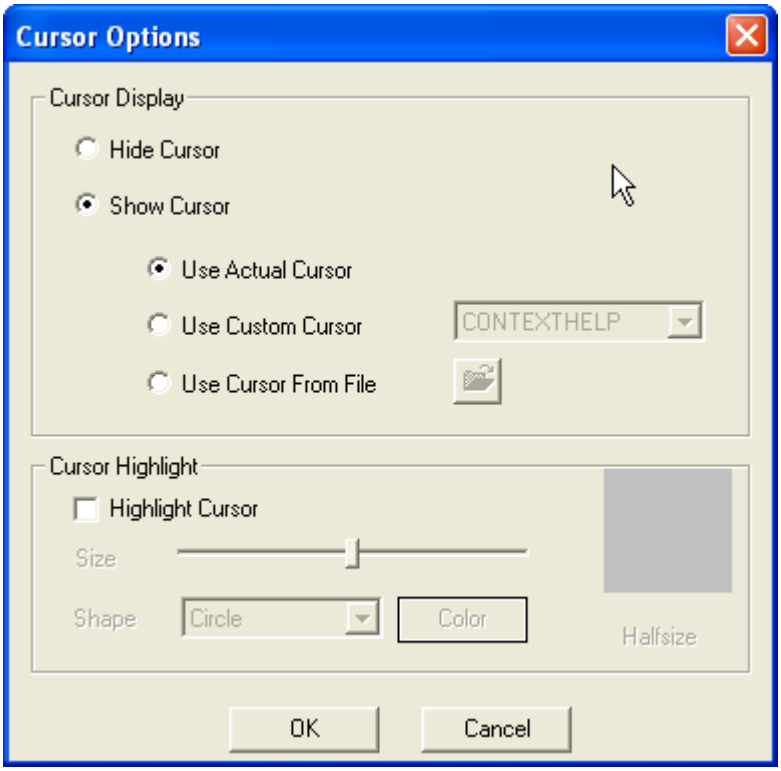
  Note: Playback will synchronize at each key frame.

- *Capture frame every [] milliseconds:* 1 - 7200000 (2 hours).

  Note: A large number of frames will make a large file.

- *Playback rate [] frames/second:* 1 - 200.

- *Cursor options:* Click to show this window:



It enables you to specify cursor properties in these elements:

Cursor display

Click one of these options:

○ *Hide cursor:* Do not include the cursor in the recording.

⊙ *Show cursor:* Include the cursor in the recording. Select one of these sub-options:

⊙ *Use default cursor:* Include the screen cursor in the recording.

○ *Use custom cursor []:* The drop-down box list will contain the names of available custom cursors. Click a name to show it in the field. Include this cursor in the recording.

○ *Use cursor from file []:* Click the button to show a Windows *Open* window with the contents of the Windows *Cursors* directory. Open a cursor file to include this cursor in the recording.

Note: The selected cursor will be shown in the upper right part of the section.

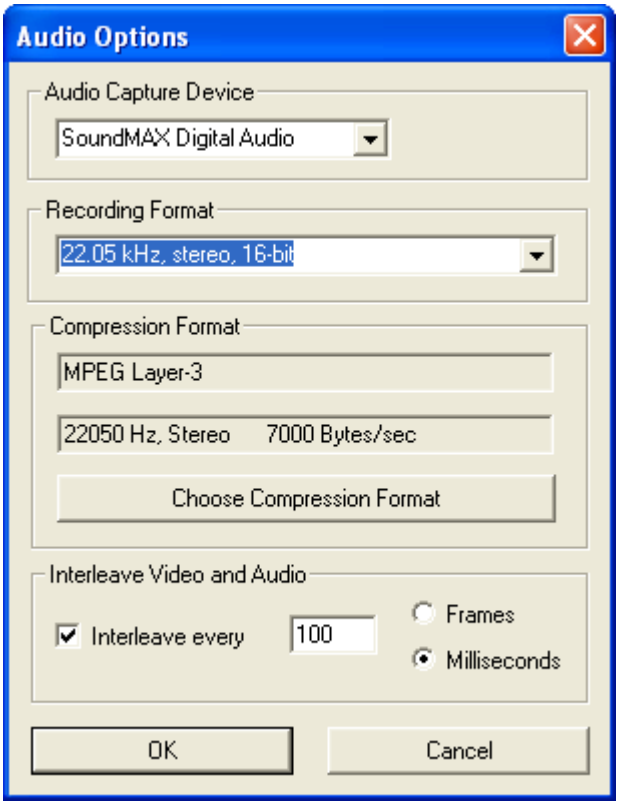
Cursor highlight

☐ *Highlight cursor:* Check to show a highlight around the cursor.

- *Size []:* Drag the slide to change the size of the cursor highlight. Its half size will be shown to the right.
- *Shape [] [Color]:* The drop-down box list will contain available cursor highlight shape names. Click a shape name to show it in the field as selected. Click the *Color* button to show the Windows *Color* window to select a cursor highlight color.

- *Record audio:* Click to check mark to record sound playing on the computer and input to the computer from e.g. a microphone. Click the check marked command to uncheck it.

- *Audio options:* Click to show this window:

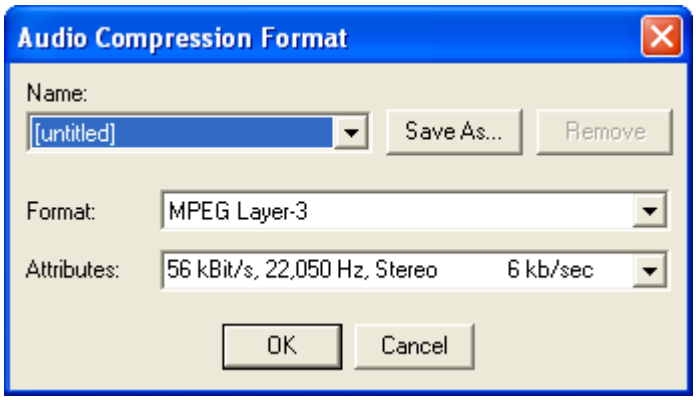


It enables you to specify audio properties in these elements:

Audio capture device []: The drop-down box list will contain the names of available audio capture devices. Click a name to show it in the field as selected.

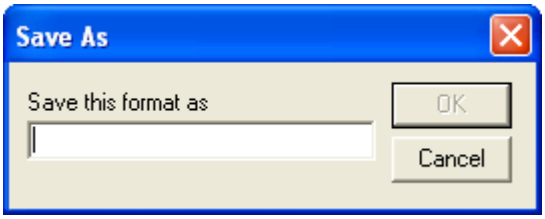
Recording format []: The drop-down box list will contain the names of available recording formats. Click a format to show it in the field as selected.

Compression format [] [] [Choose compression format]: The two upper fields will show the type and attributes of the selected compression format. Click *Choose compression format* to show this window:



It enables you to specify an audio compression format in these elements:

- *Name: [] [Save as] [Remove]:* The drop-down box list will contain the names of saved audio compression formats. Click a name to show it in the field as selected. Click *Save as* to show this window:



Specify the name by which the audio compression format shall be saved.

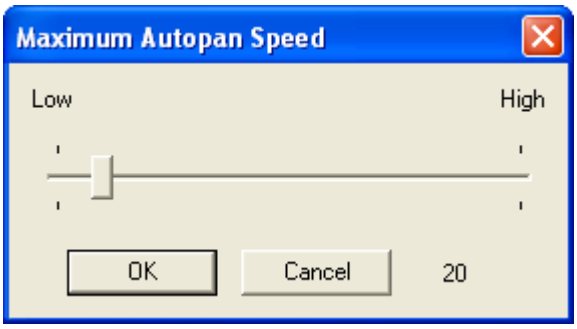
Click *Remove* to remove the selected saved audio compression format.

- *Format []:* The drop-down box list will contain the names of available audio compression formats. Click a name to show it in the field as selected.
- *Attributes []:* The drop-down box list will contain available sets of compression format attributes. Click a set to show it in the field as selected.

Interleave video and audio

☑ *Interleave every []* ○ *Frames/*⊙ *Milliseconds:* Leave checked to interleave video and audio. Specify a number in the field. Select *Frames* or *Milliseconds*.

- *Enable autopan:* Click to check mark to automatically move the recording region center towards the mouse pointer position while recording. Click the check marked command to uncheck it to not move the region.
- *Autopan speed:* Click to show this window:



Drag the slide to set the maximum pan speed in the range 1 - 200. The pan speed of the slider position will be shown in the lower right corner of the window.

- *Program options:* Expands into these commands:
  - *Minimize upon recording:* Click to check mark to minimize the *NetOp screen video* window to the Windows taskbar when recording.
  - *Suppress flashing frame:* Click to check mark to suppress the selected region flashing frame during recording.
- *Recording thread priority:* Expands into these commands:
  - *Normal:* Click to check mark to assign normal priority to the recording thread.
  - *Above normal:* Click to check mark to assign above normal priority to the recording thread.
  - *Highest:* Click to check mark to assign highest priority to the recording thread.
  - *Time critical:* Click to check mark to assign time critical priority to the recording thread.
- *Keyboard shortcuts:* Click to show this window:

Record/Pause key []: The drop-down box list will contain available keyboard shortcuts. Click one to show it in the field as the selected *Record/Pause* keyboard shortcut.

Stop key []: The drop-down box list will contain available keyboard shortcuts. Click one to show it in the field as the selected *Stop* keyboard shortcut.

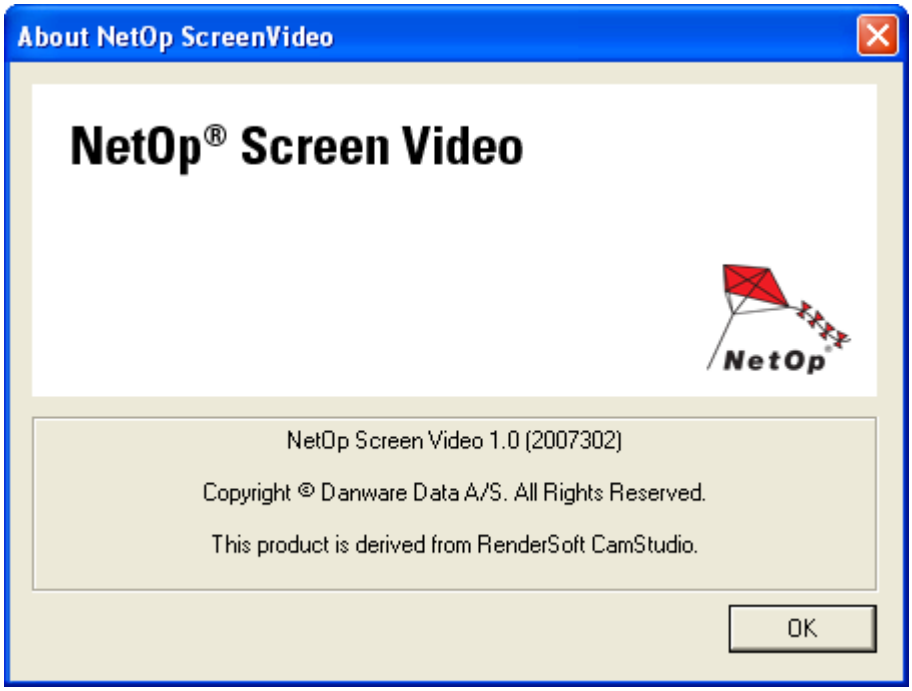
Cancel recording key []: The drop-down box list will contain available keyboard shortcuts. Click one to show it in the field as the selected *Cancel recording* keyboard shortcut.

Note: A canceled recording leaves no file to be saved.

3.4.2.4 About Menu

This is the *NetOp screen video* window *About* menu:

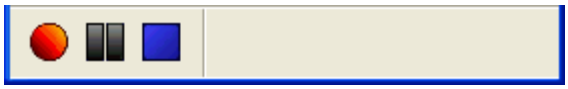
About: Click to show this window:



It shows the *NetOp screen video* version and build number that will be asked for if you request technical support.

3.4.3 Toolbar

This is the *NetOp screen video* window toolbar:



It contains these buttons:

Record: Click, click the *File* menu *Record* command or press the *Record/Pause* keyboard shortcut to start recording. Recording region options are explained in *Region* menu. Other options are explained in *Options* menu.

Pause: Click, click the *File* menu *Pause* command or press the *Record/Pause* keyboard shortcut to pause recording. While pausing, the *Title bar* will flash *Paused*. To resume recording, click *Record*.

Stop: Click, click the *File* menu *Stop* command or press the *Stop* keyboard shortcut to stop recording.

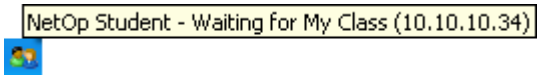
4 NetOp Student

This section explains *Student* properties in these sections:

- *Load and unload Student*
- *Student window*

4.1 Load and Unload Student

The *Student* will typically be set up to *Load at Windows startup*, to *Join class when loaded* and to *Minimize* into this Windows taskbar notification area button:



The button tool tip will show the *Student Status* and its computer IP address if communicating using the *TCP/IP Communication device*.

Right-click the *NetOp Student* button to show this menu:

It contains these commands:

- *Restore:* Click to show the *Student* window.
- *Exit:* Click to unload the *Student*.
- *Request help:* Will be enabled if connected to a *Class*. Click to *Request help* from the *Teacher* that runs the *Class*.

Alternatively, the *Student* can be set up not to *Load at Windows startup*, not to *Join class when loaded* and not to *Minimize* and further to load in *Stealth mode* where nothing on the computer screen will show that the *Student* is loaded.

Load

To load the *Student* if not loaded, click typically *Start* > *All programs* > *NetOp School* > *Student*. If this does not show either the *Student* window or the *NetOp Student* button, the *Student* is probably already loaded in *Stealth mode*.

Alternative loading methods are explained in the *Loading alternatives* section.

When loading the *Student* for the first time after a typical *Installation*, the *Setup wizard* will run to enable initial *Student* setup.

Unload

To unload the *Student*, click the *NetOp Student* button menu or *File* menu *Exit* command or use a *Title bar Close* window control.

Unloading the *Student* can be protected by a *Protection password* to show this window when you attempt to unload the *Student*:

To unload, specify the *Protection password* and click *OK*.

This section contains these sections:

- *Loading alternatives*
- *Setup wizard*

4.1.1 Loading Alternatives

These *Student* loading alternatives are available:

1. In the folder where *NetOp Student* was installed, typically *C:\Program files\Danware Data\NetOp School \Student*, run (double-click) the *Student* program file *nstdw32.exe*.
2. Create a desktop shortcut to the *Student* program file *nstdw32.exe.* Double-click this shortcut.
3. From a Windows *Run* or *Command prompt* window, execute the *Student* program file *nstdw32.exe*.

To load the *Student* from another application, use a command that you can expand with command line switches according to this syntax:

```
nstdw32 [/C:<Communication profile>] [/N:<Class name>]
```

If the *Class* name contains spaces, it must be enclosed within quotation marks.

If any of the switches are not used, the parameters that applied when the *Student* was last unloaded by any user will be used.

Examples

To load the *Student* with the *Communication profile* named *IPX* to join the *Class* named *Geography*, use this command line:

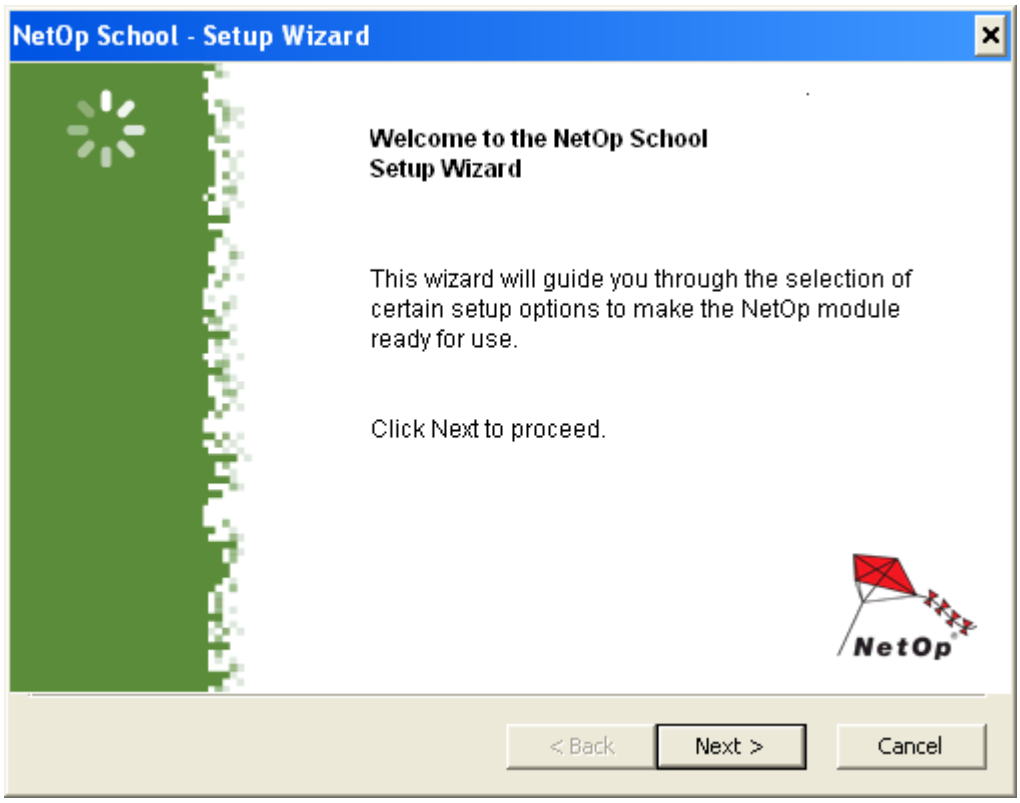
```
nstdw32 /C:IPX /N:Geography
```

To load the *Student* with the *Communication profile* that was used when it was last unloaded but to join the *Class* named *Dr. Nelson*, use this command line:

```
nstdw32 /N:"Dr. Nelson"
```

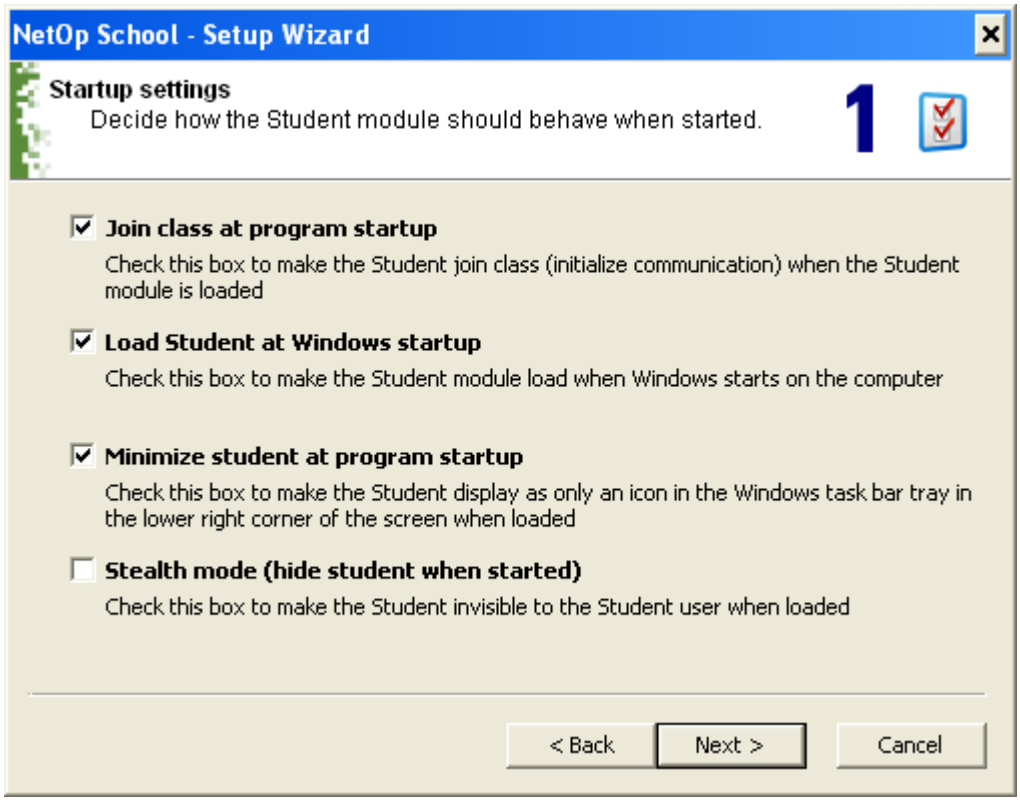
4.1.2 Setup Wizard

When any user loads the *Student* for the first time after an *Installation* that did not like *Student deployment* install the *Student* in a fully set up state, this *Setup wizard* will run. You can also run the *Setup wizard* from the *Student* window *Tools* menu *Run setup wizard* command, unless it is unavailable to you by *Protection password* protection. This window will be shown in front of the *Student* window:



The *Setup wizard* will guide you through initial *Student* setup.

Click *Next* to show this window:



It enables you to select how the *Student* shall load and start.

☑ *Join class at program startup:* Leave checked to let the *Student Join class* (start communicating) when loaded to connect to a running *Class* that is ready for it. Uncheck to *Join class* manually.

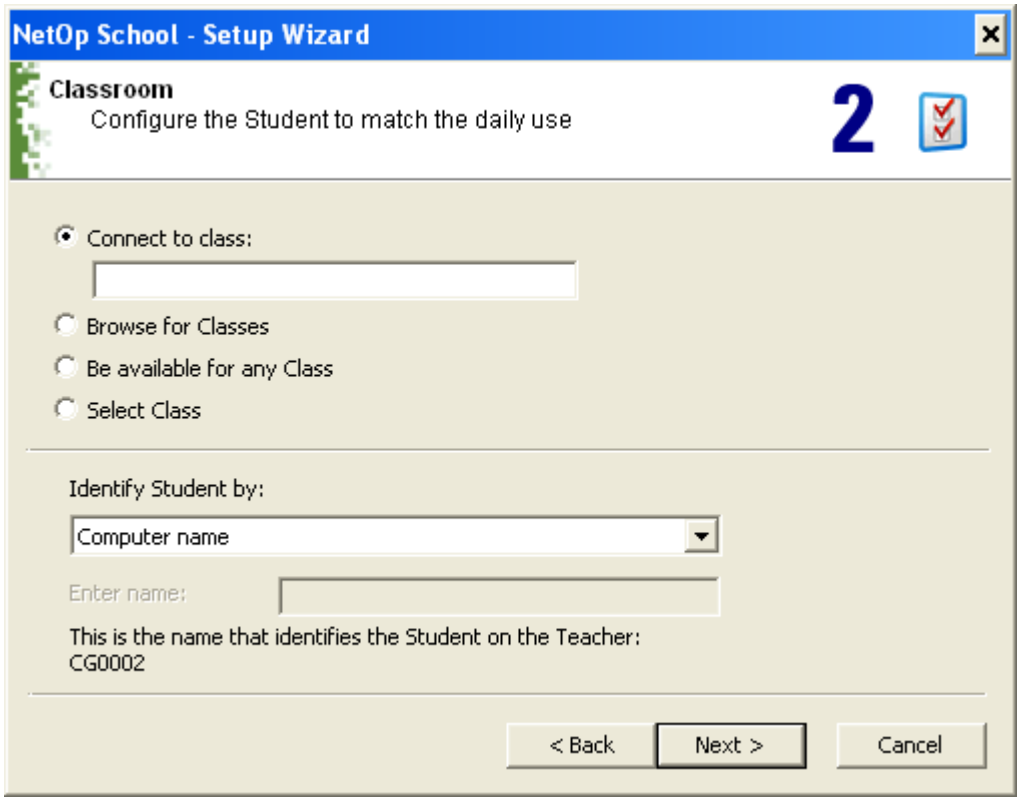
☑ *Load student at Windows startup:* Leave checked to load the *Student* when Windows starts running on the computer. Uncheck to load the *Student* manually.

