
Teaching with NetOp School

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Note: The <Language> version of this booklet is available as a PDF file in the NetOp School CD \TEACHING\<Language abbreviation> directory.

Contents

Contents	3
Your interactive, networked classroom	5
Installation	6
Loading Teacher and Student modules	6
The Teacher Window	7
The Student Window	8
Executing Teaching Actions	9
Demonstrating the Teacher Desktop to Students	9
Demonstrating a Student Desktop to Students	10
Demonstrating a Media File to Students	10
Locking Student Computers to gain Attention	13
Monitoring Student Screens	13
Distributing Files to Students	14
Launching Applications on Student computers	15
Collecting Files from Students	16
Preventing Students from Running Specified Applications	18
Preventing Students from Accessing Specified Internet Addresses	20
Recording of Teacher or Student Screens	22
Creating and using a Dynamic Lesson Plan	23
Managing Lesson Plans	25
Changing a Class Environment	26
Teacher Setup Options	29
Student Setup Options	29
Student User Options	32



Your interactive, networked classroom

You are a Teacher, a Presenter, a Supervisor. Your audience – students / colleagues – may be sitting in front of you in a classroom or they may be spread around a library, campus, offices, or departments. In fact, they may not even be in the same city.

NetOp School is a powerful software package that connects your computer with the computers of your audience to create an interactive, networked classroom. NetOp School also provides a number of highly effective teaching tools including the ability to broadcast your screen to the entire class, monitor classroom screens, plus other features designed to help you supervise and control classroom activity.

You may have progressed from the blackboard to video projector only to find that this often requires darkening of the room and may result in difficulties in reading the screen from the back row. Moreover, using a blackboard or video projector does not prevent your audience from working on their computers, instead of listening to your presentation. And neither the blackboard nor the projector can help if your audience is not in the same room. NetOp School gives you teaching tools to solve all of these problems – and because it is installed on each computer, it is always close at hand.

The following pages introduce the many teaching tools available so you get the most out of NetOp School and provide faster and better learning through hands-on experience in the interactive classroom.

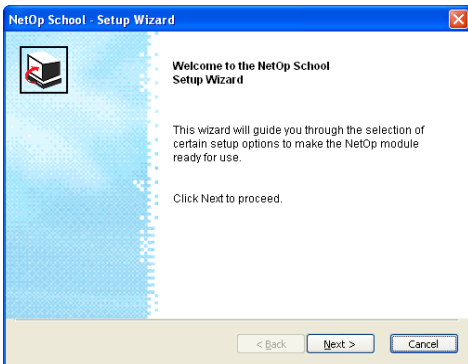
Installation

NetOp School consists of two modules: The Teacher module, which is installed on the teacher's, presenter's, or supervisor's computer, and the Student module, which is installed on the computers that need to be part of the interactive classroom.

Insert the NetOp School CD into a CD drive to display the main installation window on the screen. Select your preferred language version and follow the on-screen instructions.

Loading Teacher and Student modules

Once installed, Click Start and select Programs, NetOp School and Teacher or Student to initially display the setup wizard window:

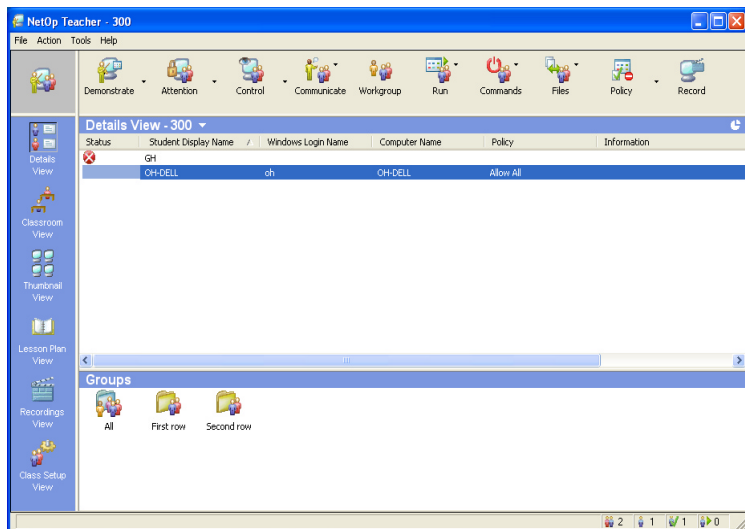


The setup wizard guides you through initial setup. Teacher and Students must use the same Classroom name and the same communication method (default My Class and TCP/IP).