☑ *Minimize student at program startup:* Leave checked to load the *Student* minimized into a Windows taskbar notification area *NetOp Student* button. Uncheck to load the *Student* showing the *Student* window.

☐ *Stealth mode (hide student when started):* Leave unchecked to load the *Student* visible on the computer screen. Check to load the *Student* hidden.

Note: You can change these selections in the *Student Options* window *General* tab *Startup* section.

Click *Next* to show this window:



It enables you to select how the *Student* shall connect to a *Class* and identify itself to *Teachers*.

Click one of these options:

⊙ *Connect to class []:* Specify a *Class* name to, when *Joining class*, connect to this *Class* if it runs or when it starts running.

○ *Browse for classes:* When *Joining class*, get a list of running *Classes* for the *Student* user to decide which of these *Classes* to connect to.

○ *Be available for any class:* When *Joining class*, connect to a running *Class* of which the *Student* is a member. If no *Class* of which the *Student* is a member is running, running *Class Teacher* users can connect or invite the *Student* to connect to their *Class*.

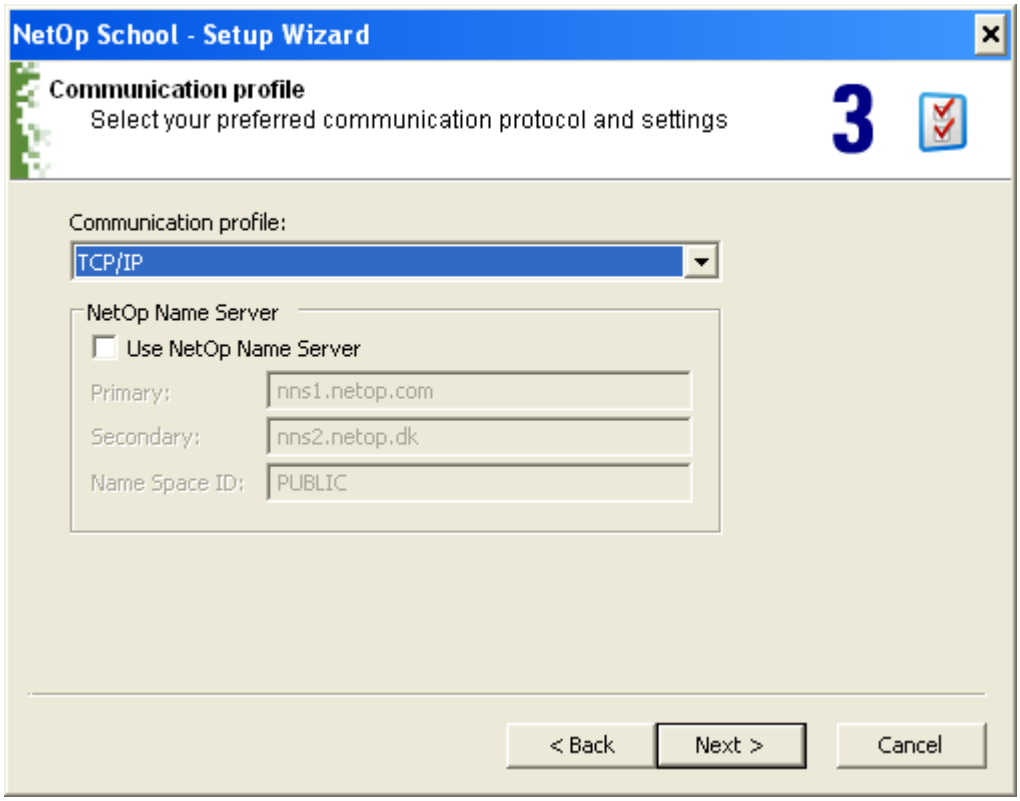
○ *Select class:* When *Joining class*, the *Student* user can specify a *Class* name, alternatively a computer IP address or DNS name to connect if the specified *Class* runs or when it starts running, alternatively if any *Class* runs on the specified address computer or when it starts running.

Note: You can change this selection on the *Student Options* window *Class* tab.

Identify student by []: The drop-down list will contain user, computer and specified name variants as explained in the *Student login tab* section. Click typically *Computer name* if the *Student* runs on a network computer or *Windows login name* if the *Student* runs in a terminal server client session.

Note: You can change this selection on the *Student Options* window *Student login* tab.

Click *Next* to show this window:



It enables you to select how the *Student* shall communicate.

Communication profile []: The drop-down box list will contain the names of the *Communication profiles* that are available on the *Student*. If you have no other preferences, *TCP/IP*, if available, will most likely be the right selection for you.

NetOp Name Server

☐ *Use NetOp Name Server:* Only if the *Teachers* and *Students* in this *Student's* environment shall connect by using *NetOp Name Management*, check to enable the elements below.

- *Primary []:* Specify the *Primary* NetOp Name Server IP address or DNS name.
- *Secondary []:* Specify the *Secondary* NetOp Name Server IP address or DNS name.
- *Name space ID []:* Specify the *Name space ID* used by this *Student's* environment.

Note: You can change these selections from the *Student Options* window *Connection* tab.

Click *Next* to show this window:

It enables you to register your license with the manufacturer.

Note: Registering your license with the manufacturer may prove useful if you lose your license certificate and if you want to upgrade to a newer version of the product. Do not register if the license was already registered.

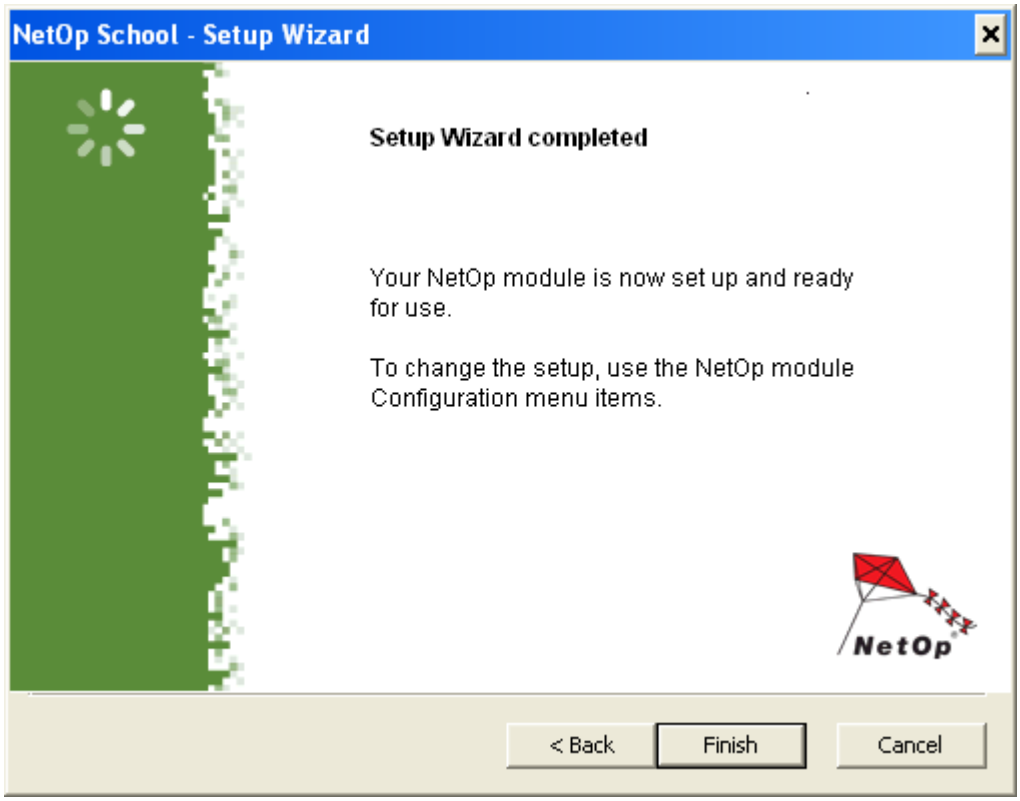
Select one of these options:

⊙ *Yes, I want to register my NetOp license on-line:* When clicking *Next*, the *NetOp product registration* website will open for you to register before continuing.

○ *No, but remind me later:* When the *Student* is loaded next time, this window will be shown.

○ *No, I do not want to register my NetOp license now:* You will not be reminded of registration any more.

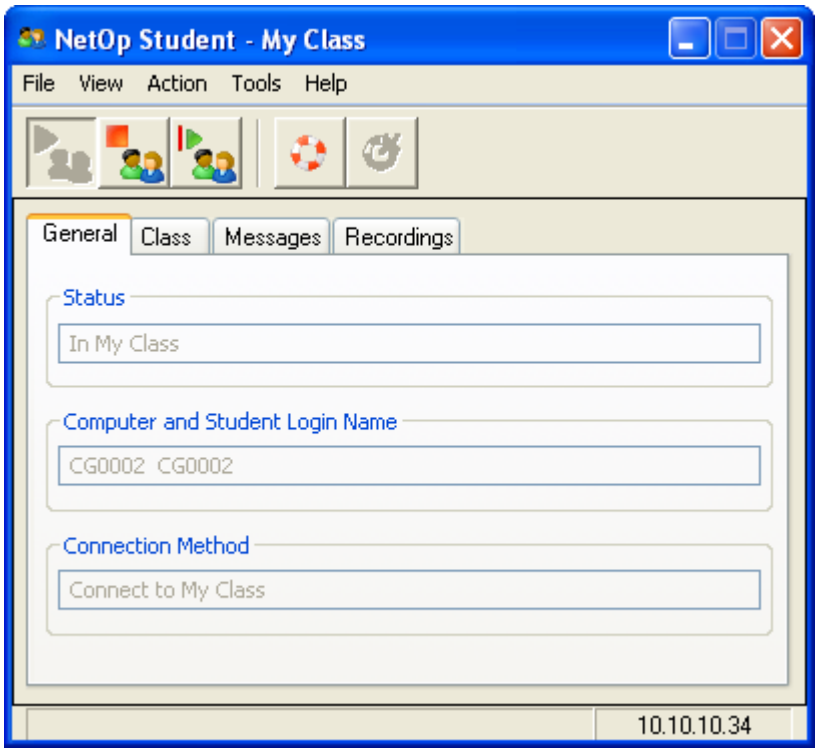
Click *Next* to show this window:



Click *Finish* to end the *Setup wizard* closing the window.

4.2 Student Window

This is the *Student* window:



It contains these elements:

- *Title bar*
- *Menu bar*
- *Toolbar*
- *Tab panel*
- *Status bar*

4.2.1 Title Bar

This is the *Student* window title bar:

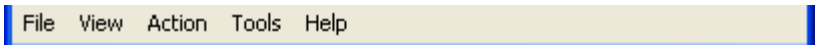
Click the left *Student* button or right-click anywhere in the title bar to show a window control menu.

These *Status* indications will be shown next to the window name:

- *Loading:* The *Student* is loading.
- *Not in class:* The *Student* has not *Joined class* (is not communicating).
- *Joining:* The *Student* is *Joining class* (is starting communicating).
- *Waiting for* <Class name>: The *Student* has *Joined class* (is communicating) and is ready to connect to <Class name> when it becomes available.
- <Nothing>: The *Student* has *Joined class* (is communicating) and is browsing for *Classes*.
- <*Available*>: The *Student* has *Joined class* (is communicating) and is available for any *Class*.
- <*Class* name>: The *Student* has *Joined class* (is communicating) and is connected to <*Class* name>.
- *Controlled by* <*Class* name>: The *Student* has *Joined class* (is communicating) and is in a session that is controlled by the *Teacher* that runs <*Class* name>.
- *Leaving:* The *Student* is *Leaving class* (is disconnecting if applicable and stopping communicating).

4.2.2 Menu Bar

This is the *Student* window menu bar:

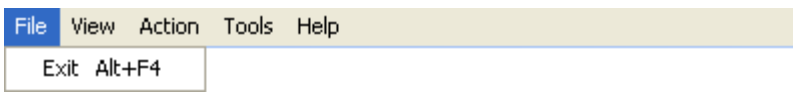


It contains these menus:

- *File*
- *View*
- *Action*
- *Tools*
- *Help*

4.2.2.1 File Menu

This is the *Student* window *File* menu:



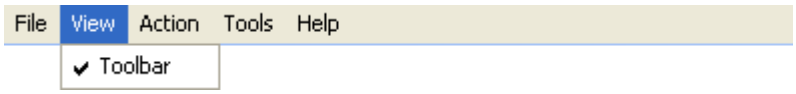
It contains this command:

- *Exit Alt+F4:* Click, click the *NetOp Student* button menu *Exit* command, press ALT+F4 or use a *Title bar* window control *Close* functionality to unload the *Student*.

Note: *Exit* can be protected by a *Protection password*.

4.2.2.2 View Menu

This is the *Student* window *View* menu:

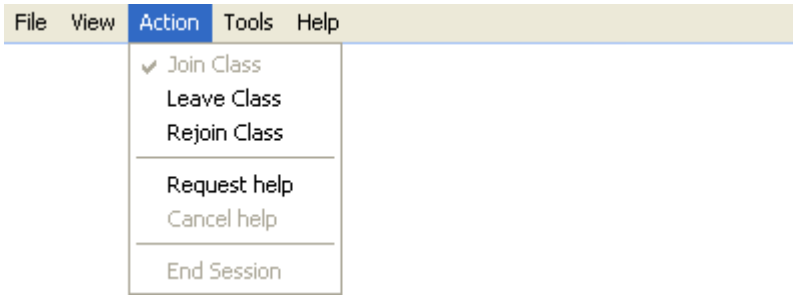


It contains this command:

- *Toolbar:* Click to remove/restore the *Toolbar* removing/restoring the check mark next to the command..

4.2.2.3 Action Menu

This is the *Student* window *Action* menu:



It contains these commands:

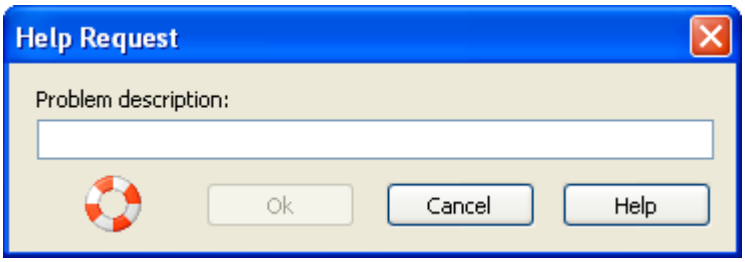
- *Join class:* Will be enabled if the *Student Status* is *Not in class*. Click or click the *Toolbar Join class* button to *Join class* (start communicating).
- *Leave class:* Will be enabled if the *Student Status* is not *Loading*, *Not in class*, *Joining* or *Leaving*. Click or click the *Toolbar Leave class* button to *Leave class* (disconnect if applicable and stop communicating).

Note: *Leave class* can be protected by a *Protection password*.

- *Rejoin class:* Will be enabled if the *Student Status* is not *Loading*, *Not in class*, *Joining* or *Leaving*. Click or click the *Toolbar Rejoin class* button to *Leave class* and immediately *Join class* (disconnect if applicable and stop and start communicating).

Note: *Rejoin class* can be protected by a *Protection password*.

- *Request help:* Will be enabled if the *Student* is connected to a *Class* and no *Help request* is pending. Click or click the *Toolbar Request help* button, click the *NetOp Student* button menu or *NetOp help request* button *Request help* command or double-click the *NetOp help request* button to show this window:



Describe the problem for which you are requesting help and click *OK* to send the *Help request*.

- *Cancel help:* Will be enabled if a *Help request* is pending. Click or click the *Toolbar Cancel help* button, click the *NetOp help request* button menu *Cancel help* command or double-click the *NetOp help request*

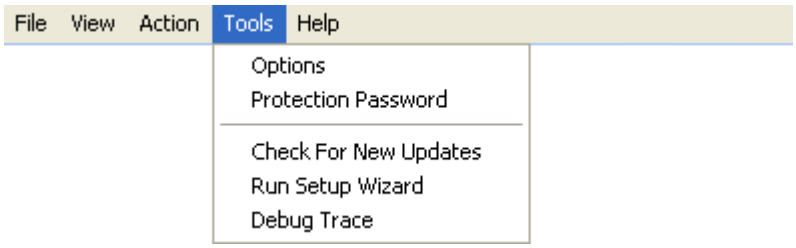
button to cancel the *Help request* on *Student* and *Teacher*.

- *End session:* Will be enabled if the *Student* is engaged in a session. Click to end the session.

Note: *End session* can be protected by a *Protection password*.

4.2.2.4 Tools Menu

This is the *Student* window *Tools* menu:



It contains these commands:

- *Options:* Click to show the *Options* window that is explained in the *Options* section.

Note: *Options* can be protected by a *Protection password*.

- *Options as icons:* Will be included if the *Options* window tabs version is enabled. Click to enable the *Options* window icons version.
- *Protection password:* Click to show the *Protection password* window that is explained in the *Protection password* section.

Note: *Protection password* can be protected by a *Protection password*.

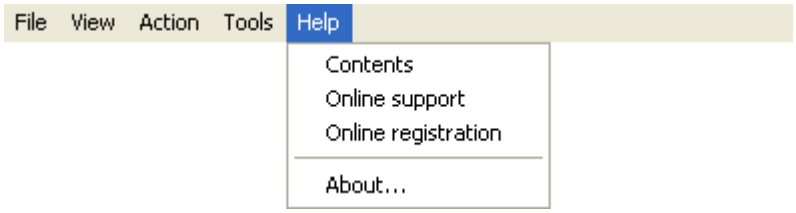
- *Check for new updates:* Click to check for new updates to the *Student* installation on the update server specified on the *Web update* tab.
- *Run setup wizard:* Click to run the *Student Setup wizard*.

Note: *Run setup wizard* can be protected by a *Protection password*.

- *Debug trace:* To include this command, press ALT+Z while showing the *About NetOp School Student* window. Click to save a log of recent *Student* communication, which will assist NetOp professionals in diagnosing communication problems. The debug trace is a plain text file. Interpreting its contents requires special NetOp skills.

4.2.2.5 Help Menu

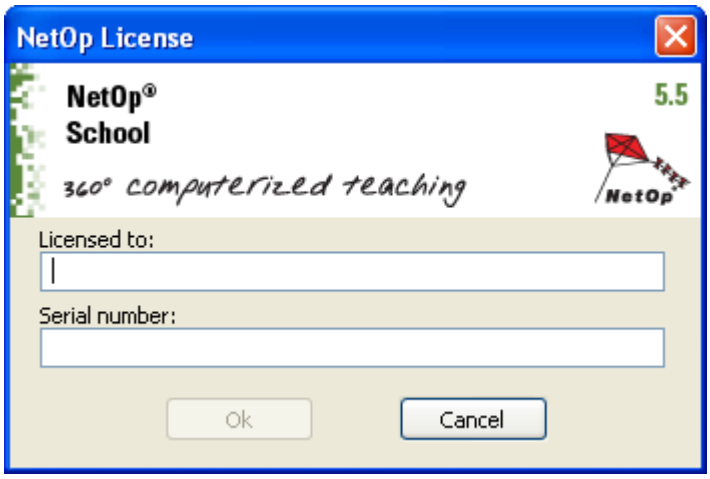
This is the *Student* window *Help* menu:



It contains these commands:

- *Contents:* Click to open the *NetOp Student Help* window that has a graphical table of contents in its left pane.
- *Online support:* Click to open the *Support for NetOp School* web page to request technical support.
- *Apply license/Online registration:* Will be *Apply license* if a trial version is installed and *Online registration* if a licensed version is installed.

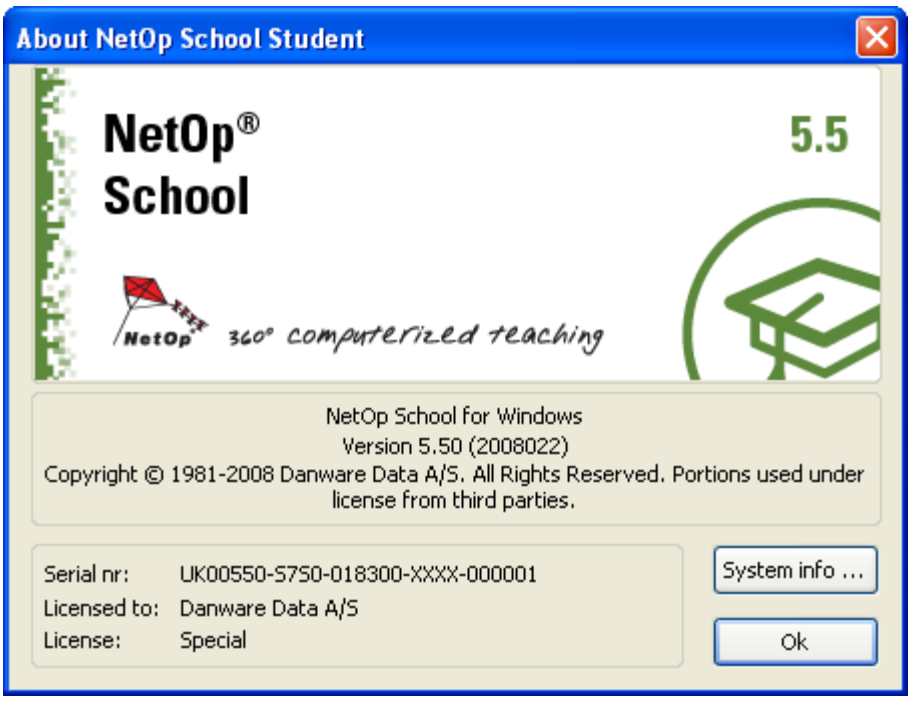
- *Apply license:* Click to show this window:



  Specify your licensee name and your *Student* license number and click *OK* to replace the trial version licensee name and license number by the specified licensee name and license number.

  - *Online registration:* Click to open the *NetOp product registration* web page to register your license with the NetOp manufacturer.

- *About:* Click to show this window:



  It contains information on your *Student* installation. The build number in format YYYYDDD (Y=year number digit, D=day number digit) is enclosed in parentheses next to the version number.

  System Info: Click to show the *System info* window.

4.2.3 Toolbar

This is the *Student* window *Toolbar:*

You can drag the *Toolbar* to place it inside or outside the *Student* window.

You can hide and restore the *Toolbar* from the *View* menu *Toolbar* command.

The *Toolbar* contains these buttons:

Join class: Will be enabled if the *Student Status* is *Not in class*. Click or click the *Action* menu *Join class* command to *Join class* (start communicating).

Leave class: Will be enabled if the *Student Status* is not *Loading*, *Not in class*, *Joining* or *Leaving*. Click or click the *Action* menu *Leave class* command to *Leave class* (disconnect if applicable and stop communicating).

Note: *Leave class* can be protected by a *Protection password*.

Rejoin class: Will be enabled if the *Student Status* is not *Loading*, *Not in class*, *Joining* or *Leaving*. Click or click the *Action* menu *Rejoin class* command to *Leave class* and immediately *Join class* (disconnect if applicable and stop and start communicating).

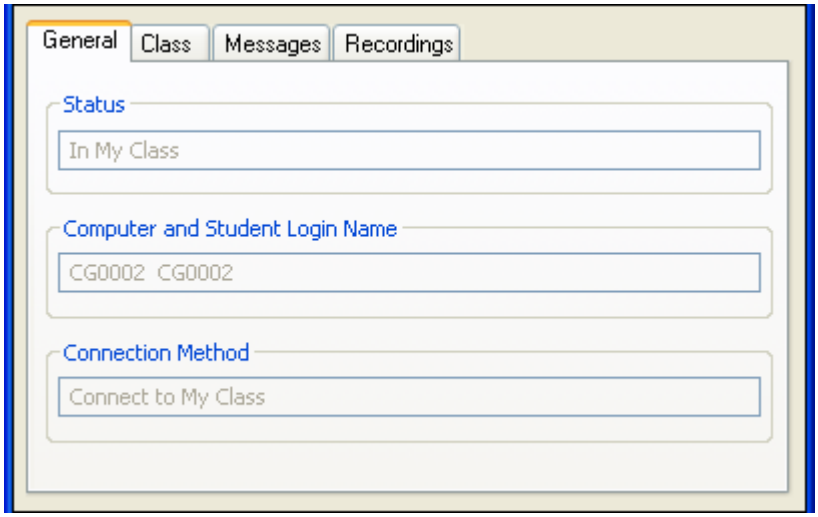
Note: *Rejoin class* can be protected by a *Protection password*.