When you finish the setup wizard, the module will finalize loading using the settings you have chosen.

When loaded, the Teacher module displays the the following window:

The Teacher Window



The Teacher window is your control center. It contains:

Tool Bar

The tool bar contains teaching action buttons. Buttons with “down” arrows expand into multiple teaching action commands (default Button action is marked with an asterisk and can be changed under *Options*).

Views Pane

You have six different *Views*, each with its own special purpose. The default view - Details View - provides a list of the students connected to your class. Buttons can be re-organized and the

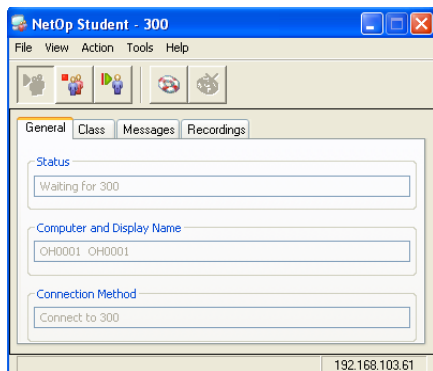
button at the top determines the default view when Teacher opens.

Groups pane

By default, this pane displays the *All* folder containing all student records. Use Class Setup View to organize your class in sub-groups. Folders created here will be displayed in the Groups pane to facilitate selection of groups of students for specific teaching actions.

Students that are already loaded and use an identical Class name (*Waiting for My Class*) will automatically join the class and appear in the Student list when the Teacher module is started.

The Student Window



The Student window contains these elements:

Tool Bar

The tool bar contains buttons for *Joining/Leaving Class* and *Requesting/Canceling Help*.

Tab Panel

The tab panel contains tabs displaying Student status and lists of messages or recordings received from the teacher.

By default, the Student module will load when the computer is started, ready to join the selected class when a Teacher module is loaded. If a Teacher module is already loaded with the selected Class name, the Students will automatically join the class.

Tip: The Student Window can be completely hidden (Stealth mode) to prevent unauthorized changes to the pre-configured settings.

Executing Teaching Actions

Demonstrating the Teacher Desktop to Students



You can instruct each student individually, yet simultaneously. By broadcasting your screen to the rest of the class, each student effectively receives a front row seat and first-hand instruction. They see your screen and your mouse/keyboard entries just as you do. And you don't have to worry about students paying attention to your broadcast. NetOp School allows you to lock student keyboards and mice during presentations.

1. Select Students and click the tool bar Demonstrate button to display the Teacher screen image on selected Student screens. A Teacher Control toolbox with demonstration control buttons is displayed on the Teacher screen.

Tip: Activate the NetOp Marker Utility (red marker pen) to annotate students' screens during demonstration.

2. Click the *Teacher Control* toolbox *Stop Demo* button to stop the Teacher desktop demonstration session.

Demonstrating a Student Desktop to Students

1. Select Students and right-click one of them to display the Student shortcut menu.
2. Select *Demonstrate this Student* to display the screen image of this individual Student on the other selected Students' screens and on the Teacher screen. A *Teacher Control* toolbox with demonstration control buttons is displayed on the Teacher screen.

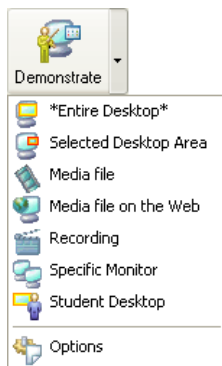
Note: When a Student desktop is demonstrated, the Teacher assumes control of the Student's keyboard and mouse.

3. Click the *Teacher Control* toolbox *Stop Demo* button to stop the Student desktop demonstration session.

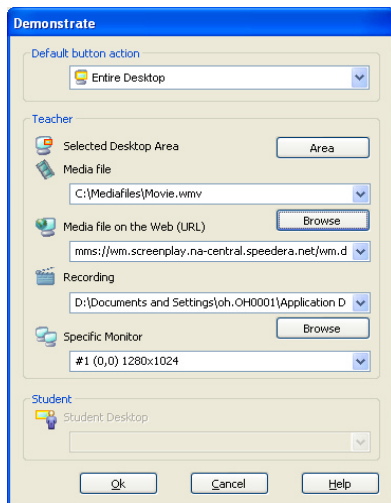
Demonstrating a Media File to Students

It's easy to support your oral presentations with instructional videos. Videos are broadcast to all students simultaneously; the replay function is controlled centrally from the teacher's computer. Films can be paused at any time, and student workstations can be locked to ensure their full attention.

1. Select Students and click the “down” arrow on the tool bar button *Demonstrate* to display the submenu.



2. Select the *Options* command to display the *Demonstrate* window:



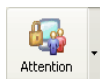
3. Click the *Browse* button to display a Windows *Open* window and select a media file on the Teacher computer or a network computer. Click *Open* to include its path in the *Media File* drop-down box field.
4. Click *OK* to close the *Demonstrate* window and apply selections in the window.
5. Select the *Demonstrate* submenu *Media File* to play the specified media file on the Teacher and selected Students. A *Teacher Control* toolbox with play control buttons is displayed on the Teacher screen.
6. Click the *Teacher Control* toolbox *Stop Demo* button to stop the media file demonstration session.

Tip: If the same media file is being used for demonstration, next time just select Media file from the Demonstrate submenu to execute.

Note: To prevent network overload while showing large video clips, a teacher may prefer playback from the local drive on student computers instead of selecting a shared drive. In this case, the media file is automatically distributed from the teacher's local drive if it is not already on the student's computer. The playback is still controlled centrally from the teacher's computer.

For further information about the other *Demonstrate* options, please consult the Help System or the NetOp School electronic user guide.

Locking Student Computers to gain Attention



Lock the screen, keyboard, and mouse on student computers with a single command using a text, a bitmap or a Web page. This will give you full control whenever you need attention.

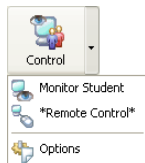
1. Select Students and click the tool bar *Attention* button to lock selected computers, thus disabling keyboard and mouse control and covering the screen with a default bitmap image.
2. Click the tool bar *Attention* button again to unlock selected Student computers.

Note: A bitmap used for the Attention screen must reside on the student computers to be displayed correctly.

Monitoring Student Screens

It is important for teachers to follow students' progress as they work. However, wandering around the class can be both distracting and intimidating. With NetOp School, you can monitor all students at once or individually from your own desk, and easily take over a student's computer to provide discreet assistance.

1. Select Students and click the “down” arrow on the tool bar button Control to display the Control submenu:



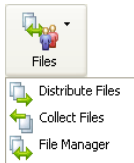
2. Select the *Monitor* command to start a monitoring session, displaying the screen images of selected Students sequentially. A *Monitor Control toolbox* with monitoring control buttons is displayed during a monitoring session.
3. Click the *Monitor Control toolbox Stop Monitoring* button to stop the monitoring session.

Tip: For overviewing the activity of all connected Students, use Thumbnail View.