Request help: Will be enabled if the *Student* is connected to a *Class* and no *Help request* is pending. Click or click the *Action* menu *Request help* command, click the *NetOp Student* button menu or *NetOp help request* button *Request help* command or double-click the *NetOp help request* button to show the *Help request* window to specify a problem description and send the *Help request*.

Cancel help: Will be enabled if a *Help request* is pending. Click or click the *Action* menu *Cancel help* command, click the *NetOp help request* button menu *Cancel help* command or double-click the *NetOp help request* button to cancel the *Help request* on *Student* and *Teacher*.

4.2.4 Tab Panel

This is the *Student* window *Tab panel:*

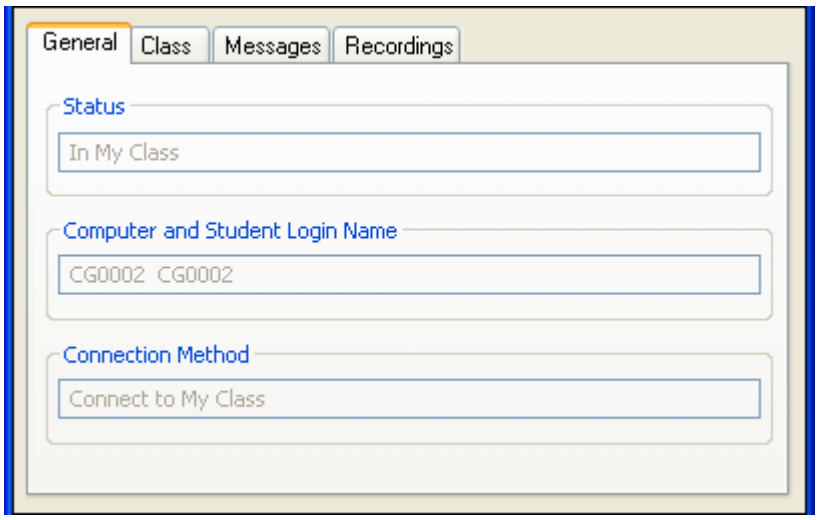


It contains these tabs:

- *General*
- *Class*
- *Messages*
- *Recordings*

4.2.4.1 General Tab

This is the *Student* window *General* tab:



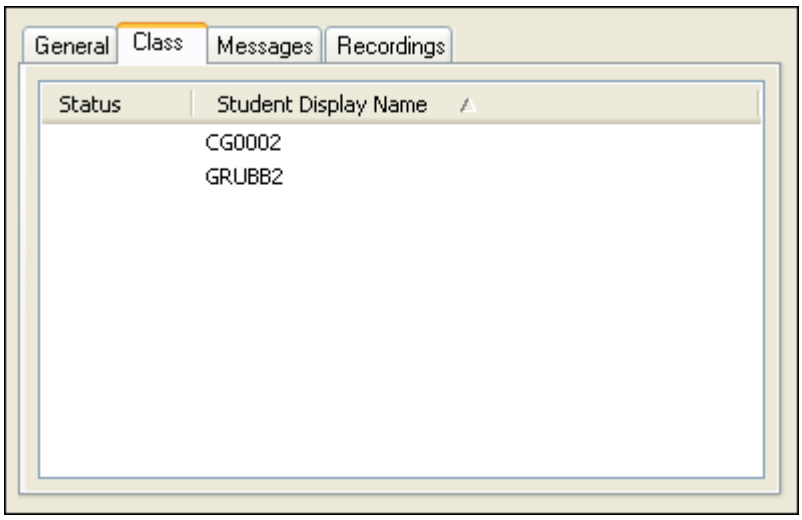
It contains these sections:

- *Status []:* Will almost like the *Title bar* show the *Student* status like this:
  - *Loading:* The *Student* is loading.
  - *Not in class:* The *Student* has not *Joined class* (is not communicating).
  - *Joining:* The *Student* is *Joining class* (is starting communicating).
  - *Waiting for* <Class name>: The *Student* has *Joined class* (is communicating) and is ready to connect to <Class name> when it becomes available.
  - <Nothing>: The *Student* has *Joined class* (is communicating) and is browsing for *Classes*.
  - *<Available>:* The *Student* has *Joined class* (is communicating) and is available for any *Class*.
  - *In* <*Class* name>: The *Student* has *Joined class* (is communicating) and is connected to <*Class* name>.
  - *Controlled by* <*Class* name>: The *Student* has *Joined class* (is communicating) and is in a session that is controlled by the *Teacher* that runs <*Class* name>.
  - *Leaving:* The *Student* is *Leaving class* (is disconnecting if applicable and stopping communicating).
- *Computer and student login name []:* Will show the *Student* computer name and *Student login* name.

  Note: A prompted for *Student login* name will not be shown.
- *Connection method []:* Will show the *Class* connection method.

4.2.4.2 Class Tab

This is the *Student* window *Class* tab:



If the *Student* is connected to a *Class*, it will show the *Students* in the *Class*.

Its table will contain connected *Student* records with details in these columns:

- *Status:* Can show these status icons:???

  Engaged in a *Demonstrate* session.

  Engaged in an *Attention* session.

  Engaged in a *Remote control* session.

  Engaged in a *Monitor* session.

  Engaged in an *Audio-video chat* session.

  Engaged in a *Chat* session.

  Assistant *Teacher* in a *Workgroup* session.

  Engaged in a *Distribute files* session.

  Engaged in a *Collect files* session.

  Engaged in a *File manager* session.

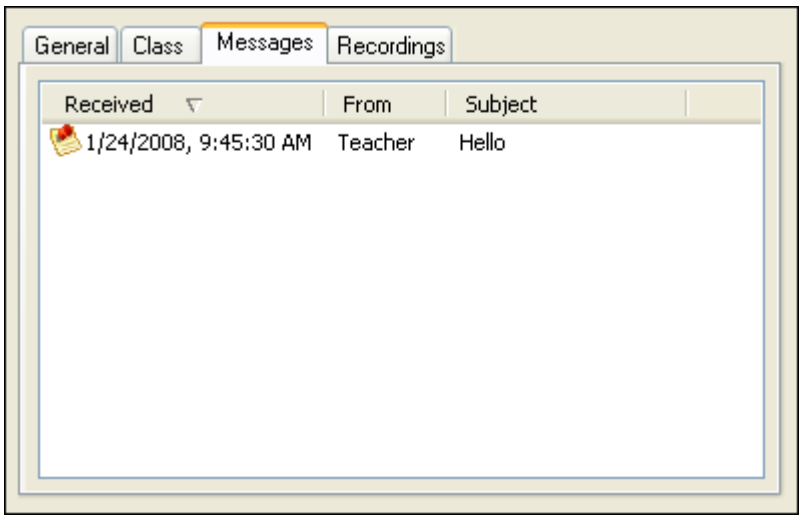
  Has a pending *Help request*.

- *Student display name:* The name by which the *Teacher* displays the *Student*.

You cannot execute any actions on this tab.

4.2.4.3 Messages Tab

This is the *Student* window *Messages* tab:



It enables you to manage received *NetOp messages*.

Note: When received, *NetOp messages* will be saved as *.rtf* files in the *Student User configuration files* folder *Messages* folder. *NetOp messages* in this folder will be shown in the *Messages* tab table.

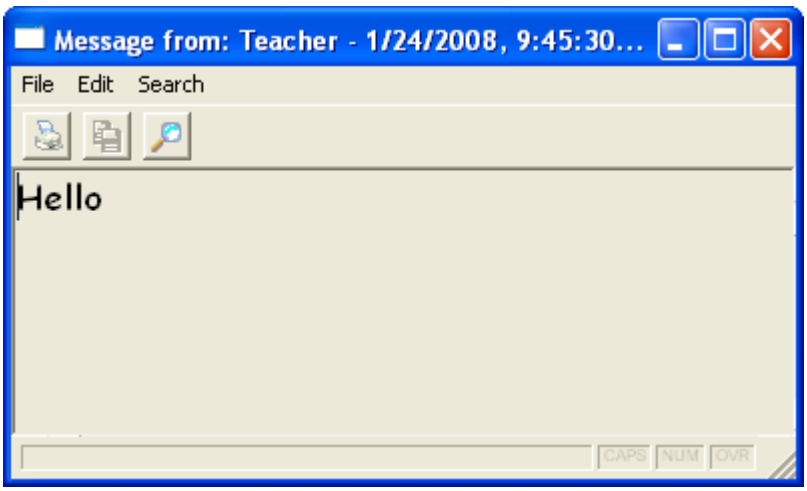
The *Messages* tab table will contain *NetOp message* records with details in these columns:

- *Received:* *NetOp message* icon and received date and time.
- *From:* The *Teacher Options* window *Teachers* tab *Teacher name* section specified *Title* and *Name*.
- *Subject:* First *NetOp message* line contents.

Right-click a record to show this menu:

It contains these commands:

- *View:* Click to show the *NetOp message* in this window:

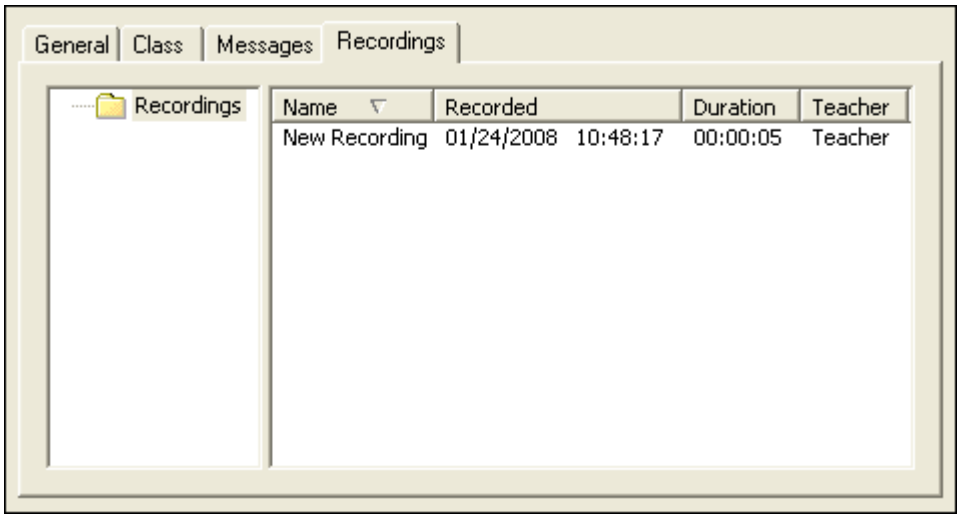


From the menus and toolbar buttons, you can save the message in a different location with a different file name, print the message text, copy selected text and search for text elements.

- *Delete:* Click to delete the *NetOp message*.

4.2.4.4 Recordings Tab

This is the *Student* window *Recordings* tab:



It enables you to manage received *NetOp recordings*.

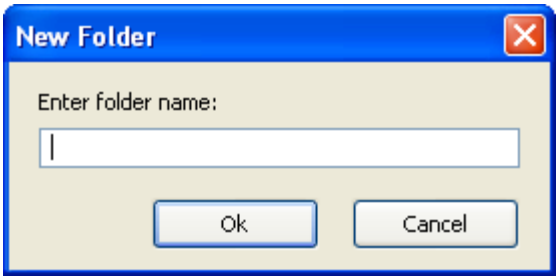
Note: *Students* will receive *Teacher NetOp recordings* distributed via a *Groups* pane *Student group* icon or record in the *Student User configuration files* folder *srecord* folder. *NetOp recordings* in this folder will be available in the *Recordings* tab *Recordings* folder.

The *Recordings* tab contains a left folders pane and a right records pane.

The left folders pane will initially contain a *Recordings* root folder. Right-click in the folders pane to show this context menu:

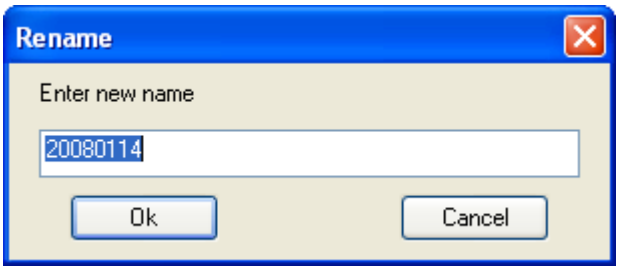
It contains these commands:

- *Cut:* Select a user created folder and click to remove the folder with its contents to place it on the clipboard.
- *Copy:* Select a folder and click to place a copy of the folder with its contents on the clipboard.
- *Paste:* Click to paste the clipboard contents into the selected folder.
- *New folder:* Click to create a folder in the selected folder showing this window:



Specify the folder name and click *OK* to create.

- *Delete:* Select a folder and click to show a confirmation window to confirm deleting the folder with its contents.
- *Rename:* Select a folder and click to show this window:

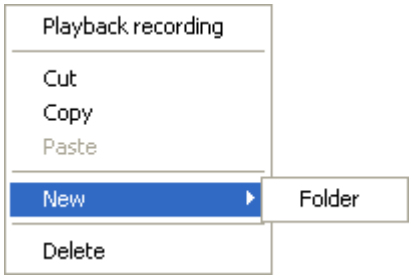


Edit the folder name and click *OK* to rename

The right records pane will show selected folder recording records in a table with these column contents:

- *Name:* Recording name.
- *Recorded:* Recording date and time.
- *Duration:* Recording duration.
- *Teacher:* Recording type of NetOp module.

Right-click in the records pane to show this context menu:



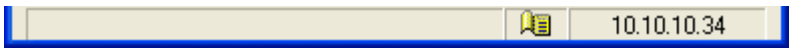
It contains these commands:

- *Playback recording:* Click to play back the most recently clicked record recording in the *Recording playback* window.
- *Cut:* Select one or multiple (pressing SHIFT or CTRL) records and click to remove records to place them on the clipboard.
- *Copy:* Select one or multiple (pressing SHIFT or CTRL) records and click to place a copy of them on the clipboard.
- *Paste:* Click to paste the clipboard contents into the records pane.
- *New:* Expands into:
  - *Folder:* Click to show the *New folder* window to create a folder in the selected folder.
- *Delete:* Select one or multiple (pressing SHIFT or CTRL) records and click to show a confirmation window to confirm deleting them.

Drag or press CTRL and drag selected records to a folder and drop them to move or copy selected records to the folder.

4.2.5 Status Bar

This is the *Student* window *Status bar:*



Its right end will show the *Student* computer IP address if the *Student* is communicating by a *Communication profile* that uses the *TCP/IP Communication device*. If the *Student* uses multiple IP addresses, a + will be shown to the right of the IP address. Click the + to show other used IP addresses.

A yellow pages icon will be shown if the *Advanced TCP/IP configuration* window *Use NetOp Name Server* box is checked. These symbols can be shown on the icon:

- Nothing: Specified NetOp Name Servers are available.
- Red exclamation mark (!): One of two specified NetOp Name Servers is available.
- Red X: No NetOp Name Server is available.

When the mouse pointer is over a menu command or *Toolbar* button, the *Status bar* left end will show a hint to the menu command or *Toolbar* button.

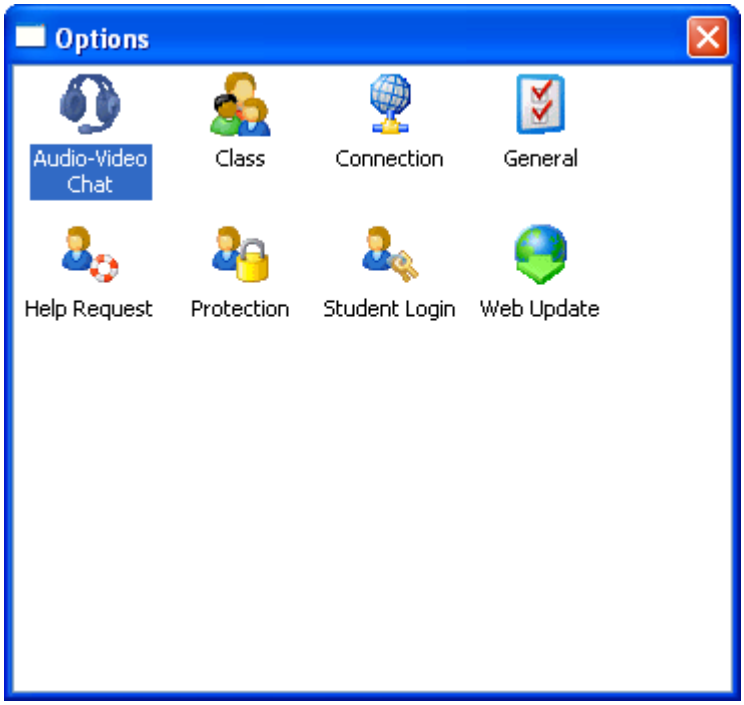
4.2.6 Student Tools

This section explains these *Student* tools:

- *Options*
- *Protection password*

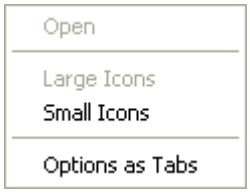
4.2.6.1 Options

Click the *Student* window *Tools* menu *Options* command to show this window:



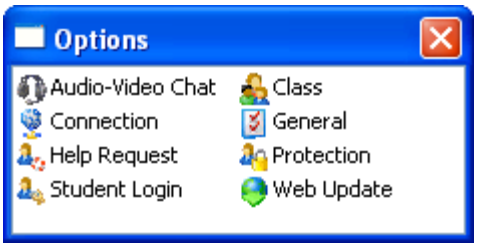
It provides access to *Options* tabs.

Right-click in the window pane to show this menu:

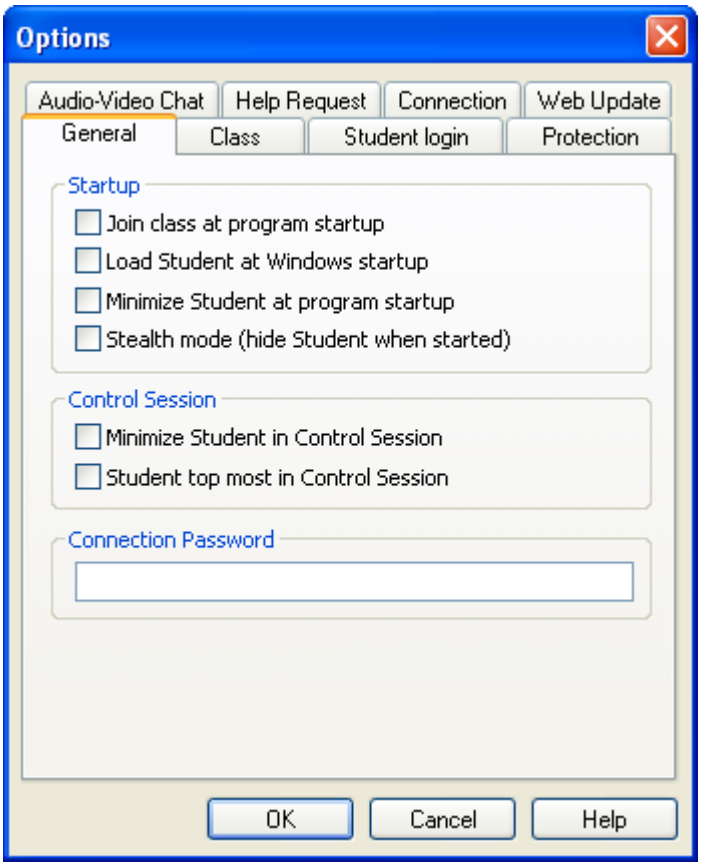


It contains these commands:

- *Open:* Will be enabled if an option icon is right-clicked. Click or double-click an option icon to show the option tab window.
- *Large icons:* Will be enabled if the small icons *Options* window below is shown. Click to show the large icons *Options* window above.
- *Small icons:* Will be enabled if the large icons *Options* window above is shown. Click to show this window:



- *Options as tabs:* Click to show this *Options* window with tabs instead of icons after closing and opening the *Options* window:



To return to the *Options* window with icons, click the *Tools* menu *Options as icons* command.

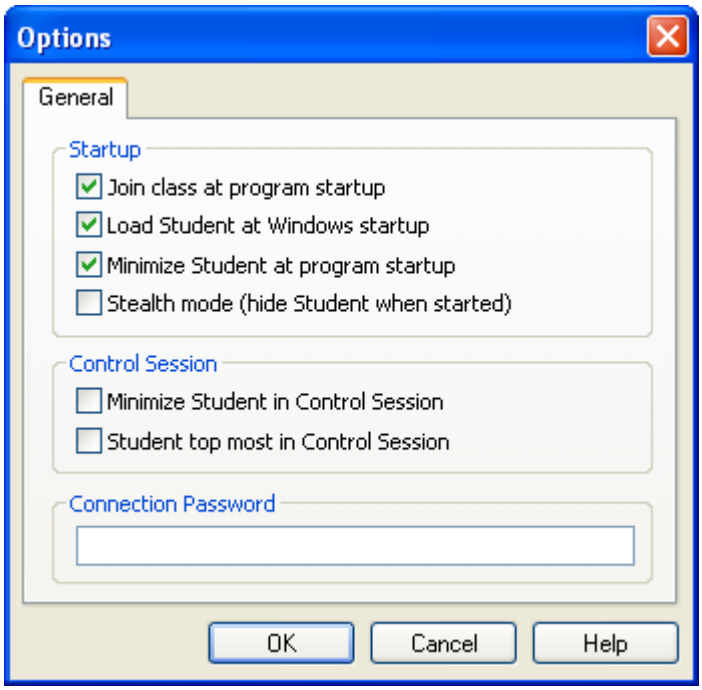
The *Options* window contains these tabs:

- *General*

- *Class*
- *Student login*
- *Protection*
- *Audio-video chat*
- *Help request*
- *Connection*
- *Web update*

4.2.6.1.1 General Tab

This is the *Student Options* window *General* tab:



It enables you to specify *Student Startup* and *Control session* properties and a *Connection password* in these elements:

Startup

☑ *Join class at program startup:* Leave checked to let the *Student Join class* (start communicating) when loaded to connect to a running *Class* that is ready for it. Uncheck to *Join class* manually.

☑ *Load student at Windows startup:* Leave checked to load the *Student* when Windows loads on the computer. Uncheck to load the *Student* manually.

☑ *Minimize student at program startup:* Leave checked to load the *Student* minimized into a Windows taskbar notification area *NetOp Student* button. Uncheck to load the *Student* showing the *Student* window.

☐ *Stealth mode (hide student when started):* Leave unchecked to load the *Student* visible on the computer screen. Check to load the *Student* hidden.

Note: To unhide a *Stealth mode Student*, run (double-click) the *showhost.exe* file that resides in the folder in which the *Student* is installed. Unhiding a *Stealth mode Student* can be protected by a *Protection password*.

Control session

☐ *Minimize student in control session:* Check to minimize the *Student* window into a a Windows taskbar notification area *NetOp Student* button when a *Teacher* starts a *Remote control* or *Monitor* session with it.