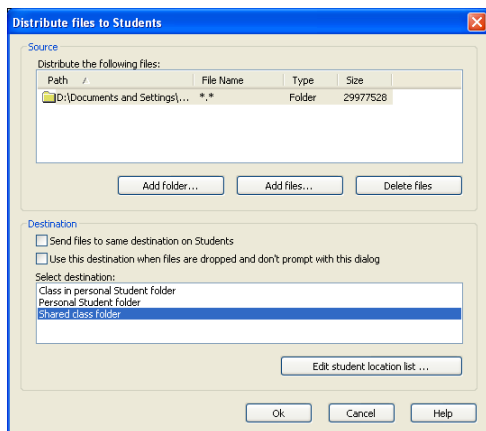
Distributing Files to Students

Tests and assignments can be distributed and collected from all student computers at the touch of a button. And students can place homework in designated folders for easy collection – far simpler than receiving floppy disks or e-mails from each student.

1. Select Students and click the tool bar *Files* button to display the *Files* submenu:



2. Select *Distribute Files* to display this window:

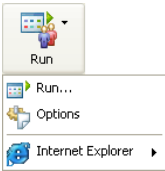


3. In the *Source* section, click the *Add Files...* button to display an *Open* window, select files and *Open* to display records of them in the *Source* section pane.
4. Verify that the box *Send files to same destination on Students* is checked.
5. Click *OK* to close the window and distribute selected files to Student computers, replacing the *Distribute Files to Students* window by the *File Distribution* window displaying distribution results.
6. Click *OK* to close the *File Distribution* window.

Launching Applications on Student computers

You have just distributed a document for the students to work with. Now you want to make sure everybody starts working on the same document right away. This action will launch the document remotely on the selected computers.

1. Select Students and click the tool bar *Run* button to display the *Run* submenu:



2. Select the *Run...* command to display the *Run* window.
3. Click the *Browse* button to display an *Open* window and select the document file on the Teacher computer. *Open* it to specify its path in the *Run* window *Program Path* drop-down box.
4. Click *OK* to close the *Run* window and apply selections in the window, running the program file application on selected Student computers.

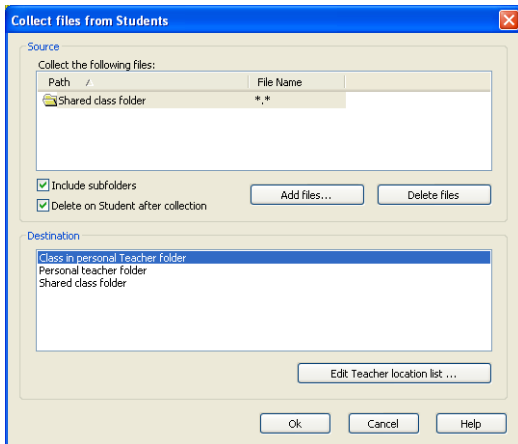
Note: To run a document successfully on Student computers, the document file must reside in the same path on the Teacher computer and on Student computers. Use Options to add pre-defined elements to the Run submenu.

Collecting Files from Students

Now you're ready for collecting the work of the students.

1. Select Students and click the tool bar *Files* button to display the *Files* submenu.

2. Select *Collect Files* to display this window:



3. If files or folders were previously distributed to Students during the session, the *Source* section pane displays records of the distributed files or folders.

To collect only recently distributed files, make no changes in the *Source* section.

4. In the *Destination* section pane, select one of the default Teacher file locations or click the *Edit Teacher Location List...* button to display the *Teacher File Location List* window. This lets you specify another location on the Teacher computer.
5. Click *OK* to close the window and bring specified source files to the selected destination. The *Collect Files from Students* window is replaced with the *File Collection* window which displays the collection results.
6. Click *OK* to close the *File Collection* window.

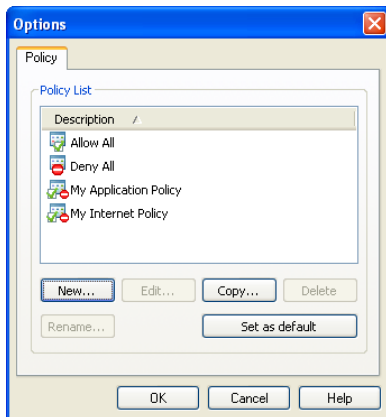
Preventing Students from Running Specified Applications

You don't have to worry about students accessing inappropriate websites or playing games instead of working. You can create specific application or Internet policies that prohibit access to specific programs and web addresses. Policies can be applied and changed on the fly to match a specific teaching situation.

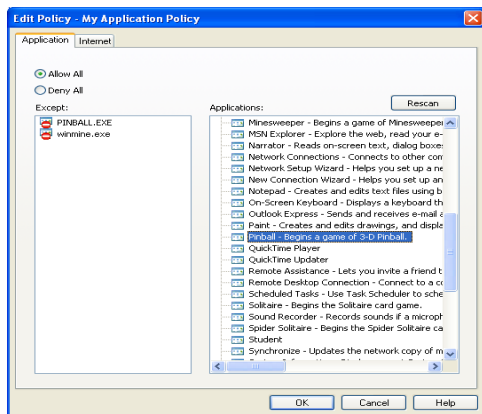
1. Select connected Students and click the “down” arrow on the tool bar button *Policy* to display the *Policy* submenu:



2. Select the *Options* command to display the *Options* window *Policy* tab.



- Click the *New...* button to display the *New Policy* window and specify a name for the new policy.
- Click *OK* to open the *Policy* window. The new policy name appears in the title bar.



- Select the *Application* tab to work with application policy elements.
- Verify that *Allow All* is selected.
- The *Except* pane contains file names of executable files that may not be run under this policy. The *Applications* pane can contain file names of program-executable files installed on the Teacher computer and user-specified file names, initially none. Click the *Rescan* button to retrieve file names for the *Applications* pane or right-click and select *New* to access an *Open* window or to manually enter the name (and path) of the program-executable.
- Drag file names to the *Except* pane to include them as policy elements.

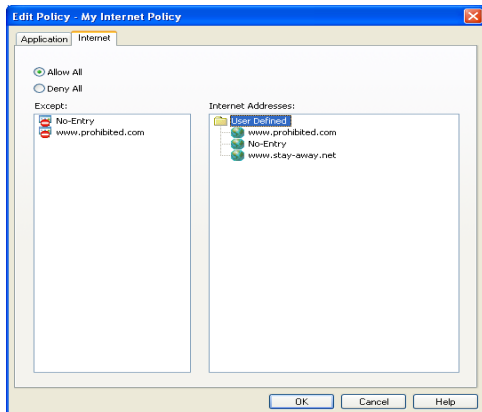
Tip: A policy can contain policy elements specified on any of the Policy window tabs.

9. When finished specifying a policy, click *OK* to close the *Policy* window and apply selections in it. The new policy will be displayed in the *Options* window *Policy* tab pane.
10. Click *OK* to close the *Options* window and apply changes to it.
11. A *New policy* command has been created in the *Policy* submenu. Select it to apply the new policy to selected Students.

Preventing Students from Accessing Specified Internet Addresses

1. Select connected Students and click the “down” arrow on the tool bar button *Policy* to display the *Policy* submenu.
2. Select the *Options* command to display the *Options* window *Policy* tab (see above).
3. Click the *New...* button to display the *New Policy* window and specify a name for the new policy .

- Click *OK* to display the *Policy* window. The new policy name appears in the title bar.



- Select the *Internet* tab to work with Internet address policy elements.
- Verify that *Allow All* is selected.
- The *Except* pane contains Internet addresses to which access is not allowed under this policy. The *Internet Addresses* pane contains user-specified addresses, initially none. Right-click and select *New* to specify an Internet Address. You can specify addresses such as *www.webpage.com* to block this specific address or just *webpage* to block all occurrences of this address, e.g. *www.webpage.com*, *www.webpage.net*, etc.
- Drag addresses to the *Except* pane to include them as policy elements.
- Click *OK* to close the *Policy* window and apply selections in it. The new policy will be displayed in the *Options* window *Policy* tab pane.