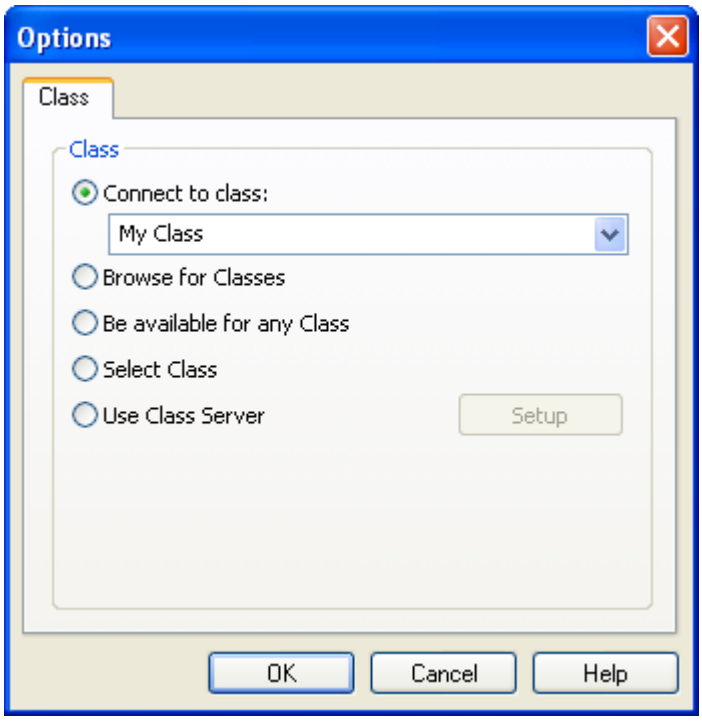
☐ *Student top most in control session:* Check to show the *Student* window in front of any other window when a *Teacher* starts a *Remote control* or *Monitor* session with it.

Connection password

- Specify a password to enable only *Teachers* whose *Options* window *General* tab *Connection password* section contains the same password to connect.

4.2.6.1.2 Class Tab

This is the *Student Options* window *Class* tab:

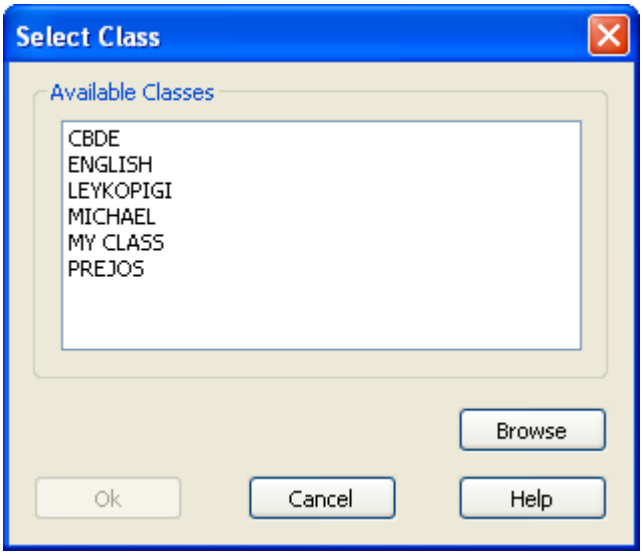


It enables you to select how the *Student* shall connect to a *Class*.

Click one of these options:

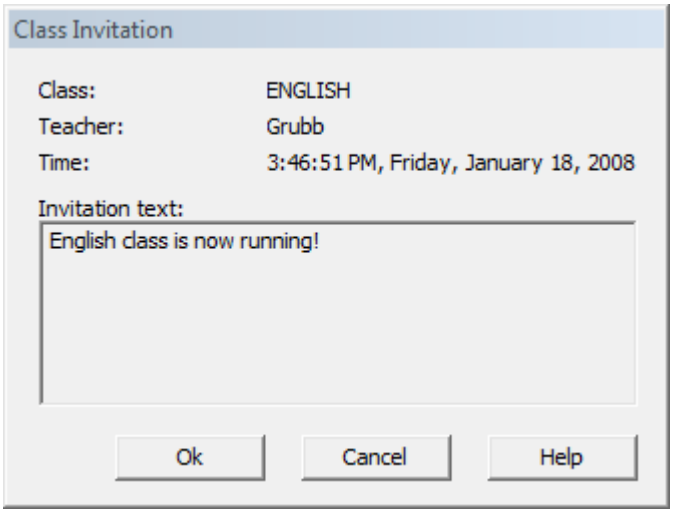
⊙ *Connect to class []:* The drop-down box list will contain the names of *Classes* connected to before. Click a *Class* name to show it in the field as selected. When *Joining class* (starting communicating), the *Student* will browse for the selected *Class* to connect to it if running or wait for it to run and then connect.

○ *Browse for classes:* When *Joining class* (starting communicating), the *Student* will browse for running *Classes* to show responses in this window:



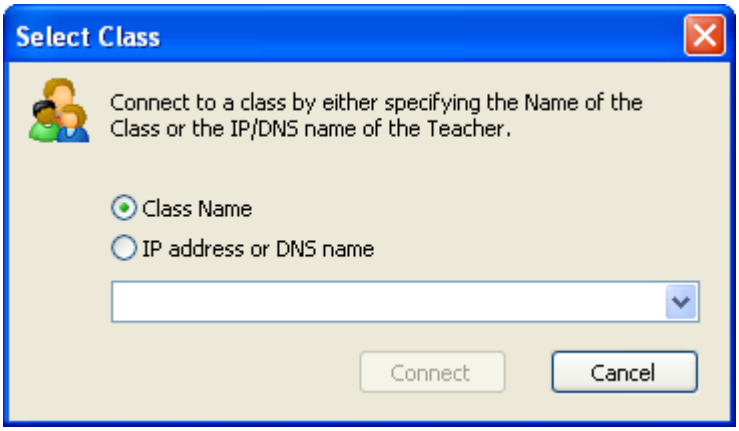
The *Available classes* pane will show the names of responding running *Classes*. Select one and click *OK* to connect to it. Click *Cancel* to *Leave class*. Click *Browse* to browse again.

○ *Be available for any class:* When *Joining class* (starting communicating), the *Student* will announce being available for any *Class*. A *Teacher* that runs a *Class* of which the *Student* is a member will respond to make the *Student* connect to the *Class*. The users of other *Teachers* that run a *Class* can see that the *Student* is available to connect or invite the *Student* to connect to their *Class*. A *Class* invitation can look like this:



Click *OK* to accept the invitation to automatically connect to the *Class*. Click *Cancel* to decline.

○ *Select class:* When *Joining class* (starting communicating), the *Student* will show this window:



The drop-down box list will contain *Class* names, IP addresses and DNS names that have been used before.

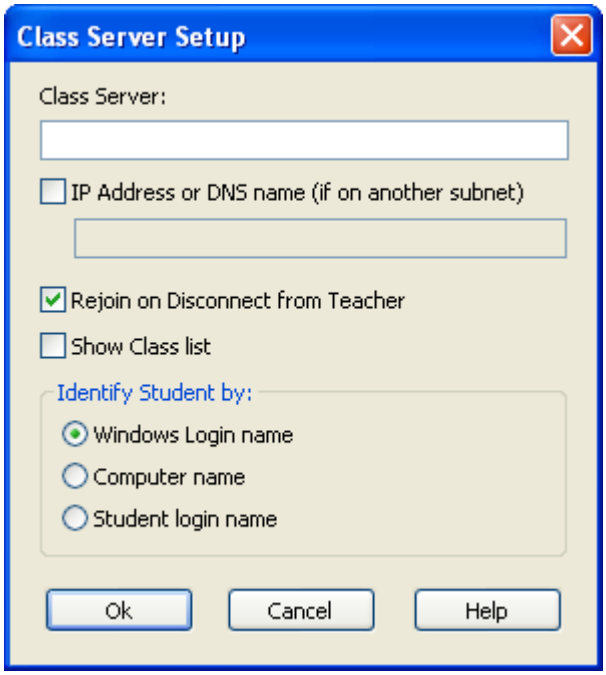
Click *Class name* and click a *Class* name in the list or specify it in the field. Click *Connect* to browse for the selected *Class* to connect to it if running or wait for it to run and then connect.

Click *IP address or DNS name* and click an IP address or DNS name in the list or specify it in the field. Click *Connect* to connect to the specified address to connect to the *Class* run by the *Teacher* on the specified address computer or show an error message if no *Teacher* is found on the specified address.

○ *Use class server [Setup]:* When *Joining class* (starting communicating), the *Student* will retrieve *Class* information from a *NetOp Class Server* and connect accordingly. Click *[Setup]* to show the *Class server setup* window to set up the *Student* to use a *NetOp Class Server*.

Class Server Setup

Click the *Student Options* window *Class* tab *Setup* button to show this window:



It enables you to set up the *Student* to use *NetOp School class management* in these elements:

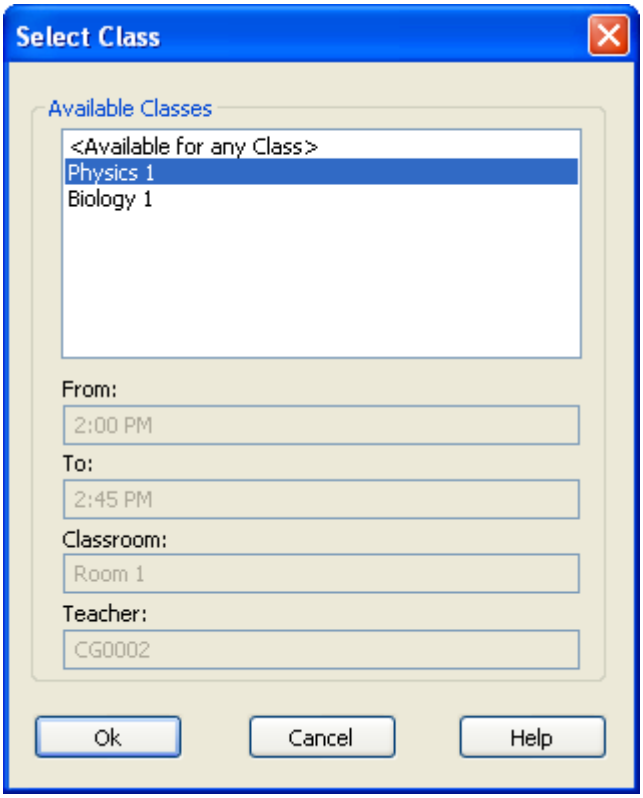
- *Class server []:* Specify the *Class server ID* specified on the used *NetOp Class Server*.

☐ *IP address or DNS name (if on another subnet) []:* If the used *NetOp Class Server* is on an IP subnet different from the *Student* computer IP subnet, you must check the box and specify the *NetOp Class Server*

computer IP address or DNS name.

☑ *Rejoin on disconnect from Teacher:* Leave checked to make the *Student* *Rejoin class* if it becomes disconnected from a running *Class*. Uncheck to disable.

☐ *Show class list:* Leave unchecked to offer no *Class* options to the *Student* user. Check to show this window when the *Student* *Joins class* or when its *Class* ends:



The pane will always include *<Available for any class>*. Select and click *OK* for the *Student* to become *Available for any class*.

If *NetOp School class management* runs in *Non-scheduled mode*, the names of *Courses* to which the *Student* is assigned will be shown in the pane. Select a *Course* name to show only the *Teacher* name in the fields below. Click *OK* to connect to a selected *Course* running *Class* or wait for it to run and then connect.

If *NetOp School class management* runs in *Scheduled mode*, if a *Lesson* of a *Course* to which the *Student* is assigned is running, the *Course* name will be shown in the pane. Select a *Course* name to show *Lesson* *From* time, *To* time, *Classroom* name and *Teacher* name in the fields below. Click *OK* to connect to the *Lesson*. If no *Lesson* of a *Course* to which the *Student* is assigned is running, the user can select to show the *Course* names of upcoming *Lessons* in the *Select class* window to select one to wait for it to run and then connect.

Click *Cancel* to close the *Select class* window for the *Student* to become *Not in class*. If the *Student* cannot *Leave class* by *Protection password* protection, it will become *Available for any class*.

Identify student by

Click one of these options for identifying the *Student* to the *NetOp Class Server*:

⊙ *Windows login name:* By the name by which the *Student* user is logged in to Windows.

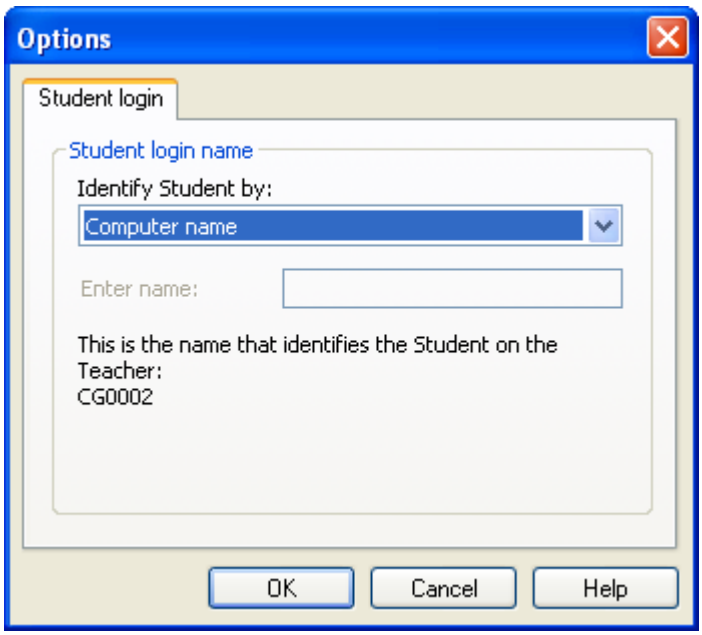
○ *Computer name:* By the *Student* computer Windows name.

○ *Student login name:* By the name specified on the *Student login* tab.

Note: This selection must be compatible with the *NetOp School class management Student* identification.

4.2.6.1.3 Student Login Tab

This is the *Student Options* window *Student login* tab:



It enables you to specify the *Student login name* by a name type or name in this section:

Note: Each *Student* in a *Class* must have a unique *Student login name*. A *Student* that attempts to connect to a *Class* that already contains a *Student* with the same *Student login name* will be rejected.

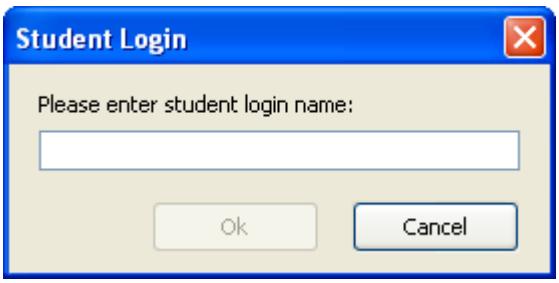
Student login name

Identify student by []: The drop-down box list contains these options:

- *Windows login name:* The *Student login name* will be the *Student* user Windows login name.
- *Windows login name and \domain:* The *Student login name* will be the *Student* user Windows login name and domain name separated by a backslash character (\).
- *Windows full name:* The *Student login name* will be the *Student* user Windows full name.
- *Windows full name and \domain:* The *Student login name* will be the *Student* user Windows full name and domain name separated by a backslash character (\).
- *Computer name:* The *Student login name* will be the *Student* computer Windows name.
- *Computer name and \domain:* The *Student login name* will be the *Student* computer Windows name and domain name separated by a backslash character (\).

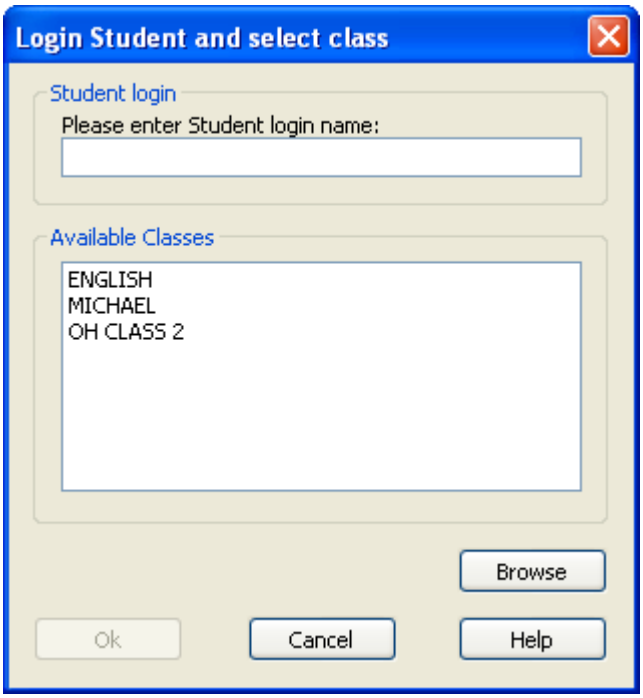
  Note: For *Students* that run on a terminal server, do not select a *Student login name* option based on *Computer name*. All *Students* that run on a terminal server share the same *Computer name*. For *Students* that run on network computers, *Computer name* is a safe choice for the *Student login name*.

- *Prompt for login name:* When the *Student Joins class*, this window will be shown:



Specify the *Student login name* and click *OK* to apply.

If on the *Options* window *Class* tab *Browse for classes* is selected, this combined window will be shown:



Specify the *Student login name* and select an available *Class* and click *OK* to connect.

- *Login as:* Will enable the *Enter name* field below.

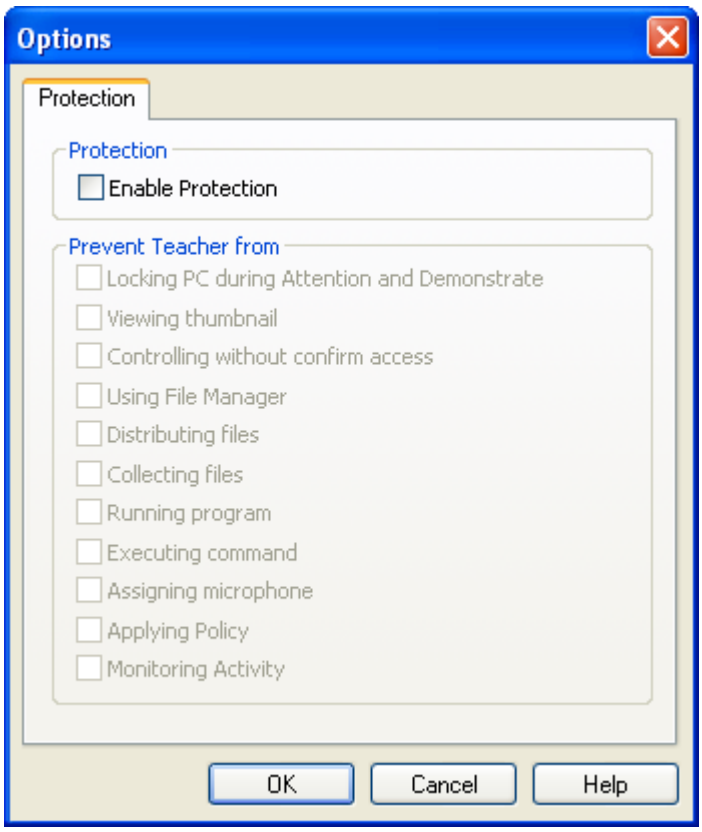
  Enter name []: Specify the *Student login name* or an environment variable whose value will be the *Student login name*.

Click an option in the list to show it as selected in the field.

- *This is the name that identifies the student on the teacher:* Will show the *Student login name* according to the selected name type. A *Prompt for login name* name cannot be shown.

4.2.6.1.4 Protection Tab

This is the *Student Options* window *Protection* tab:



It enables you to protect the *Student* against unwanted *Teacher* actions.

Note: Protecting the *Student* applies typically to an adult teaching environment where *Student* users are in full control of *Student Options* and do not want to be tightly controlled from the *Teacher*.

Protection

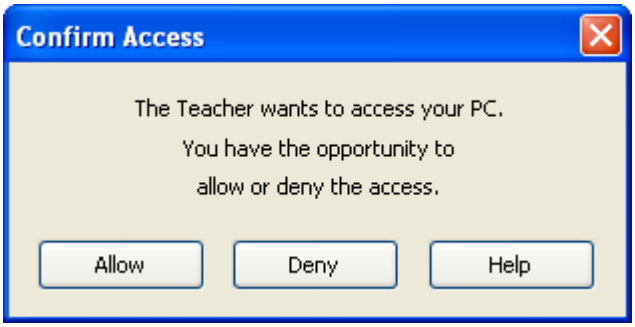
☐ *Enable protection:* Check to enable the *Prevent teacher from* section below.

Prevent teacher from

☐ *Locking PC during attention and demonstrate:* Check to disable full screen *Attention* or *Demonstrate* sessions with this *Student*.

☐ *Viewing thumbnail:* Check to disable showing a miniature image of this *Student* computer's screen in *Thumbnails view*.

☐ *Controlling without confirm access:* Check to show this window before a *Remote control* or *Monitor* session is started with this *Student*:



Click to *Allow* or *Deny* the session.

☐ *Using file manager:* Check to disable running a *File manager* session with this *Student*.

☐ *Distributing files:* Check to disable running a *Distribute files* session with this *Student*.

☐ *Collecting files:* Check to disable running a *Collect files* session with this *Student*.

☐ *Running program:* Check to disable *Run program* on this *Student* computer.

☐ *Executing command:* Check to disable executing *Commands* on this *Student* computer.

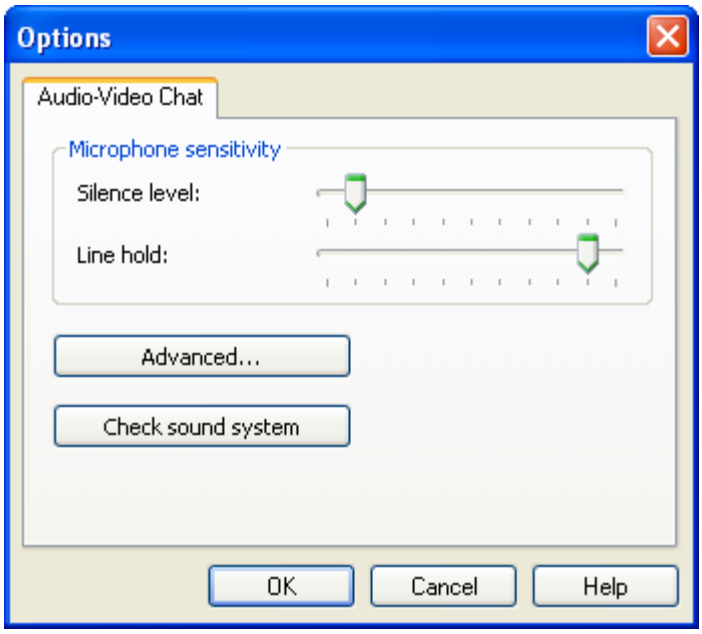
☐ *Assigning microphone:* Check to disable assigning the microphone to this *Student* in an *Audio-video chat* session.

☐ *Applying policy:* Check to disable applying a *Policy* on this *Student*.

☐ *Monitoring activity:* Check to disable monitoring *Activity* on this *Student* computer.

4.2.6.1.5 Audio-Video Chat Tab

This is the *Student* *Options* window *Audio-video chat* tab:



It enables you to specify *Student* *Audio-video chat* properties in these elements.

Microphone sensitivity

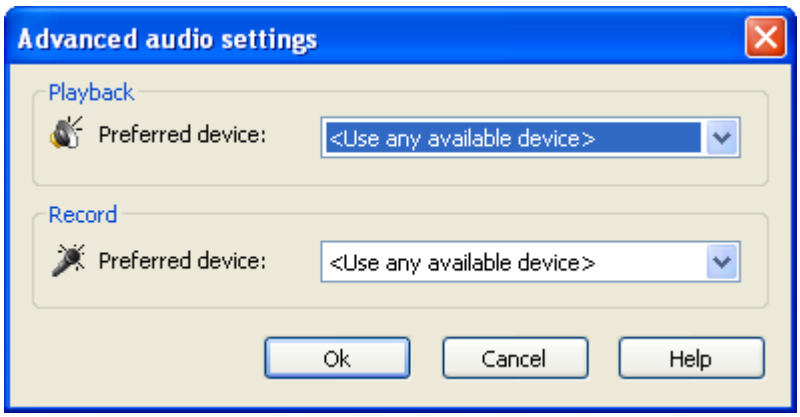
- *Silence level:* Drag the slide to set the microphone sound input below which no audio data shall be sent.
- *Line hold:* Drag the slide to set the time after falling below the *Silence level* audio data shall continue to be sent.