10. Click *OK* to close the *Options* window and apply changes to it.
11. A *New policy* command has been created in the *Policy* submenu. Select it to apply the new policy to selected Students.

Tip: A policy can contain policy elements specified on any of the Policy window tabs.

Recording of Teacher or Student Screens

While sitting at the computer preparing your next lesson, it's possible to actually record what you're doing. This means you can simply replay your pre-planned lesson rather than manually running through everything again. It's also possible to add narration to your lesson to make it more dynamic and easier to understand by using the built in microphone. Moreover, you can record and playback student screens as you monitor their progress.

1. Click the toolbar Record button to start a recording. The recording starts immediately and a toolbox to control the recording appears.



The buttons symbolize *Stop*, *Restart after Pause* (activated when *Pause* is pressed), *Pause*, *Annotate screen* and *Add microphone sound*.

All activity on the screen is recorded. This will let you create recorded instructions from your own screen for later distribution and playback on student computers. Alternatively, you can

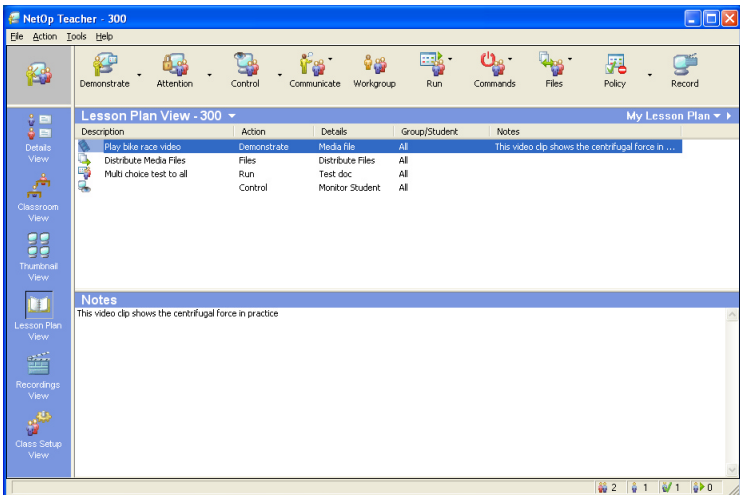
record student activity via a *Monitor* or *Remote Control* session for documentation purposes.

Tip: The Monitor and Remote Control toolboxes also include a Recording button for easy and quick access to Record.

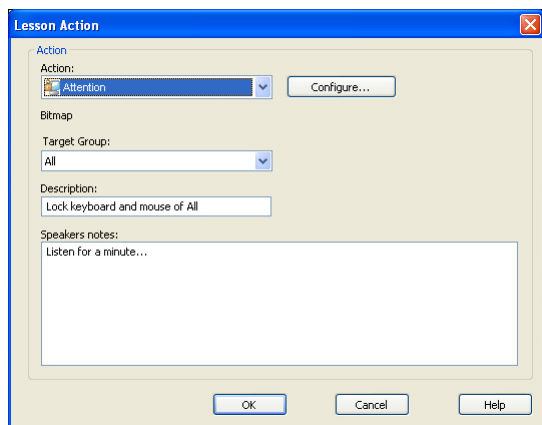
When stopped, the recordings are automatically saved as *New Recording* with a time stamp in the *Recordings View*. Here they can be renamed and organized in sub-folders.

Creating and using a Dynamic Lesson Plan

Conduct your lessons using dynamic lesson plans. Teachers can combine their oral presentations with pre-configured NetOp School actions such as ***Demonstrate [a Media file]***. A double-click on the *Lesson Action* and the preconfigured action is activated.



1. The first time you use this feature, right-click within the *Teacher Lesson Plan View* pane to show the pop-up menu. Select *Add* and you will be prompted to create a new *Lesson Plan*.
2. Specify a name for the new lesson plan and click *OK* to close the window. You will now be prompted to define and configure the first *Lesson Action*.
3. Select the desired action, for example *Attention*, from the drop-down menu containing links to teaching actions available from the main toolbar. Click the *Configure...* button to view the options dialog. For the time being, keep the default choice *Bitmap*.



4. *Target Group* contains the list of all pre-defined *Student Groups* as created under *Class SetupView* or in the *Groups* pane. This time select *All* to apply the action to all Students.
5. Enter a description for the action to be displayed in the Lesson Plan View (no entry will leave a blank space).

6. Finally enter notes for your oral presentation in connection with the Lesson Action. The notes will be shown in the *Notes* space at the bottom of *Lesson Plan View* when the *Lesson Action* is selected (by clicking once).
7. Double-click the Lesson Action to execute or right-click and select *Execute* from the popup menu.
8. When an action link has been executed, it will be checkmarked while the class is running. Proceed to the next action link.
9. Create additional *Lesson Actions* of your own choice as needed. Right-click and select *Add* from the popup menu to add new *Lesson Actions*.

Managing Lesson Plans

1. On the Teacher, select the *Lesson Plan View* and click the “down” arrow in the *Lesson Plan View* button to display the recent lesson plans menu.
2. If the desired lesson plan name is in the menu, select it to replace the current lesson plan with the desired lesson plan. If not, select *Show All Lesson Plans* to display the *Show All Lesson Plans* window.
3. If the desired lesson plan is in the *Lesson Plans List*, select it and click *OK* to replace the current lesson plan with the desired lesson plan. If the desired lesson plan is not listed, the desired lesson plan was not created in or for this particular class. Please refer to the Electronic User Guide for additional information.
4. To create a new *Lesson Plan* select *Manage Lesson Plans* and click the *New...* button.

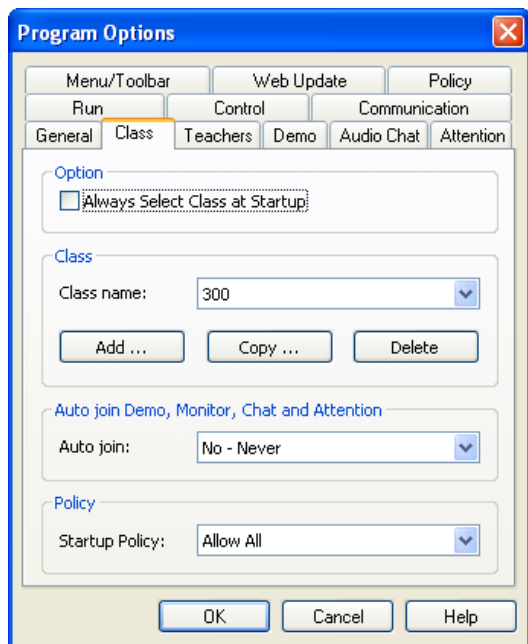
5. Repeat the steps above to finalize the new *Lesson Plan*.
-

Note: Lesson Actions can be executed in any desired order.

Changing a Class Environment

Creating a New Class

1. In the Teacher module, select the *Tools* menu *Options* command/window *Class* tab.



2. Click *Add...* to display the *New Class* window. Once created the name will appear in the drop-down menu.

3. Select the class you wish to run and click *OK* to stop the running class and start the newly created class.

Changing to Another Class

1. In the Teacher class control panel, click the “down” arrow in the View pane title bar to display the recent classes menu.
2. If the desired class name appears in the menu, select it. This will stop the running class and start the selected class. Otherwise, select Show All Classes to display the Class List window.

Tip: If the desired class name does not appear in the Class List window, it has not yet been created on the Teacher module.

Creating a Student Group

1. Right-click in the Teacher *Class Setup View* pane and select *New* and *Create Group*. Alternatively, right-click in another view *Groups* pane and select *Create Group* to display the *New Folder* window.
2. Specify a Student group name and click *OK* to close the *New Folder* window and create the Student group.