Note: Optimize by changing slide positions while running an *Audio-video chat* session.

- *Advanced:* Click to show the *Advanced audio settings* window.
- *Check sound system:* Click to check the *Student* computer sound system to show a check result message.

Advanced Audio Settings

Click the *Audio-video chat* tab *Advanced* button to show this window:



It enables you to select the preferred playback and record sound device in these elements:

Playback

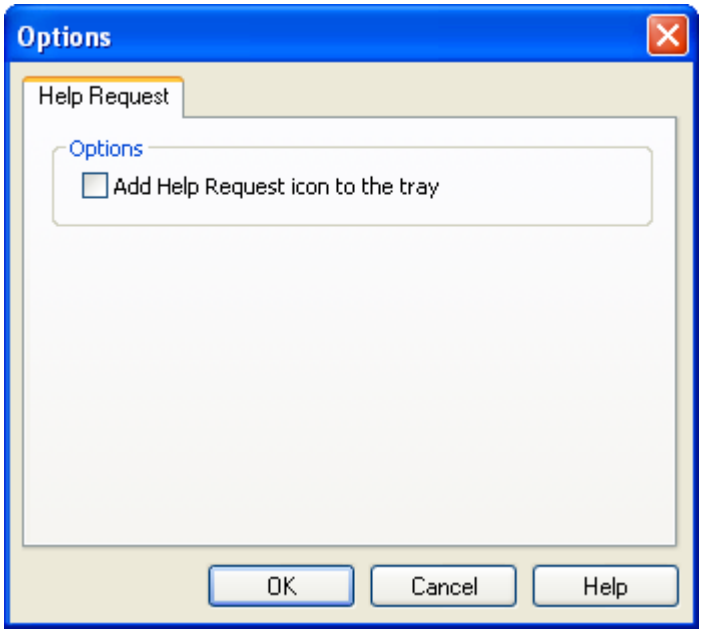
- *Preferred device []:* The drop-down box field will initially show <*Use any available device*>. If audio playback devices are connected to the *Student* computer, <*Use any available device*> may use the computer sound system or a connected device. To use your preferred device, click its name in the drop-down box list to show it in the field.

Record

- *Preferred device []:* The drop-down box field will initially show <*Use any available device*>. If audio recording devices are connected to the *Student* computer, <*Use any available device*> may use the computer sound system or a connected device. To use your preferred device, click its name in the drop-down box list to show it in the field.

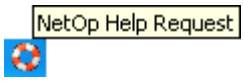
4.2.6.1.6 Help Request Tab

This is the *Student Options* window *Help request* tab:



It enables you to add a *Help request* button in this element:

☐ *Add help request icon to the tray:* Check to add this button in the Windows taskbar notification area:

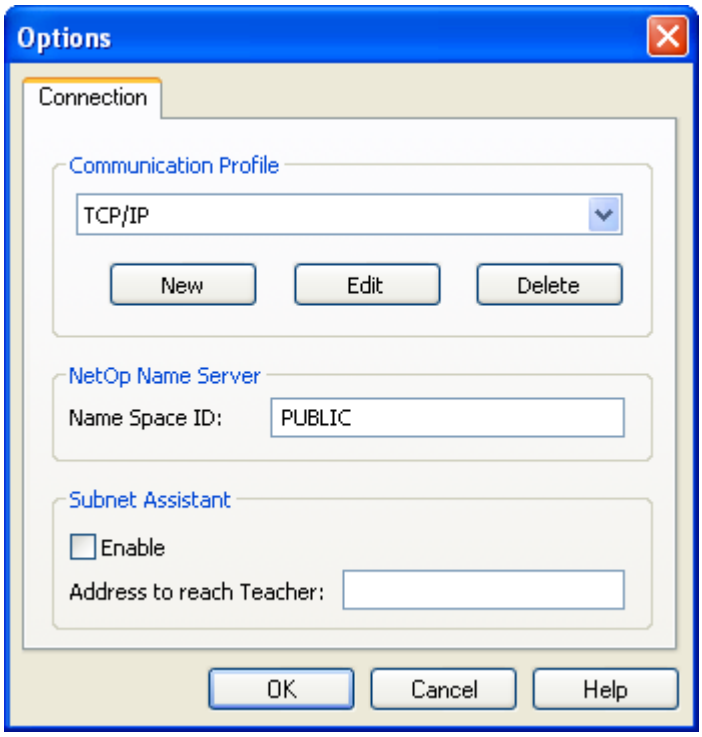


If the *Student* is connected to a *Class*, right-click to show a *Request help/Cancel help* command. Click it or double-click the button to request help or cancel a pending help request.

Note: A *NetOp help request* button will not be hidden when the *Student* is running in *Stealth mode*.

4.2.6.1.7 Connection Tab

This is the *Student Options* window *Connection* tab:



It enables you to specify *Student Connection* properties in these elements:

Communication profile

- The drop-down box list will contain available *Communication profiles*. Click one to show it in the field as selected.
- *New:* Click to show the *Communication profile edit* window to create a *Communication profile*.
- *Edit:* Click to show the *Communication profile edit* window to edit the selected *Communication profile*.
- *Delete:* Click to delete the selected *Communication profile*.

NetOp Name Server

- *Name space ID []:* To connect to a *Teacher* using *NetOp name management*, this field must contain the *Name space ID* specified in the matching field on the *Teacher*.

Subnet assistant

If a cluster of *Students* is located on a subnet very remote from the *Teacher*, you can improve communication by making one of the cluster *Students* a *Subnet assistant* that will route communication between the *Teacher* and cluster *Students*.

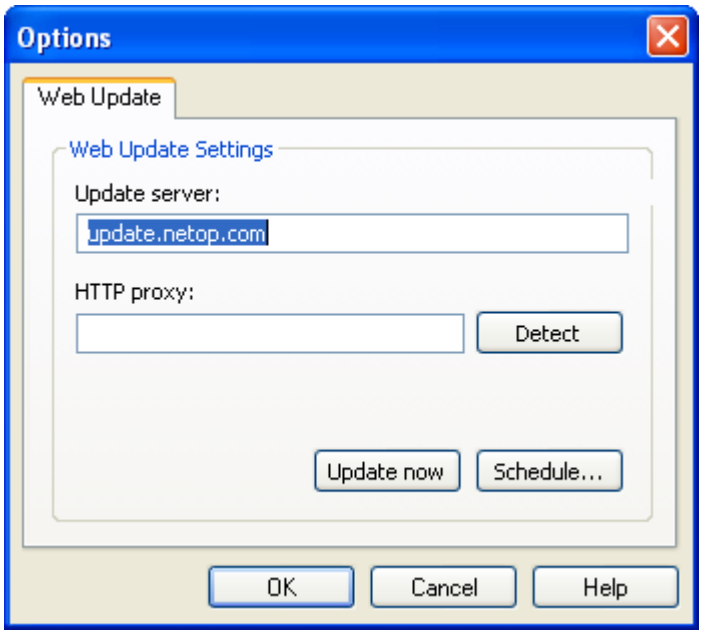
☐ *Enable:* Check to enable this *Student's* routing capabilities.

- *Address to reach teacher []:* Specify the *Teacher* address (IP address or DNS name if communicating by *TCP/IP*).

Note: For *Connection* tab changes to apply, you must *Rejoin class*.

4.2.6.1.8 Web Update Tab

This is the *Student Options* window *Web update* tab:



It enables you to update the *Student* installation from the web in these elements:

- *Update server []:* Specify the web address of the server from which to download *Student* update files (default: *update.netop.com*, the NetOp web update server on the Internet).

Note: To support the update of many NetOp installations in an organization, we recommend to *Publish new updates* to an internal web update server.

- *HTTP proxy [] [Detect]:* Specifying a *HTTP proxy* is typically not required. Before specifying a *HTTP proxy*, click *Update now* to test the web update connection. If this yields a message indicating connection to the update server, specify no *HTTP proxy*. If *Update now* yields no connection, click *[Detect]* to make NetOp attempt to detect the *HTTP proxy* server to show its name and port number in the *HTTP proxy* field. Click *Update now* to test the connection. If unsuccessful, consult with your network/system administrator about what must be specified in the *HTTP proxy* field (format: <Server name>:<Port number>).
- *Update now:* Click to connect to the update server specified in the *Update server* field. A *Web update* message will notify you if connection to the update server failed, if no updates are available or if updates are available and in the latter case ask you if you want to download and install updates.
- *Schedule:* Click to show the *Web update schedule* window.

4.2.6.2 Protection Password

Click the *Student* window *Tools* menu *Protection password* command to show this window:

It enables you to protect *Student* setup and certain user actions by a *Protection password* in these elements:

Change protection password: Click to show this window:

Specify the *Protection password* in these fields:

- *Old password []:* Specify the current *Protection password* (disabled if no *Protection password* is applied).
- *New password []:* Specify the new *Protection password* (leave empty if no *Protection password* shall be applied).
- *Confirm password []:* Re-specify the new *Protection password* for confirmation.

Note: When a *Protection password* is applied, the *Tools* menu *Protection password* command will be protected by the *Protection password*.

Protection password required for

☐ *Configuration:* Check to protect the *Tools* menu *Options* and *Run setup wizard* commands by the *Protection password*.

☐ *End session, Leave class, Exit, Unhide:* Check to protect the *Student* user actions *End session*, *Leave class*, *Exit* and *Unhide* by the *Protection password*.

Protect security configuration files

Click one of these options:

⊙ *Protect by protection password only (if applies):* Protect *Student* setup only by any applied *Protection password* protection that does not protect *Student User configuration files*.

○ *Protect files when connected:* Protect *Student User configuration files* and disable *Tools* menu setup commands when the *Student* is connected to a *Class* to prevent a connected *Teacher* from changing

Student setup.

○ *Protect files when connected and class joined:* Protect *Student* *User configuration files* and disable *Tools* menu setup commands when the *Student* *has* *Joined class* to prevent a *Student* user that by *Protection password* protection is unable to *Leave class* or *Exit* the *Student* from changing the *Student* setup.

Note: Checking boxes and clicking *Protect files when connected and class joined* will provide maximum protection against *Student* users that want to disrupt the *Class* environment.

5 Common Tools

This section explains tools that are common to *Teacher* and *Student*.

It contains the sections:

- *Communication devices*
- *System info*

5.1 Communication Devices

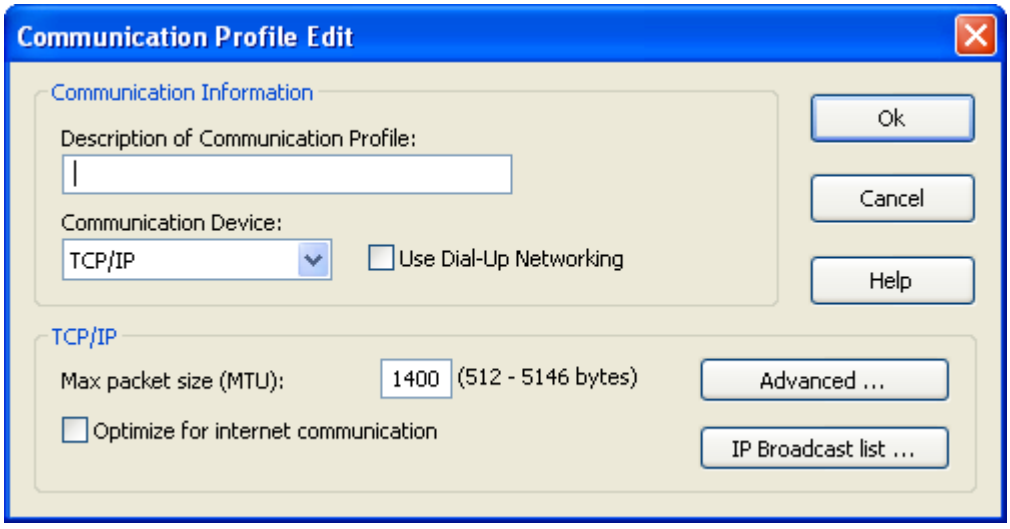
NetOp uses the term ***Communication devices*** for the NetOp adaptations of general communication protocols and the NetOp proprietary protocols developed for NetOp applications.

NetOp modules use different configurations of *Communication devices* for communicating with other NetOp modules in different environments. Such *Communication device* configurations that are given individual names are called ***Communication profiles***.

While a range of default *Communication profiles* are included when a NetOp module is installed for the first time, a user will typically want or need to create new *Communication profiles* that are optimized for the user environment.

This section explains *Communication devices* and how NetOp *Communication profiles* are created and managed.

In the *Teacher* or *Student* *Options* window *Connection* tab *Communication profile* section, click *New* or *Edit* to show this window:



It enables you to create or edit a *Communication profile* in these elements:

Communication information

- *Description of communication profile []:* If shown from *New*, the field will be empty. If shown from *Edit*, the

field will show the name of the selected *Communication profile*. Specify a *Communication profile* name or edit it, if desired.

- *Communication device []:* The drop-down box list will contain the names of available *Communication devices* that for NetOp School includes:
  - *NetBIOS*
  - *IPX*
  - *TCP/IP*
  - *Terminal server* (available only on NetOp modules that run on a terminal server).

  Select a *Communication device* in the list to show it in the field to make this *Communication profile* use the selected *Communication device*.

☐ *Use dial-up networking:* Will be enabled only if *TCP/IP* is selected in the *Communication device* drop-down box. Check to enable creating or editing a connection via modem to a network.

The lower window section will be named by the *Communication device* selection and have different contents with different selections. Click a hotspot in the list above to jump to the section that explains the *Communication device* and its available options in the lower section of the *Communication profile edit* window.

5.1.1 TCP/IP

TCP/IP (Transmission Control Protocol/Internet Protocol) is a suite of widely used network communication protocols. NetOp School uses a NetOp adapted version of the TCP/IP suite networking protocol UDP (User Datagram Protocol) named *TCP/IP*.

NetOp School utilizes the ability of UDP to send and receive name identified *Broadcast communication* on a local IP network segment. UDP can also send and receive IP address and DNS name addressed *Unicast communication* across large segmented IP networks including the Internet. This combination of local network segment *Broadcast communication* and remote network segments *Unicast communication* enables running physical *Classes* on a local network segment as well as virtual *Classes* on a large network or on the Internet.

This section includes these sections:

- *TCP/IP settings*
- *TCP/IP communication profile edit*

5.1.1.1 TCP/IP Settings

Communication profile

To use *TCP/IP* communication, in the *Options* window *Connection* tab *Communication profile* section select a *Communication profile* that uses the *TCP/IP Communication device* (initially *TCP/IP* for local area network, *Internet* for Internet and *Wireless* for wireless network communication).

Identification

Teachers identify themselves to *Students* by their running *Class* name.

Students identify themselves to *Teachers* by their *Student login* name, *Windows login* name and *Computer* name.

Computers identify themselves by one or multiple IP addresses and a DNS name.

NetOp School *TCP/IP* communication identifies *Teachers* and *Students* by their names and IP addresses.

Communication problems

If NetOp School modules do not communicate as expected, use these diagnostic tools:

1. Verify that an IP connection is available between computers by using the PING utility explained below.
2. Read the *TCP/IP communication profile edit* section and verify that all required specifications are in place.
3. Read the *NetOp School communication* section.
4. As a last resort, submit a support request by using the *Support for NetOp products* form on the www.netop.com homepage.

PING utility

To verify that that an IP connection is available between two computers across a network using TCP/IP, on one computer from a command prompt type:

```
PING <Other computer IP address>
```

The PING utility will send four data packets that request a reply. If replies are received, an IP connection is available.

Resources

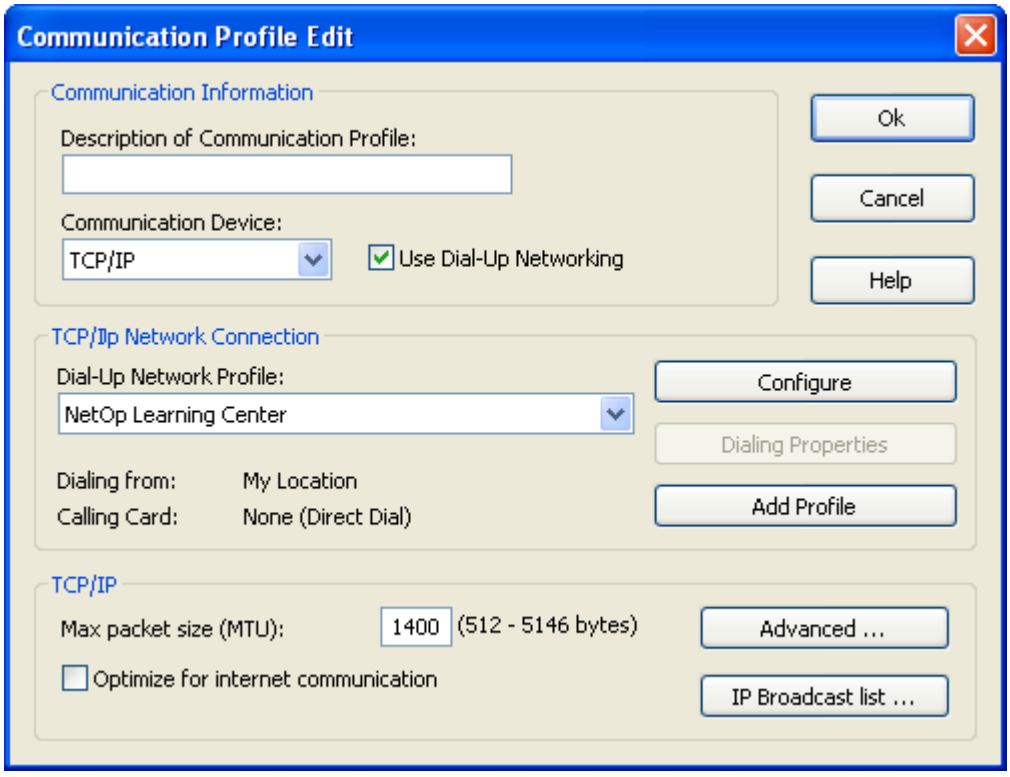
NetOp modules can use one TCP/IP port for sending and receiving communication.

We generally recommend that you use port number 1971 that is officially registered to NetOp School.

In special situations, you can use other port numbers but remember that the *Teacher* send port number must always match the *Student* receive port number and vice versa.

5.1.1.2 TCP/IP Communication Profile Edit

The *Communication profile edit* window will have these contents if *TCP/IP* and *Use dial-up networking* are selected:



The *Communication information* section contents are explained in the *Communication devices* section. This section will explain the other sections.

TCP/IP network connection

This section enables you to create or edit dial-up network profiles in these elements:

- *Dial-up network profile []:* The drop-down box list will contain the names of dial-up network profiles that have been used before. Click one to show it in the field.
- *Dialing from* and *Calling card:* Will show the names of these properties for the selected dial-up network profile.
- *Configure:* Click to show the Windows <Dial-up network profile name> *properties* window to reconfigure the selected dial-up network profile.
- *Dialing properties:* Click to display the Windows *Phone and modem options* window to edit the dialing properties of the selected dial-up network profile.
- *Add profile:* Click to show the Windows *New connection wizard* to create a new dial-up network profile.

TCP/IP

This section enables you to specify the *TCP/IP* communication properties of this *Communication profile* in these elements:

- *Max packet size (MTU) [] (512 – 5146 bytes):* Specifies the maximum data packet size in the shown range.

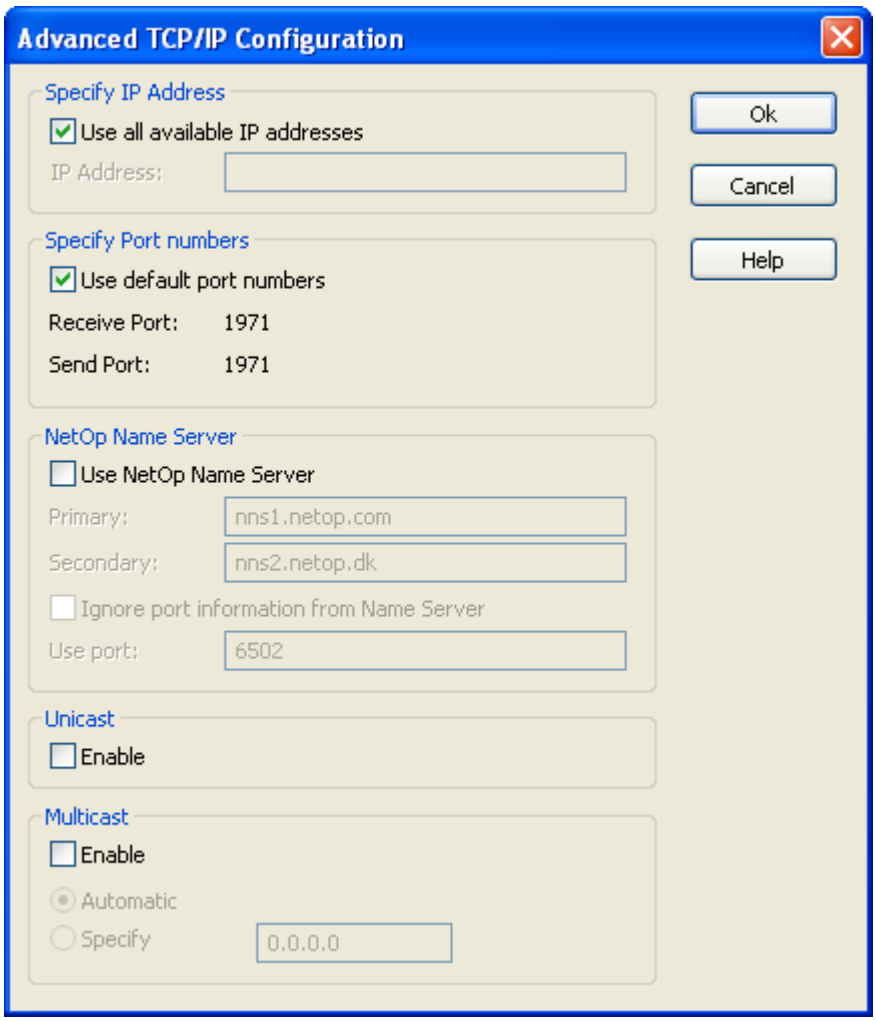
Note: A high MTU can increase transfer speed and a low MTU can contribute to solving communication problems.

☐ *Optimize for Internet communication:* Check to optimize MTU, compression and cache memory to communicate across the Internet.

- *Advanced:* Click to show the *Advanced TCP/IP configuration* window.
- *IP broadcast list:* Click to show the *IP broadcast list* window.

5.1.1.2.1 Advanced TCP/IP Configuration

In the *TCP/IP communication profile edit* window *TCP/IP* section, click *Advanced* to show this window:



It enables you to specify advanced *TCP/IP* communication properties in these elements:

Specify IP address

☑ *Use all available IP addresses:* Leave checked to use all of the computer's IP addresses for this *Communication profile's* communication. Uncheck to use only one IP address for this *Communication profile's* communication to enable the field below.

- *IP address []:* Specify the computer IP address that shall be used.

Specify port numbers

☑ *Use default port numbers:* Leave checked to use the official NetOp School port number 1971 for *Receive port* and *Send port*. Uncheck to enable fields for both port numbers.

Note: Except for special situations, we recommend using the official port number. Remember that the *Teacher Send port* number must match the *Student Receive port* number and vice versa.

NetOp Name Server

☐ *Use NetOp Name Server:* Leave unchecked to connect without using *NetOp name management*. Check to use *NetOp name management* to connect swiftly across large segmented networks including the Internet.

- *Primary []:* Leave *nns1.netop.com* to use this primary *NetOp Name Server* on the Internet. If a local primary *NetOp Name Server* is available, specify its IP address or DNS name.

- *Secondary []:* Leave *nns2.netop.dk* to use this secondary *NetOp Name Server* on the Internet. If a local secondary *NetOp Name Server* is available, specify its IP address or DNS name.

☐ *Ignore port information from Name Server:* Check to replace the destination module *Receive port* number received from *NetOp Name Server* by the port number specified below.

Note: Some types of firewalls replace sent *Receive port* numbers by invalid port numbers to protect network computers against connection attempts. In that case, *NetOp Name Server* will receive, store and return invalid *Receive port* numbers that must be replaced by valid *Receive port* numbers.

- *Use port []:* Specify the port number that shall replace the *Receive port* number received from *NetOp Name Server* (typically 1971).

Note: To use *NetOp name management*, in the *Options* window *Connection* tab *NetOp Name Server* section specify the applicable *Name space ID*.

Unicast (only on *Teacher*)

☐ *Enable:* Check to supplement *Broadcast communication* by *Unicast communication* to each *Class* *Student*.

Multicast (only on *Teacher*)

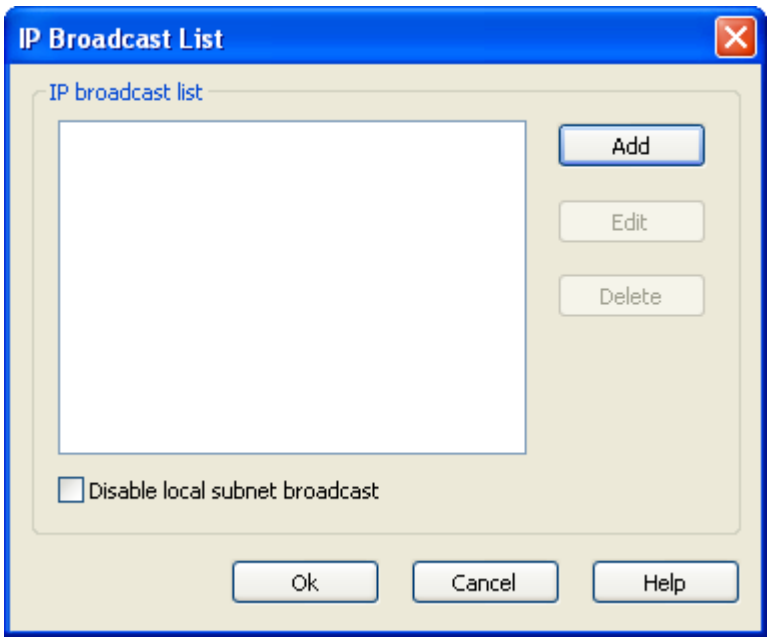
☐ *Enable:* Check to supplement *Broadcast communication* by multicast communication via multicast routers. Select one of these options:

⊙ *Automatic:* Let NetOp specify a multicast IP address.

○ *Specify []:* Specify a multicast IP address.

5.1.1.2.2 IP Broadcast List

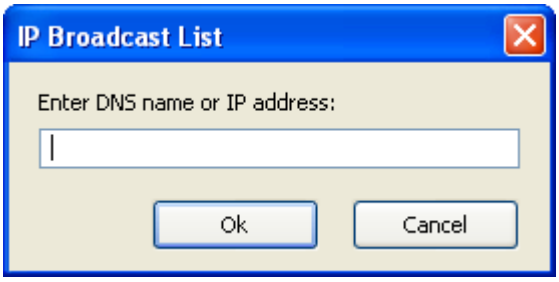
In the *TCP/IP communication profile edit* window *TCP/IP* section, click *IP broadcast list* to show this window:



If *NetOp name management* is not used, for *TCP/IP* *Broadcast communication* to reach computers on remote network segments computer IP addresses or DNS names must be in the *IP broadcast list*.

The pane will show specified IP addresses, IP address ranges and DNS names.

- *Add:* Click to show this window:



Specify an IP address, IP address range (- between addresses) or DNS name and click *OK*.

Note: Specifying an IP address range will send individual packets to all IP addresses in the specified range. To avoid excess network traffic, do not specify a larger IP address range than required.

- *Edit:* Select an IP address, IP address range or DNS name in the pane and click to show the *IP broadcast list enter* window to edit it.
- *Delete:* Select an IP address, IP address range or DNS name in the pane and click to delete it.

☐ *Disable local subnet broadcast:* Check to disable *Broadcast communication* to local network segment computers.

5.1.2 Terminal Server

Terminal server is a NetOp proprietary *Communication device* that is available only on NetOp modules installed on a Windows terminal server.

NetOp School *Teacher* and *Student* installed on a terminal server can run in client sessions. Each client session *Teacher* can communicate with client session *Students* using a *Terminal server Communication profile*.

A *NetOp Gateway* that runs on the terminal server console can route communication between client session NetOp School modules and NetOp School modules that run on network computers or other terminal servers.

Note: The particulars of installing, setting up and running NetOp School in terminal server environments are explained in the *NetOp School in terminal server environments* section.

This section includes these sections:

- *Terminal server settings*
- *Terminal server communication profile edit*

5.1.2.1 Terminal Server Settings

Communication profile

To use *Terminal server* communication, in the *Options* window *Connection* tab *Communication profile* section select a *Communication profile* that uses the *Terminal server Communication device* (initially *Terminal server*).

Identification

Teachers identify themselves to *Students* by their running *Class* name.

Students identify themselves to *Teachers* by their *Student login* name, *Windows login* name and *Computer* name.

Note: All *Teachers* and *Students* on a terminal server share the same *Computer* name.

Terminal server client sessions identify themselves by the *Windows login* name of the user logged in to the terminal server.

NetOp School *Terminal server* communication identifies *Teachers* and *Students* by their names.

Communication problems

If NetOp School modules do not communicate as expected, use these diagnostic tools:

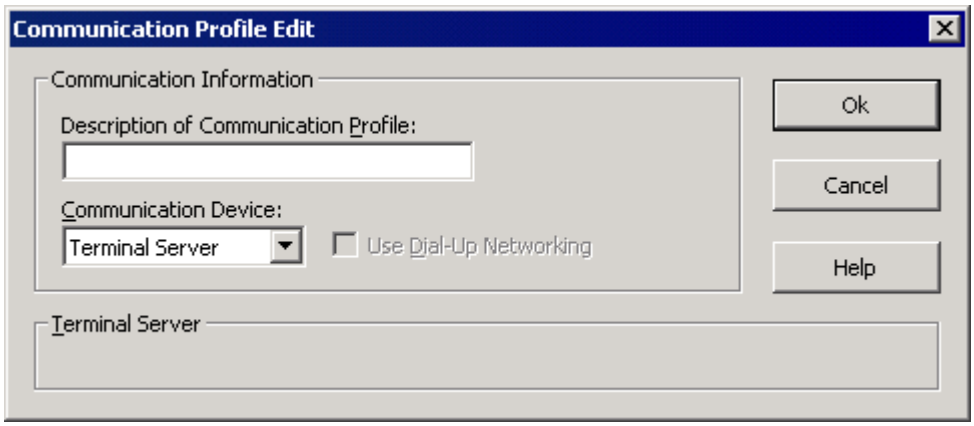
1. Read the *NetOp School in terminal server environments* section that explains the particulars of installing, setting up and running NetOp School on a terminal server.
2. Read the *NetOp School communication* section.
3. As a last resort, submit a support request by using the *Support for NetOp products* form on the www.netop.com homepage.

Resources

When NetOp School is properly installed on a terminal server, the required resources are available.

5.1.2.2 Terminal Server Communication Profile Edit

The *Communication profile edit* window will have these contents if *Terminal server* is selected:



The *Communication information* section contents are explained in the *Communication devices* section.

The *Terminal server* section is empty. No options or settings are available with the *Terminal server Communication device*.

5.1.3 IPX

IPX (Internetwork Packet Exchange) is a networking communication protocol developed by Novell. *IPX* is typically used in network environments with NetWare servers and clients.

NetOp School utilizes the ability of *IPX* to send and receive name identified *Broadcast communication* on a local network including interconnected Novell networks. This enables running physical *Classes* on a local network as well as virtual *Classes* across interconnected Novell networks.

This section includes these sections:

- *IPX Settings*
- *IPX Communication Profile Edit*

5.1.3.1 IPX Settings

Communication profile

To use *IPX* communication, in the *Options* window *Connection* tab *Communication profile* section select a *Communication profile* that uses the *IPX Communication device* (initially *IPX*).

Identification

Teachers identify themselves to *Students* by their running *Class* name.

Students identify themselves to *Teachers* by their *Student login* name, *Windows login* name and *Computer* name.

Computers identify themselves by the MAC address of their network card. A MAC address consists of 0x followed by a 12 digit hexadecimal number, e.g. 0x080005AF341A.

NetOp School *IPX* communication identifies *Teachers* and *Students* by their names and computer network card MAC address.

Communication problems

If NetOp School modules do not communicate as expected, use these diagnostic tools:

1. Read *Finding network numbers* below and the *IPX communication profile edit* section to identify and specify the network numbers of modules located on remote networks.
2. Experiment with the *NetOp.ini* setting explained below.
3. Read the *NetOp School communication* section.
4. As a last resort, submit a support request by using the *Support for NetOp products* form on the www.netop.com homepage.

Finding network numbers

To find the network number for a computer with a known name, type this from a command prompt:

`nlist user=<Name> /a` (NetWare 4.x) or

`userlist /a` (NetWare 3.x)

If you are attached to a NetWare server that recognizes the name, it will respond with the network number in the address field.

NetOp.ini setting

This setting can be used in a *NetOp.ini* file *[IPX] section:*

Key	Value	Explanation
Max_Packet_Size=	<Number>	The number specifies the maximum packet size in bytes. If you encounter communication problems, try reducing the maximum packet size to the minimum 512 bytes.

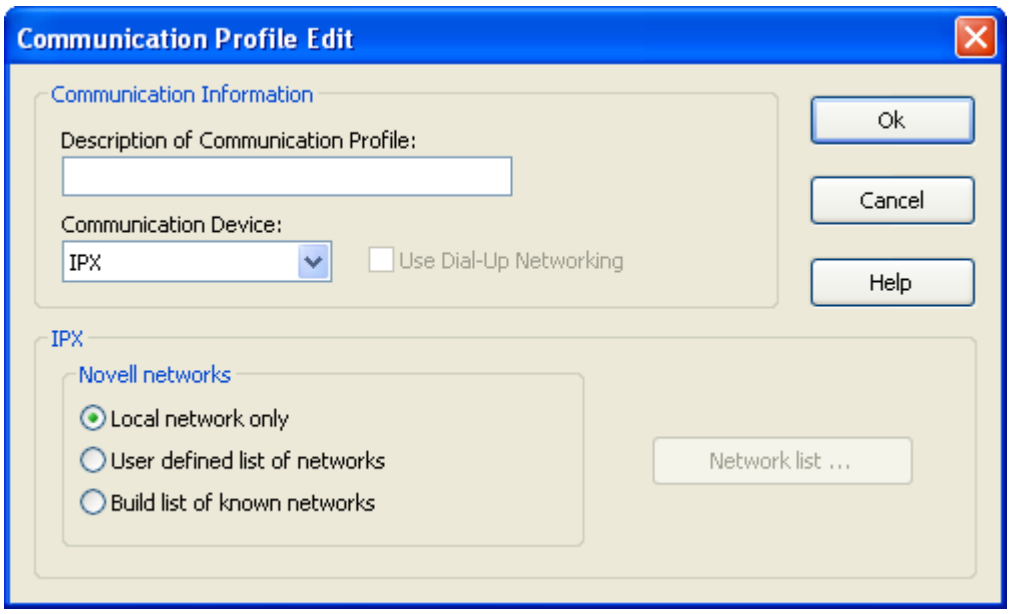
Resources

NetOp School uses IPX socket 8641 (hex) when communicating between a *Teacher* and a *Student*.

Novell has assigned this socket to NetOp.

5.1.3.2 IPX Communication Profile Edit

The *Communication profile edit* window will have these contents if *IPX* is selected:



The *Communication information* section contents are explained in the *Communication devices* section.

IPX

This section enables you to specify the *IPX* communication properties of this *Communication profile* in these elements:

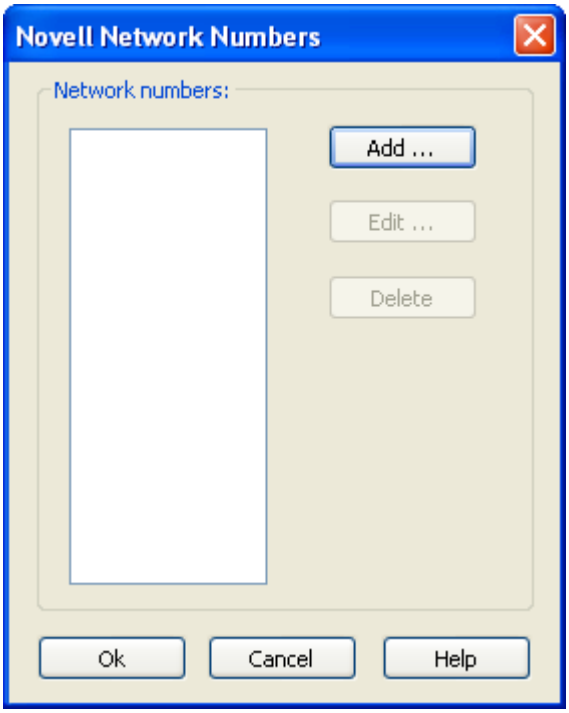
Novell networks

Select one of the options:

⊙ *Local network only:* Communicate to the local network only.

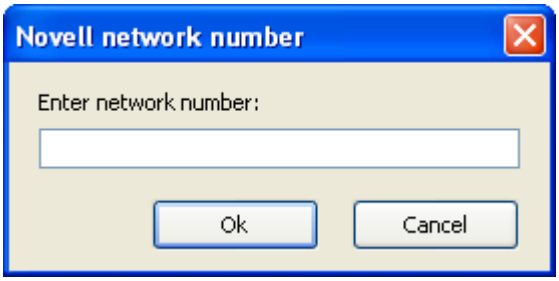
○ *User defined list of networks:* Enables the *Network list* button. Click it to show the *Novell network numbers* window.

○ *Build list of known networks:* Let NetOp browse the network to build a list of known networks to enable communication to these networks.



The pane will show 8-digit hexadecimal network numbers of remote networks.

- *Add:* Click to show this window:



Specify an 8-digit hexadecimal network number or edit it and click *OK* to apply.

- *Edit:* Select a network number in the pane and click to show it in the *Novell network number* window to edit it.
- *Delete:* Select a network number in the pane and click to delete it.

5.1.4 NetBIOS

NetBIOS (Network Basic Input/Output System) is a simple networking communication protocol for local area network communication.

NetOp School utilizes the ability of *NetBIOS* to send and receive name identified *Broadcast communication* on a local network segment. Communication that uses *NetBIOS* in its basic mode (in Windows: Microsoft NetBEUI) cannot pass network connection elements like routers. Communication that uses *NetBIOS* over *IPX* or *TCP/IP* can pass network connection elements. Communicating modules must use the same *NetBIOS* mode. Different *NetBIOS* modes use different *NetBIOS adapter numbers*.

This section includes these sections:

- *NetBIOS settings*
- *NetBIOS communication profile edit*

5.1.4.1 NetBIOS Settings

Communication profile

To use *NetBIOS* communication, in the *Options* window *Connection* tab *Communication profile* section select a *Communication profile* that uses the *NetBIOS* Communication device (initially *NetBIOS*).

Identification

Teachers identify themselves to *Students* by their running *Class* name.

Students identify themselves to *Teachers* by their *Student login* name, *Windows login* name and *Computer* name.

Computers identify themselves by the MAC address of their network card. A MAC address consists of 0x followed by a 12 digit hexadecimal number, e.g. 0x080005AF341A.

NetOp School *IPX* communication identifies *Teachers* and *Students* by their names and computer network card MAC address.

Communication problems

If NetOp School modules do not communicate as expected, use these diagnostic tools:

1. Verify that *Teacher* and *Student* use the same *NetBIOS* mode, see *NetBIOS* and *NetBIOS communication profile edit*.
2. Experiment with the *NetOp.ini* settings explained below.
3. Read the *NetOp School communication* section.
4. As a last resort, submit a support request by using the *Support for NetOp products* form on the www.netop.com homepage.

NetOp.ini settings

These settings can be used in a *NetOp.ini* file *[NetBIOS] section:*

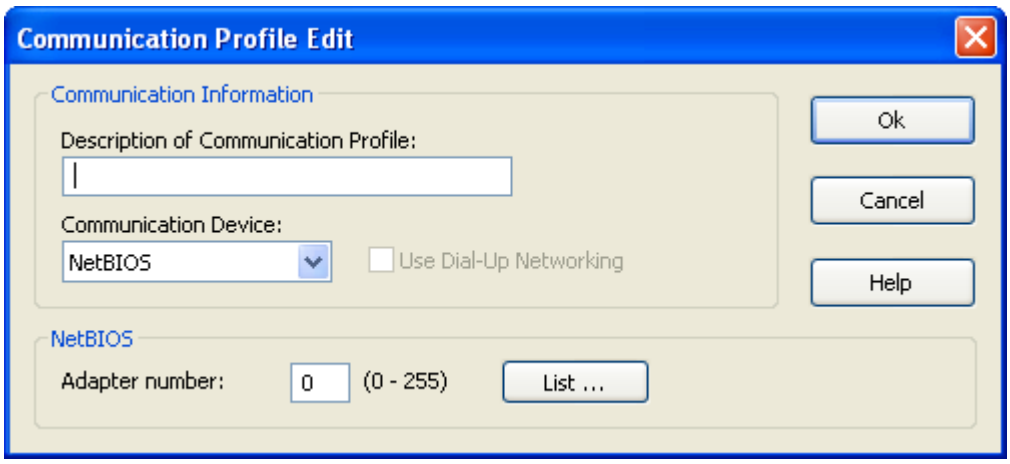
Key	Value	Explanation
Max_Packet_Size=	<Number>	The number specifies the maximum packet size in bytes. If you encounter communication problems, try reducing the maximum packet size to the minimum 512 bytes.
Rcv_DG_Threads=	1 or 2	By default, NetOp uses 2 datagram threads. Under certain circumstances, 2 datagram threads cause problems, and 1 can be specified.

Resources

No particular resources are used by the *NetBIOS* communication device.

5.1.4.2 NetBIOS Communication Profile Edit

The *Communication profile edit* window will have these contents if *NetBIOS* is selected:

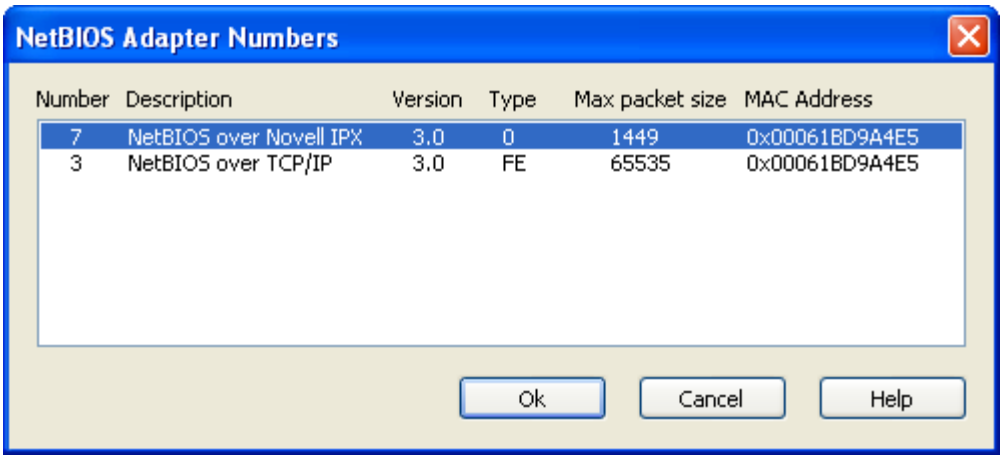


The *Communication information* section contents are explained in the *Communication devices* section.

NetBIOS

This section enables you to specify the *NetBIOS* communication properties of this *Communication profile* in this element:

- *Adapter number [] (0-255) [List]:* Click *[List]* to show this window:



The table will show records of available NetBIOS modes with these column contents:

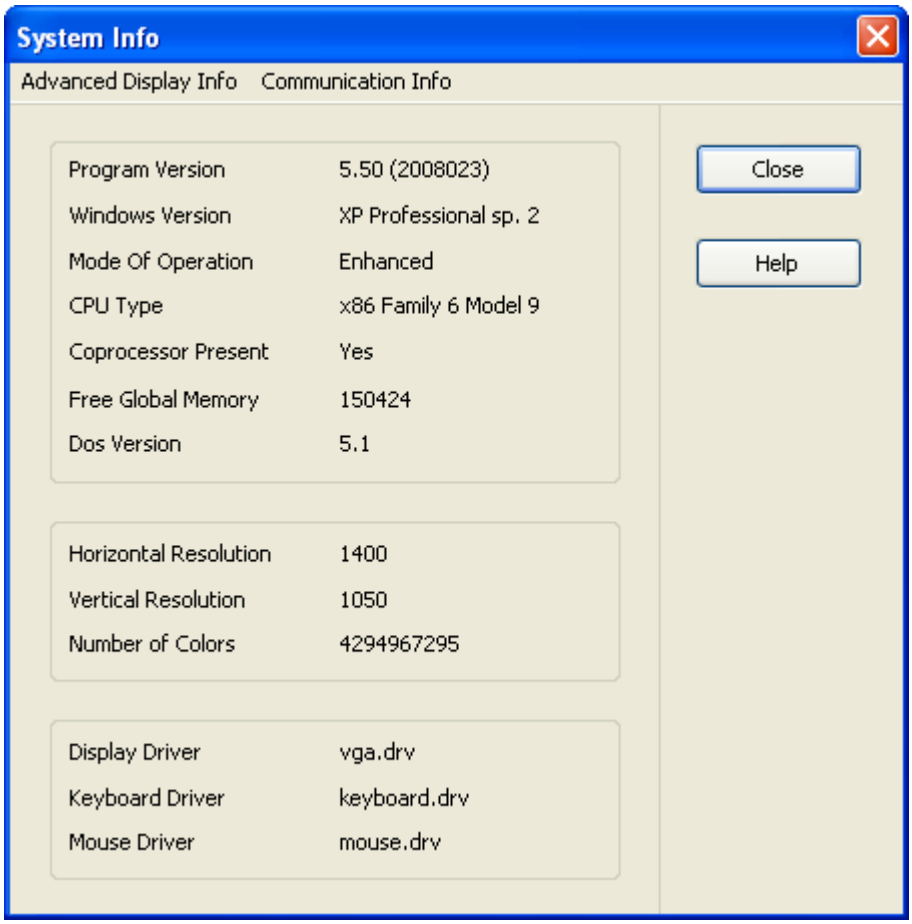
- *Number:* Adapter number.
- *Description:* Mode description.
- *Version:* Software version number.
- *Type:* Software type.
- *Max packet size:* Maximum packet size in bytes.
- *MAC address:* Network adapter MAC address.

Note: Table information is retrieved from Windows. Valid mode records will show the computer network card MAC address. The table may contain other records with random MAC addresses. They are invalid and must be disregarded.

Select a record and click *OK* to enter the adapter number in the *Adapter number* field.

5.2 System Info

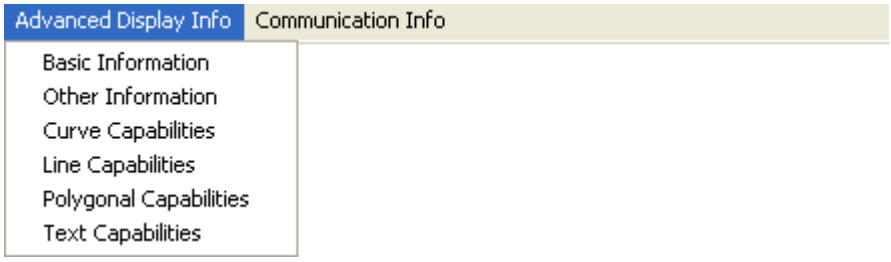
In the *About...* window, click the *System info* button to show this window:



It shows various system information in these elements:

- The upper section shows summary program and system information.
- The middle section shows summary screen information.
- The lower section shows summary driver information.

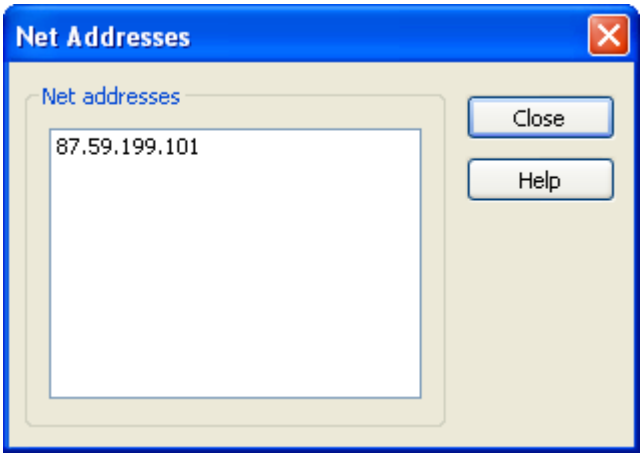
It has these menus:

- 

  Click a command to show detailed screen display information in a *Screen info* window.

-

  Click *Net addresses* to show this window:



The pane will show enabled computer network addresses.

Note: *Teacher* network addresses will be enabled when the *Teacher* runs a *Class*. *Student* network addresses will be enabled when the *Student* has *Joined class* (is communicating).

6 Advanced Tools

This section explains *Advanced tools* that are of interest mainly to system or network administrators.

It includes these sections:

- *NetOp.ini*
- *NetOp configuration files*
- *NetOp School communication*
- *NetOp School in terminal server environments*
- *NetOp name management*
- *NetOp School class management*

6.1 NetOp.ini

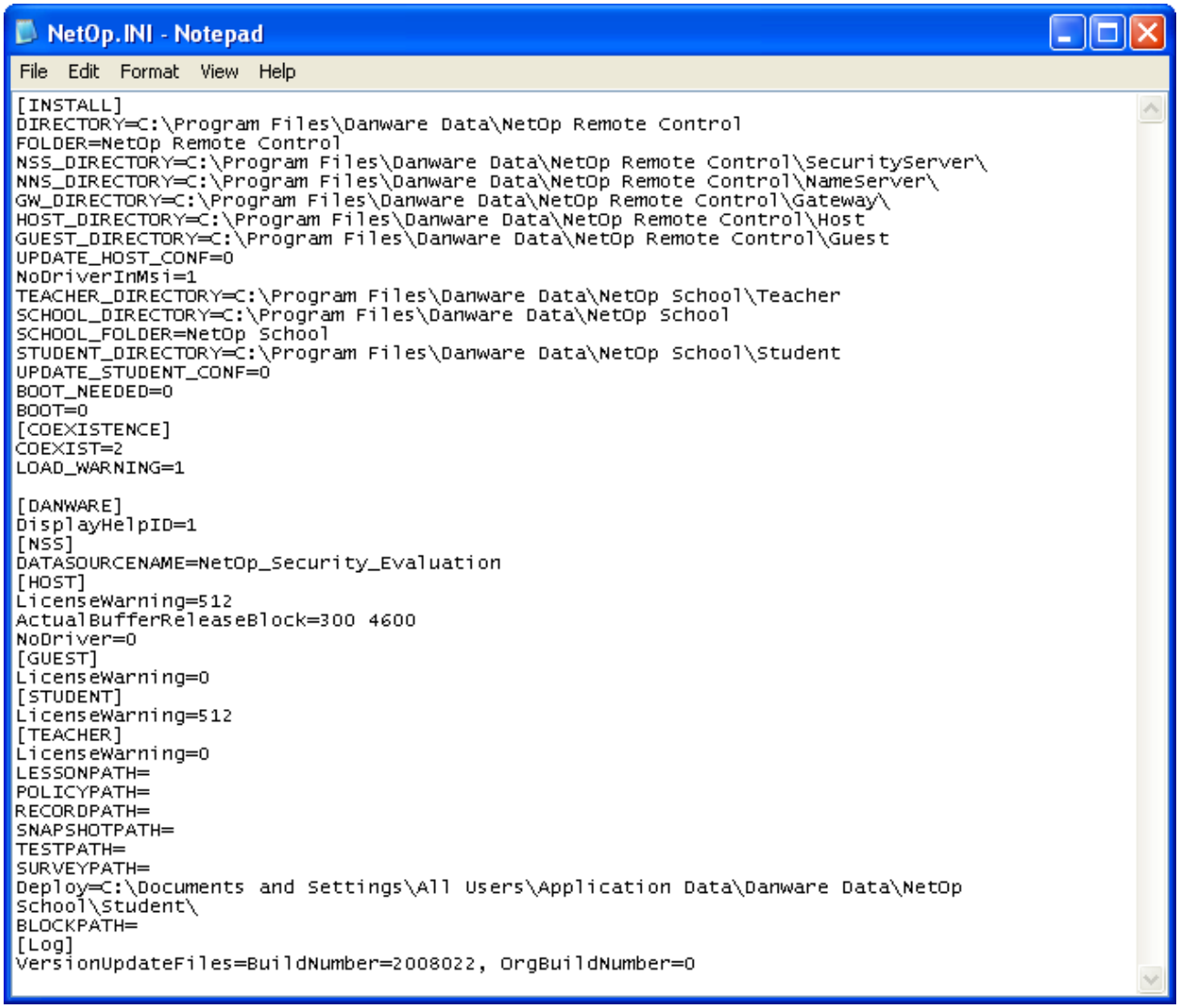
Installing a NetOp program on a computer for the first time will create a *NetOp.ini* file in the *Windows* (or *WINNT*) folder.

NetOp.ini will be read when a NetOp program is *Installed* on the computer to determine among other things the default *Installation* folder and program folder and will automatically be updated with each additional NetOp program *Installation*.

NetOp.ini will be read when a NetOp module is loaded. It can contain special setup information that will be applied to the NetOp module.

Typically, you do not need to worry about *NetOp.ini*, but you can edit it to provide desired installation and loading options.

NetOp.ini uses the standard Windows *.ini* file format with sections, keys and values. It is a plain text file that can be opened and edited in a standard text editor:



NetOp.ini can contain the sections:

- *[INSTALL]:* Always included. Specifies *Installation* settings.
- *[COEXISTENCE]:* Always included. Specifies settings for running different NetOp modules on a computer at the same time.
- *[TEACHER]:* Optional. Specifies *Teacher* settings.
- *[STUDENT]:* Optional. Specifies *Student* settings.
- *[IPX]:* Optional. Specifies *IPX* settings.
- *[NetBIOS]:* Optional. Specifies *NetBIOS* settings.
- *[DTL]:* Optional. Specifies communication settings.

Other optional sections can be included in *NetOp.ini*.

Note: The *www.netop.com* website *Support* section *KnowledgeBase* section *Documentation* section *NetOp.ini settings* section explains available *NetOp.ini* settings.

6.1.1 [INSTALL] Section

The *NetOp.ini* file always included *[INSTALL]* section will contain keys that specify the folder path and program folder name of the most recently installed NetOp programs. These NetOp School keys are typically included:

```
SCHOOL_DIRECTORY=C:\Program Files\Danware Data\
SCHOOL_FOLDER=NetOp School
TEACHER_DIRECTORY=C:\Program Files\Danware Data\NetOp School\Teacher\
STUDENT_DIRECTORY=C:\Program Files\Danware Data\NetOp School\Student\
```

The values of these keys are the default suggestions when reinstalling NetOp programs.

Note: The *www.netop.com* website *Support* section *KnowledgeBase* section *Documentation* section *NetOp.ini settings* section explains available *NetOp.ini* settings.

6.1.2 [COEXISTENCE] Section

The *NetOp.ini* file always included *[COEXISTENCE]* section will contain keys that specify if different NetOp programs can be loaded on the computer at the same time.

It can contain these keys:

```
COEXIST=<0, 1 or 2>
```

This key will always be included.

The value 0 will not allow loading a NetOp module if another NetOp module is loaded.

The value 1 will allow loading a NetOp module temporarily suspending a loaded different NetOp module. A *Student* connected to a *Class* cannot be suspended.

The value 2 will allow loading a NetOp module while a different NetOp module is loaded.

```
LOAD_WARNING=<0 or 1>
```

This key is optional.

The value 0 will not show a warning message.

The value 1 or no key will show a warning message that enables the user to accept or deny temporarily suspending a loaded module to load another module if COEXIST has the value 1.

```
DEBUG=<0 or 1>
```

This key is optional.

The value 0 or no key will hide a window that shows the loader program commands executing.

The value 1 will show a window that shows the loader program commands executing.

Note: If two NetOp modules shall run on a computer at the same time, they must use different *Communication device* settings (with *TCP/IP* different port numbers).

Note: The *www.netop.com* website *Support* section *KnowledgeBase* section *Documentation* section *NetOp.ini settings* section explains available *NetOp.ini* settings.

6.1.3 [TEACHER] Section

The *NetOp.ini* file optional *[TEACHER]* section can contain keys that modify certain *Teacher* properties.

It can contain these keys:

```
DATAPATH=<Path>
```

Teacher User configuration files will be stored in the specified `<Path>` instead of their default location.

```
LESSONPATH=<Path>
```

Teacher *Lesson plan* files will be stored in the specified <Path> instead of their default location.

```
POLICYPATH=<Path>
```

Teacher *Policy* files will be stored in the specified <Path> instead of their default location.

```
RECORDPATH=<Path>
```

Teacher *Recording* files will be stored in the specified <Path> instead of their default location.

```
SNAPSHOTPATH=<Path>
```

Teacher *Print screen to file* files will be stored in the specified <Path> instead of their default location.

```
TESTPATH=<Path>
```

Teacher *Test* files will be stored in the specified <Path> instead of their default location.

```
SURVEYPATH=<Path>
```

Teacher *Survey* files will be stored in the specified <Path> instead of their default location.

```
BLOCKPATH=<URL path>
```

This key will store a *Teacher* *Options* window *Sharing* tab *Blocking page* specified URL path.

Note: You can use environment variables in the <Path> parameter.

```
Max_Students=<Number>
```

A number between 5 and 200 will specify the maximum number of *Students* in a *Class*. Default is 50.

Note: The *www.netop.com* website *Support* section *KnowledgeBase* section *Documentation* section *NetOp.ini settings* section explains available *NetOp.ini* settings.

6.1.4 [STUDENT] Section

The *NetOp.ini* file optional *[STUDENT]* section can contain keys that modify certain *Student* properties.

It can contain this key:

```
DATAPATH=<Path>
```

Student *User configuration files* will be stored in the specified <Path> instead of their default location.

Note: The *www.netop.com* website *Support* section *KnowledgeBase* section *Documentation* section *NetOp.ini settings* section explains available *NetOp.ini* settings.

6.1.5 [IPX] Section

The *NetOp.ini* file optional *[IPX]* section can contain keys that modify certain *IPX* properties.

It can contain this key:

```
Max_Packet_Size=<Number>
```

A number between 512 and 5000 will specify the maximum data transmission packet size in bytes.

Note: The *www.netop.com* website *Support* section *KnowledgeBase* section *Documentation* section *NetOp.ini settings* section explains available *NetOp.ini* settings.

6.1.6 [NetBIOS] Section

The *NetOp.ini* file optional *[NetBIOS]* section can contain keys that modify certain *NetBIOS* properties.

It can contain these keys:

```
Max_Packet_Size=<Number>
```

A number between 512 and 5000 will specify the maximum data transmission packet size in bytes.

```
RCV_DG_THREADS=<1 or 2>
```

1 or 2 will specify the number of received datagram threads.

Note: The *www.netop.com* website *Support* section *KnowledgeBase* section *Documentation* section *NetOp.ini settings* section explains available *NetOp.ini* settings.

6.1.7 [DTL] Section

The *NetOp.ini* file optional *[DTL]* section can contain keys that modify certain communication properties.

It can contain these keys:

```
MinTimeOut=<Number>
MaxTimeOut=<Number>
```

Each of these keys will replace NetOp's automatic calculation of minimum or maximum waiting time for receiving an acknowledgement of data packet reception by the specified number of tics (1/18 second).

```
TimeOutTimes=<Number>
```

A number between 1 and 50 will add this number of timeout attempts to the default 10.

Use these keys to overcome communication problems in crowded networks where data packets take a long time to get through or get lost.

Note: The *www.netop.com* website *Support* section *KnowledgeBase* section *Documentation* section *NetOp.ini settings* section explains available *NetOp.ini* settings.

6.2 NetOp Configuration Files

The setup of NetOp modules is stored in configuration files, typically with the extension *.ndb*.

When a NetOp module is installed on a computer, its setup will be stored in *Installed configuration files* in the folder where the NetOp module is installed.

When a user loads a NetOp module for the first time after it was installed, *Installed configuration files* will be copied to a user folder to serve as *User configuration files*.

Unless the NetOp module is installed in a fully set up state by deployment, the *Setup wizard* will run for the user to create a customized setup, the settings of which will be written to the *User configuration files*.

Folders for other NetOp files created by the user will be created in the *User configuration files* folder.

NetOp log files created by the user will be saved in the *User configuration files* folder.

This table provides an overview of NetOp School configuration and other files, their location and contents:

File name	Location	File contents
Common files:		
comiplst.ndb	<Teacher> and <Student>	IP broadcast list
comprof.ndb	<Teacher> and <Student>	Communication profiles
Teacher files:		
classrms.ndb	<Teacher>	Classes
locstd.ndb	<Teacher>	Student file locations
loctch.ndb	<Teacher>	Teacher file locations
nowconf.ndb	<Teacher>	Teacher setup
runprog.ndb	<Teacher>	Run program specifications
stdgrps.ndb	<Teacher>	Student groups
stdinfo.ndb	<Teacher>	Student information
teachers.ndb	<Teacher>	Teacher profiles

*.log, *.rlg	<Teacher>\DeployLog	Student deployment logs
*.xml	<Teacher>\Lessonpl	Lesson plans
*.xml	<Teacher>\Policies	Policies
*.dwr	<Teacher>\screcord	Recordings
*.ndb, setup.iss	<Teacher>\StudentNDB	Student deployment setup files
*.nxt, *.nxs, *.nxr	<Teacher>\Tests	Tests, surveys, results
Student file:		
nhstconf.ndb	<Student>	Student setup

The meanings of <Teacher> and <Student> are explained in the *Default location of user configuration files* section.

When a user changes the setup of a NetOp module during use, changes will be written to the *User configuration files* immediately or when the NetOp module is unloaded.

When a user loads a NetOp module, the *User configuration files* will be read to re-establish the setup that existed when the user last unloaded the NetOp module.

If *User configuration files* are write protected or access to the folders in which they reside is denied, user setup changes cannot be written to files and will not be retained.

The setup of a NetOp School module can be protected by applying a *Protection password*. *Student User configuration files* can be protected when the *Student* is connected to a *Class* or has *Joined class*.

If *User configuration files* are deleted, the user setup of deleted *User configuration files* will be lost. When the module is loaded after deleting *User configuration files*, a new user setup in new *User configuration files* will be created.

Most configuration files are written in a NetOp proprietary format that cannot be read or edited separately.

6.2.1 Default Location of User Configuration Files

If user profiles are implemented on the computer, *Teacher User configuration files* will by default be stored in user folder of the user logged in to Windows. *Student User configuration files* will by default be stored in the *All users* (Vista: *ProgramData*) folder.

User profiles are implemented with Windows Vista, XP, 2000 and NT and can be implemented with Windows ME, 98 and 95:

- On Windows Vista, user folders are typically *C:\Users*\<Windows login user name>.
- On Windows XP and 2000, user folders are typically *C:\Documents and settings*\<Windows login user name>.
- On Windows NT, user folders are typically *C:\WINNT\Profiles*\<Windows logon user name>.
- On Windows ME, 98 and 95, user folders, if implemented, are typically are *C:\Windows\Profiles*\<Windows logon user name>.

By default, *User configuration files* will reside in the path <User folder>*Application data*\<NetOp module path>, where <NetOp module path> is the full path to the folder in which the NetOp module is installed. If the NetOp module is installed in the *C:\Program files* folder, only the path from that folder is used in <NetOp module path>.

Note: *Application data* is a hidden folder. To show it and its contents, on the *Windows folder options* window *View* tab select *Show hidden files and folders*.

If user profiles are implemented, this is the meaning of <Teacher> and <Student> in the *NetOp configuration files* section table.

If user profiles are not implemented using Windows ME, 98 or 95, *User configuration files* will by default reside in a *Config* folder in the folder in which the NetOp module is installed.

You can store *User configuration files* in other locations, see *Other locations of user configuration files*.

6.2.2 Other Locations of User Configuration Files

You can store NetOp *User configuration files* and other user created files in other user individual or general locations by specifying some or all of these keys in the *NetOp.ini* file:

```
[TEACHER]
DATAPATH=<Path>
LESSONPATH=<Path>
POLICYPATH=<Path>
RECORDPATH=<Path>
SNAPSHOTPATH=<Path>
TESTPATH=<Path>
SURVEYPATH=<Path>
```

and/or

```
[STUDENT]
DATAPATH=<Path>
```

- where <Path> is the full path to the folder in which *User configuration files* or other user created files shall be stored.

In this case, this is the meaning of <Teacher> and <Student> in the *NetOp configuration files* section table.

6.3 NetOp School Communication

NetOp School uses two different types of communication between *Teachers* and *Students*, namely *Broadcast communication* and *Unicast communication*.

Broadcast communication

Broadcast communication will communicate to all reachable recipients.

Broadcast communication will reach local network computers but will typically not pass routers and other network connection elements to reach remote network computers.

Using *TCP/IP*, local *Broadcast communication* can be extended by sending the same communication by *Unicast communication* to individual IP addresses and/or DNS names of computers beyond the local network specified in an *IP broadcast list* or received by using *NetOp Name Server*.

Unicast communication

Unicast communication will communicate to a specific recipient.

Initial *Unicast communication* must contain destination computer or terminal server client session identification. *TCP/IP* identifies computers by their IP address or DNS name. *Terminal server* identifies client sessions by their Windows login user name. *IPX* and *NetBIOS* identify computers by their MAC address.

Responses to *Broadcast communication* and *Unicast communication* will be sent by *Unicast communication* that can pass the network connection elements passed by the communication responded to.

NetOp *Unicast communication* will (unless being extended *Broadcast communication*) request a communication receipt acknowledgement returned to the sender.

NetOp School uses *Broadcast communication* for these actions:

Announcement

An *Announcement* is *Broadcast communication* that does not request a response.

When a *Teacher* loads with a *Class* name, *Reannounces class*, *Changes class* or *Unloads*, it will send an *Announcement*.

- A *Student* that is *Waiting for* the announced *Class* will return *Unicast communication* to connect to the

Class.

- A *Student* that is *Available* will in response to a *Class Announcement* return *Unicast communication* stating its *Status*, which will add the *Student* in the *Teacher Available students* pane. If the responding *Student* is a member of the *Class*, the *Teacher* will by *Unicast communication* request the *Student* to connect, which the *Student* will do by *Unicast communication*.
- A *Student* that while connected receives an *Announcement* that the *Teacher Changes class* or *Unloads* will disconnect.

When a *Student Joins class* with the *Options* window *Class* tab *Be available for any class* option selected, or with this option selected becomes *Available*, it will send an *Announcement*.

- On *Teachers* that run a *Class*, the *Announcement* will add the *Student* in the *Available students* pane.
- A *Teacher* that runs a *Class* in which the *Announcement Student* is a member will by *Unicast communication* request the *Student* to connect, which the *Student* will do by *Unicast communication*.

When a *Student* from being *Available Leaves class* or connects to a *Class* to no longer be *Available*, it will send an *Announcement*.

- On *Teachers* that run a *Class*, the *Announcement* will remove the *Student* in the *Available students* pane.

Browse

A *Browse* is *Broadcast communication* that requests a response from specified recipients.

When a *Student Joins class* with the *Options* window *Class* tab *Browse for classes* option selected, it will send *Broadcast communication* that requests a response from *Teachers* that run a *Class*. *Teachers* that run a *Class* will respond by *Unicast communication* to enable the *Student* to build a list of available *Classes*. If the *Student* user selects a *Class* in the list and clicks *OK*, the *Student* will connect by *Unicast communication*.

When a *Student Joins class* with the *Options* window *Class* tab *Connect to class: <Class* name> option selected, it will send *Broadcast communication* that requests a response from the *Teacher* that runs <*Class* name>. If the *Student* receives a response, it will connect by *Unicast communication*. If the *Student* does not receive a response, it will become *Waiting for <Class* name> to respond to a *Teacher Announcement* of <*Class* name>.

Most other NetOp School communication including in-*Class* communication will be by *Unicast communication*.

6.4 NetOp School in Terminal Server Environments

You can install NetOp School on a Windows terminal server to run *Classes* between *Teachers* and *Students* in client sessions in a terminal server environment (TSE).

A *NetOp Gateway* that runs on the terminal server console can route communication between client session NetOp School modules and NetOp School modules that run on network computers or other terminal servers to run *Classes* in a mixed terminal server and network environment.

This section will explain the particulars of NetOp School in a TSE in these sections:

- *Installation (TSE)*
- *Teacher and student setup (TSE)*
- *NetOp Gateway setup (TSE)*
- *NetOp School functionality (TSE)*

6.4.1 Installation (TSE)

On a terminal server, you cannot install by running the product *.msi* file.

Click *Start* > *Control panel* > *Add or remove programs* to install from the *Add new programs* button.

Always install *Teacher* and *Student*.

To enable communicating with *Teachers* and *Students* outside the terminal server, also install *NetOp Gateway*.

6.4.2 Teacher and Student Setup (TSE)

Teacher setup

When a specific user in a terminal server client session loads the *Teacher* for the first time after *Installation*, the *Teacher Setup wizard* will run for the user to create an initial personal *Teacher* setup.

In the *Class management* window, click *Windows login name* to initially use this name option for the *Student display name* because all *Students* in a TSE share the same *Computer name*.

In the *Communication profile* window, select *Terminal server* to enable communicating in the TSE.

The *Teacher User configuration files* and user created files will be stored in the user's user profile folder on the terminal server to apply when loading the *Teacher* from the user's terminal server client session.

Student setup

When any user in a terminal server client session loads the *Student* for the first time after *Installation*, the *Student Setup wizard* will run for the user to create an initial general *Student* setup.

In the *Classroom* window, click the preferred *Class* connect option and in the *Identify student by* drop-down box select an option that is not based on the computer name because all *Students* in a TSE share the same computer name.

In the *Communication profile* window, select *Terminal server* to enable communicating in the TSE.

The *Student User configuration files* will be stored in the *All users* folder on the terminal server to apply when any user loads the *Student* from a terminal server client session.

Protected student setup

To apply a uniform protected *Student* setup that will prevent *Student* users from changing the *Student* setup to disrupt the *Class* environment, an administrator should set up the *Student* with maximum *Protection password* protection before other users are allowed to load the *Student*.

Individual student setup

In an adult teaching environment, you may prefer to apply an individual *Student* setup for each user.

To store *Student User configuration files* in each user's user profile folder on the terminal server, assuming that the *Student* is installed in its default folder add this key in the terminal server *NetOp.ini* file *[STUDENT]* section:

```
DATAPATH=%USERPROFILE%\Application Data\Danware Data\NetOp School\Student\
```

6.4.3 NetOp Gateway Setup (TSE)

To enable communication between inside TSE *Teachers* and *Students* and outside TSE *Teachers* and *Students*, a correctly set up *NetOp Gateway* must be running on the terminal server console.

NetOp Gateway is an extended NetOp Remote Control Host with the capability to route communication between different *Communication devices*.

With *NetOp School in TSE*, the task is to route between inside TSE communication that uses the *Terminal server Communication device* and outside TSE communication that uses typically the *TCP/IP Communication device*.

NetOp Gateway setup in general is explained in the NetOp Remote Control documentation that will be available with *NetOp Gateway*. Pay special attention to this:

- Set up *NetOp Gateway* from the terminal server keyboard, mouse and screen (the terminal server console).
- Be sure to observe the NetOp net number rules, particularly if multiple terminal servers are connected to

the same network.

- When installed, *NetOp Gateway* will in the *Advanced TCP/IP configuration* window typically specify the NetOp Remote Control default port number 6502. Be sure to change it into your NetOp School port number, typically 1971.
- If *Teachers* and *Students* running on one terminal server shall communicate with *Teachers* and *Students* running on another terminal server connected to the same network, add these keys to the *NetOp.ini* file *[DTL]* section on both terminal servers:

```
GWRestrictedBroadcast=0
GWAllowFullBroadcast=1
```

Explanation: Routing communication through two *NetOp Gateways* across a network is generally disabled because it can in some setups cause an uncontrolled propagation of network traffic (broadcast storm). These keys will safely enable communication through two TSE *NetOp Gateways* across a network.

6.4.4 NetOp School Functionality (TSE)

NetOp School has in most respects the same functionality in a TSE as in a network environment. However, some *Teacher Commands* actions work differently:

- *Log off*, *Restart* and *Shut down* will log off the *Student* user from the terminal server client session.

Caution: The same commands executed on a *Student* that runs on the terminal server console will execute like in a network environment affecting the entire terminal server.

6.5 NetOp Name Management

To connect swiftly between network computer *Teachers* and *Students* across large segmented networks including the Internet without the need to specify destination addresses in an *IP broadcast list*, use *NetOp name management*.

NetOp name management runs using *NetOp Name Server* that is an extended NetOp Remote Control Host with the capability to resolve the names of NetOp modules that communicate using the *TCP/IP Communication device* into their IP address.

To use *NetOp name management*, in the selected *TCP/IP Communication profile Advanced TCP/IP configuration* window *NetOp Name Server* section check the *Use NetOp Name Server* box and specify in the *Primary* and *Secondary* fields the DNS name or IP address of the *NetOp Name Servers* you will use. In the *Teacher* or *Student Options* window *Connection* tab *NetOp Name Server* section *Name space ID* field, specify the up to 32 characters word that identifies your private name space. All *Teachers* and *Students* that shall connect by *NetOp name management* must specify the same *NetOp Name Servers* and *Name space ID*.

When you connect by a *Class* or *Student* name, *NetOp Name Server* will resolve it into its matching IP address by which you will connect.

Two *NetOp Name Servers* with the DNS names *nns1.netop.com* and *nns2.netop.dk* run permanently on the Internet for public use. Your private *Name space ID* will ensure full privacy. *NetOp Name Server* is also available for private installation.

When a NetOp module that uses *NetOp name management* starts communicating (*Teacher* loads running a *Class*, *Student Joins class*), it will send its names and IP address to *NetOp Name Server* to enable resolving names into the matching IP address. To ensure that the stored information is always up to date, *NetOp Name Server* will request renewal of the information every few minutes and delete information that is not renewed.

For further details on *NetOp name management*, see the www.netop.com website *Support* section *KnowledgeBase* section *Documentation* section *Manuals* section. *NetOp name management* documentation is included in the NetOp Remote Control Administrator's manual.

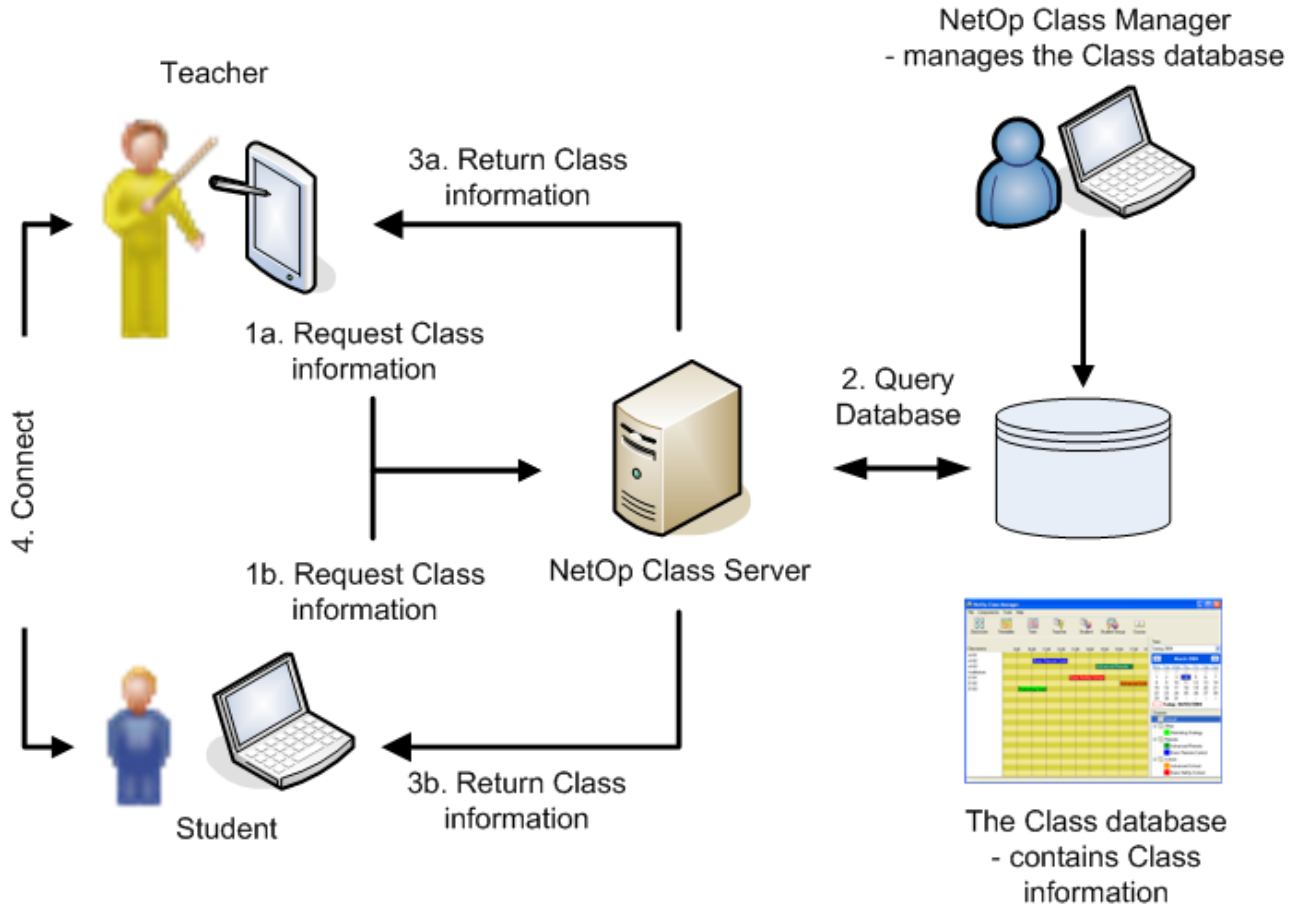
6.6 NetOp School Class Management

NetOp School class management provides centralized control of a teaching organization's NetOp School *Classes*.

It consists of these elements:

- *NetOp Class Server:* A NetOp Remote Control Host with the added capability of providing *Class* information from a central *Class database* to *Teachers* and *Students*.
- *Class database:* A database server residing *Class* information database.
- *NetOp Class Manager:* A database client application by which you can create and manage the *Class database*.

Teachers and *Students* interact with *NetOp School class management* as illustrated in this diagram:



1a./1b. Request class information: When *Teachers* load and *Students* *Join class* and after they end a *Class*, they will request *Class* information from *NetOp Class Server*. *Teacher* users can request *Class* information at any time.

2. Query class database: *NetOp Class Server* will query the *Class database* for requesting *Teacher* and *Student* *Class* information.

3a./3b. Return class information: *NetOp Class Server* will return this *Class* information to requesting *Teachers* and *Students*.

4. Connect: *Teacher* users can select an available *Class* to run it. *Students* can be set up to:

- connect to or wait for a running *Class* to which they are assigned, or
- enable the user to select a running, upcoming or generally available *Class* to connect to or wait for it or

select to be *Available for any class*.

NetOp School class management can in a specified *Term* run in one of two modes:

- *Non-scheduled mode*: *Teachers* and *Students* will be assigned to *Courses*. *NetOp School class management* will not schedule *Course Classes*. *Teachers* can run *Classes* of *Courses* to which they are assigned, typically according to a schedule specified outside *NetOp School class management*. *Students* will or can connect to *Classes* of *Courses* to which they are assigned.
- *Scheduled mode*: *Teachers* and *Students* will be assigned to *Courses*. *NetOp School class management* will schedule *Course Lessons* in *Classrooms*, typically on a weekly basis. *Teachers* and *Students* will or can connect in *Classes* according to this schedule.

NetOp School class management including *NetOp Class Server* and *NetOp Class Manager* is available for installation on a teaching organization's network.

For further details on *NetOp School class management*, see the www.netop.com website *Support* section *KnowledgeBase* section *Download products* section *NetOp School* section. Click the current NetOp School version in your preferred language to show available download options. Under *NetOp School Class Server*, click *Manual (PDF)* to download the current *NetOp School class management* user's manual.

Index

[

[COEXISTENCE] Section 287
[DTL] Section 289
[INSTALL] Section 287
[IPX] Section 288
[NetBIOS] Section 288
[STUDENT] Section 288
[TEACHER] Section 287

A

About Menu 234
About NetOp School Student window 247
About NetOp School Teacher window 37
Action Menu 33, 245
Active Applications and Sites Pane 178
Activity View 175
Activity View Pane 176
Add command 139
Advanced Audio Settings 211, 265
Advanced button 210, 264, 273
Advanced TCP/IP Configuration 274
Advanced Tools 285
All students element 181
Announcement 291
Application history window 177
Application Tab 217
Apply attention on this group command 130
Apply attention on this student command 128
Ask class server command 126
Assistant teacher 80
Attention 56
Attention Bitmap 205
Attention bitmap section 205
Attention Tab 204
Attention Text 206
Attention Text File 207
Attention text file section 207
Attention text section 206
Attention Web Page 208
Attention web page section 208
Attention_command 33
Audio-Video Chat 72
Audio-Video Chat Tab 210, 264
Audio-video chat with this group command 130
Audio-video chat with this student command 128
Authentication section 193
Autostart test check box 156
Available status 249

B

Be available for any class option 258
Blocking page element 222
BLOCKPATH key 288
Bold button 78
Bold command 77

Broadcast communication 291
Browse 292
Browse for classes option 257

C

Cancel help button 248
Cancel help command 245, 266
Capture key drop-down box 224
Capture Tab 224
Change Lesson Plan 139
Change lesson plan down pointer button 138
Change or Remove 18
Character command 77
Chat 73
Chat with this group command 130
Chat with this student command 128
Choose question type window 152
Class Control Panel 121
Class database 295
Class list window 126
Class management window 29
Class name drop-down box 189
Class Server Setup 191, 259
Class Setup View 180
Class Tab 189, 250, 257
Classroom 296
Classroom View 131
Classroom window 240
Clear All button 44
Clear help request command 129
Clone Files button 116
Clone files command 100
Close command 101
Collect Files 91
Collect files from students window 96
Collection wizard 91
Commands 84
Commands command 34
Common Tools 270
Communicate 71
Communication device drop-down box 271
Communication Devices 270
Communication information section 270
Communication profile 270
Communication profile edit window 270
Communication profile section 199
Communication profile window 30, 241
Compression Tab 67
Computer name column 125
Computer name option 29, 261
Computer name select button 189
Confirm password field 195
Confirmation Tab 111
Connect to class option 257
Connection password section 189, 257
Connection Tab 198, 266
Contents command 36
Continue button 214
Control 57

Control command 33
Control menu 57
Control session section 256
Control Tab 209
Copy button 78
Copy command 77
Copy Files button 115
Copy files command 99
Copy/Move/Synchronize/Clone 102
Course 296
Create group command 131
Current applications tab 176
Current websites tab 178
Custom setup window 14
Cut button 78
Cut command 77

D

Default button action drop-down box 55
Default control button section 209
Default Location of User Configuration Files 290
Default settings button 203
Delete button 116
Delete command 101, 131
Delete Marker 49
Demo command 82
Demo in bitmap mode check box 203
Demo this student command 128
Demo to this group command 130
Demonstrate 39
Demonstrate command 33
Demonstrate Tab 203
Demonstrate window 55
Deny command 176, 179
Deploy 24
Deployment Wizard 20
Description column 138
Desktop Tab 68
Details button 116
Details command 108
Details View 123
Display custom columns in details view section 189
Display Tab 65
Distribute Files 85
Distribute files to students window 89
Distribution wizard 85
Draw Arrow button 44
Draw Ellipse button 44
Draw Freehand button 44
Draw Lines button 44
Draw Rectangle button 44
Drop-down list option 152
Drop-Down List Question 158

E

Edit button 214
Edit Menu 76, 106
Edit Policy 216
Edit_command 139

Enable desktop toolbar check box 200
End session button 62
Entire Desktop 40
Essay option 153
Essay Question 161
Execute command on this group command 130
Execute command on this student command 129
Exit command 33, 245

F

Figure Marker Menu 46
Figure Marker Tool Menu 46
Figure Markers 45
File collection window 97
File distribution window 90
File Manager 98
File manager command 34
File Menu 33, 76, 99, 228, 244
File transfer with this student command 129
Files 84
Files command 34
Find button 78
Find command 77
Finding network numbers section 278
Format Menu 77

G

General Tab 188, 249, 256
Get available students check box 188
Group domain drop-down box 197
Group name drop-down box 197

H

Help button 45
Help Menu 36, 115, 246
Help Request 223
Help Request Tab 265
Help request window 245
Hide command 176, 179
History Tab 105
HTTP proxy field 200, 267

I

Identify student by drop-down box 240
Image of Tab 225
Information column 125
Installation 10
Installation [TSE] 292
Interactive Installation 10
Internet Tab 219
Introduction 9
Invite button 184
IP Broadcast List 275
IP broadcast list button 273
IP broadcast list enter window 276
IPX 277
IPX Communication Profile Edit 279
IPX Settings 277

Italic button 78
Italic command 77

J

Join class at program startup check box 256
Join class button 248
Join class command 245
Joining status 249

K

Keyboard/Mouse Tab 66

L

Label image option 153
Label Image Question 162
Large Icons button 116
Large icons command 107
Launch toolbox check box 203
Layout Tab 114
Leave class button 248
Leave class command 245
Leaving status 249
Lesson 296
Lesson action menu 138
Lesson Plan View 138
Lesson plan window 140
Lesson plans element 221
license.dat file 12
List button 116
List command 107
Load and Unload Student 236
Load and Unload Teacher 26
Load student at Windows startup check box 256
Loading Alternatives 26, 237
Loading status 249
Local button 116
Local command 108
Local playback command 144
Location window 89
Lock keyboard and mouse button 62
Log off command 34, 84
Lower Toolbar 45

M

Magnifier Menu 48
Manage lesson plans window 140
Marker Properties and Help 49
Match image option 153
Match Image Question 163
Match text option 153
Match Text Question 164
Media File 50
Media File on the Web 53
Menu Bar 32, 75, 99, 227, 244
Menu/Toolbar Tab 199
Message Pane 79
Messages Tab 251
Minimize student at program startup check box 256

Monitor 69
Monitor students command 57
Monitor this group command 130
Monitor this student command 128
Monitor Toolbox 70
Move Files button 116
Move files command 100
Multiple choice option 153
Multiple Choice Question 165

N

Name automatically check box 226
Name column 144, 253
Name field 193
Name space ID field 199, 266
NetBIOS 280
NetBIOS adapter numbers window 282
NetBIOS Communication Profile Edit 282
NetBIOS Settings 281
NetOp Class Manager 295
NetOp Class Server 295
NetOp Configuration Files 289
NetOp File Manager-Advanced (Delete) window 112
NetOp File Manager-Advanced (Overwrite) window 113
NetOp File Manager-Delete window 111
NetOp File Manager-Overwrite window 112
NetOp Gateway Setup [TSE] 293
NetOp help request button 266
NetOp Magnifier 48
NetOp Magnifier window 48
NetOp Marker Utility 42
NetOp marker utility button 62
NetOp Marker Utility Button Menu 44
NetOp Marker Utility Title Bar Menu 43
NetOp Marker Utility window 42
NetOp message window 251
NetOp Name Management 294
NetOp Name Server 294
NetOp Name Server section 199, 274
NetOp School Class Management 295
NetOp School Communication 291
NetOp School Functionality [TSE] 294
NetOp School in Terminal Server Environments 292
NetOp Screen Image 223
NetOp Screen Video 227
NetOp Student 236
NetOp Student button 236
NetOp Teacher 26
NetOp Teacher Profiles 194
NetOp Test Monitor window 171
NetOp test window 155
NetOp.ini 285
New button 78
New class window 190
New command 76
New Folder button 116
New folder command 100
New folder window 127, 143, 147, 252
New item window 220

New password field 195
New policy window 214
New survey command 149
New survey window 169
New test command 149
New test window 150
Non-scheduled mode 296
Not in class status 249
Novell network number window 280
Novell network numbers window 280

O

On receiving students section 203
On teacher during student demo section 203
Open button 78
Open command 76
Options 55, 186, 254
Options as icons command 34, 246
Options as tabs command 187, 255
Options button 116
Options command 34, 39, 108, 246
Options Menu 108, 229
Options section 188
Options window 156
Ordering option 153
Ordering Question 166
Other Locations of User Configuration Files 291

P

Pane 63
Pass the Chalk 49
Pass the chalk button 41
Paste button 78
Paste command 77
Pause button 235
Pause command 228
Play Media File 52
Playback recording command 253
Policies element 221
Policy 119
Policy command 34
Policy section 191
Policy Tab 214
Preferences Tab 226
Prepare Media File 51
Prevent teacher from section 263
Primary field 274
Print button 78
Print command 76
Print screen to file button 62
Program path drop-down box 83
Progress Tab 104
Prompt for login name option 261
Properties button 116
Properties command 101
Protect files when connected and class joined option 269
Protection Password 268
Protection password command 246
Protection password section 222

Protection Tab 222, 263
Public tests command 148
Publish new updates command 35

Q

Question and answer option 153
Question and Answer Question 167
Question editor window 153
Question passed percentage 154
Question record 153
Question resources window 159
Question weight percentage 154
Questions window 152
Quick distribution section 90

R

Ready to install window 16
Reannounce class command 34
Record 119
Record button 62, 235
Record command 228
Record Panel 117
Record/Pause key 234
Recording 53
Recording Playback 145
Recording toolbox 119
Recordings element 221
Recordings Tab 252
Recordings View 142
Recordings View Pane 143
Refresh Rate window 49
Region Menu 228
Rejoin class button 248
Rejoin class command 245
Remote Control 58
Remote control command 57
Remote control this student command 128
Remote Control Window 59
Request help button 248
Request help command 236, 245
Request the chalk button 41
Resource window 160
Restart command 84
Restart student computer button 62
Results tab 148
RTF data 77
Run 81
Run a survey on this group command 130
Run a survey on this student command 129
Run a test on this group command 130
Run a test on this student command 129
Run Program 82
Run Program Browse 83
Run program command 34
Run setup wizard command 35, 246
Run student deployment command 35
Run Survey 82
Run Tab 212
Run Test 82

Run test command 34
Run window 213

S

Save As Tab 225
Save button 78
Save command 76
Save new students between classes check box 188
Schedule button 200, 267
Scheduled mode 296
Scoring extension 154
Screen Control Toolbox 40
Search Menu 77
Secondary field 275
Select By button 116
Select by command 107
Select class window 192, 260
Select Color button 45
Select Font button 45
Select Pen Thickness button 45
Select Student installation source window 21
Selected Desktop Area 50
Selected View Menu 36
Send keystrokes command 60
Send Message 75
Send message button 78
Send message command 76
Send message to this group command 130
Send message to this student command 128
Session History Tab 106
Session Properties 64
Setup button 190, 259
Setup Wizard 27, 238
Sharing Tab 221
Show attention section 204
Show Free Text button 44
Show Magnifier button 44
Shut down command 84
Small Icons button 116
Small icons command 107
Snapshots element 221
Sound transfer button 40
Source window 86
Specific Monitor 53
Start activity control button 179
Start NetOp Pack'n Deploy window 22
Start/stop NetOp marker utility button 41
Startup policy drop-down box 191
Startup section 256
Status Bar 45, 63, 79, 185, 254
Status column 124
Status section 249
Stealth mode check box 256
Stop activity control button 178
Stop button 235
Stop command 228
Stop key 234
Stop workgroup session command 128
Student Context Menu 128

Student Demo Toolbox 41
Student Deployment 19
Student Desktop 54
Student display name section 188
Student Group Context Menu 129
Student groups element 180
Student information window 182
Student login name section 261
Student login name select button 189
Student Login Tab 261
Student Tools 254
Student Window 243
Style window 155
Subject column 251
Subnet assistant section 266
Survey window 169
Surveys public folder element 222
Surveys tab 148
Sync files command 100
Synchronize 110
Synchronize Files button 116
System Info 283
System info button 37

T

Tab Panel 248
TCP/IP 271
TCP/IP Communication Profile Edit 272
TCP/IP section 273
TCP/IP Settings 271
Teacher and Student Setup (TSE) 293
Teacher name section 193
Teacher profile window 194
Teacher profiles section 194, 196
Teacher Tools 186
Teacher Window 32
Teachers Tab 193
Term 296
Terminal Server 276
Terminal Server Communication Profile Edit 277
Terminal Server Settings 276
Test description 150
Test designer window 157
Test passed percentage 154
Test report window 172
Test wizard welcome window 151
Tests 150
Tests public folder element 221
Tests tab 148
Tests View 146
Tests View Pane 147
Text completion option 153
Text Completion Question 168
Text Marker 46
Text Marker Menu 47
Text Marker window 47
Thumbnails View 134
Thumbnails View Pane 135
Time limit window 159

Title Bar 32, 42, 59, 75, 99, 227, 244
Title field 193
Toolbar 37, 78, 115, 235, 247
Toolbar command 245
Toolbar or Toolbox 61
Tools Menu 34, 246
Transfer only if file exists 110
Transfer only one way 110
Transfer sound button 62, 70
Transfer sound command 61
Transfer Status 103
Transfer Tab 110

U

Unconnected icon 124
Underline button 78
Underline command 77
Undo button 44, 78
Undo command 77
Unhide 256
Unicast communication 291
Unload student 236
Update now button 200, 267
Update server field 200, 267
Upper Toolbar 44
Use class server check box 190
Use dial-up networking check box 271
Use NetOp Name Server check box 274
Use teacher profiles check box 193
User configuration files 289
User domain drop-down box 197
User name drop-down box 197
User name field 195

V

Validate using Windows security management check box 193
Video options window 230
View command 149
View Menu 107, 245

W

Waiting for class status 249
Wake on LAN command 183
Web Update Schedule 201
Web Update Tab 200, 267
Windows firewall configuration window 16
Windows login name column 125
Windows login name option 261
Windows login name select button 189
Windows login name selection 29
Windows Teacher Profiles 196
Workgroup 79
Workgroup command 33
Workgroup session for this group command 130