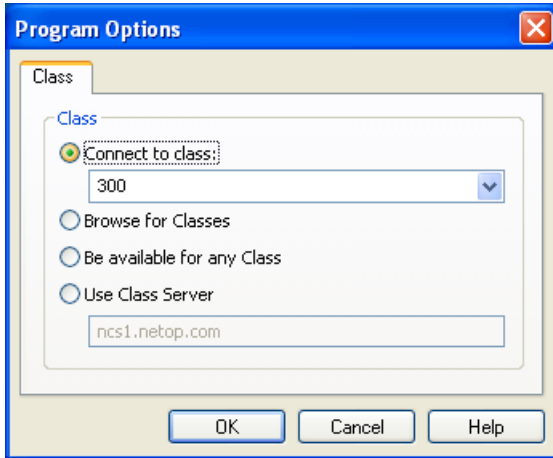
Adding a Student to a Student Group

1. In the Teacher *Class Setup View* pane, drag a Student from the *All Students* folder to a user-created Student group folder to create a Student shortcut in the Student group folder. Alternatively, in *Details View*, *Classroom View*, or *Thumbnail View*, drag a Student record, icon, or thumbnail in the View pane to any Student group folder in the *Groups* pane. However, you cannot drag it to *All*.

Note: A Student can be a member of multiple Student groups.

Connecting a Student to a Specified Class

1. In the Student, select the *Tools* menu *Options* command/
window *Class* tab.



2. The *Connect to Class* drop-down menu which displays the specified class name. The drop-down list contains class names that have been specified in the Student. If the desired class name is in the list, select it to display it in the drop-down list. Otherwise, type in the desired class name in the drop-down box.
3. Click *OK* to connect to the specified class (if running), otherwise, become *Waiting for...* the specified class as displayed in the Student window title bar.

Teacher Setup Options

Initially, the Teacher setup using the setup wizard defaults makes the Teacher operational but left unprotected. The following setup options should be considered to protect the Teacher installation.

Maintenance Password Protection

Activating a maintenance password protects the Teacher setup against accidental or unauthorized changes. A maintenance password is chosen in the *Tools* menu *Maintenance Password* command *Change Maintenance Password* window.

Teacher Profiles

Teacher profiles protect access to the Teacher window through individual password-protected user logon. Teacher profiles are created on the *Tools* menu *Options* command/window *Teachers* tab.

Student Setup Options

Initially, the Student setup using the setup wizard defaults makes the Student operational with default class connection but left unprotected. The following setup options should be considered to protect the Student and network resources and other class connection options.

Installation and Setup

The installation and setup of NetOp Student on multiple computers throughout an organization is typically handled by a system or network administrator. This helps ensure uniform setup and protection of system and network resources.

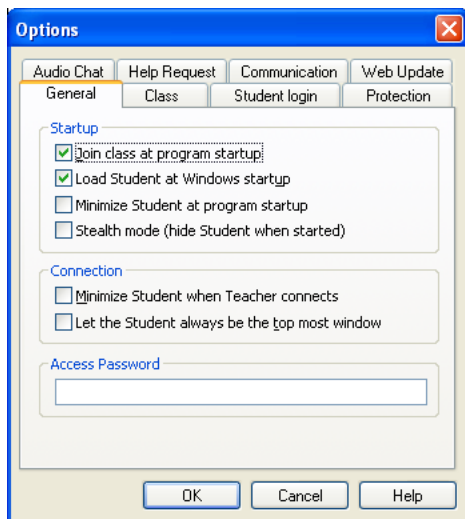
Student Deployment enables installing identical NetOp Student setups on multiple networked Windows XP, 2000, and NT4 computers from a network computer.

Maintenance Password Protection

Activating a maintenance password can be used to protect the Student setup against accidental or unauthorized changes and help avoid unloading or stopping the Student or disconnecting from a class. Student configuration files can also be protected. *Maintenance password* and Student configuration files protection is applied in the *Tools* menu *Maintenance Password* command/window.

Load and Start Options

Among other options, the following load and start options are available on the *Tools* menu *Options* command/window *General* tab:



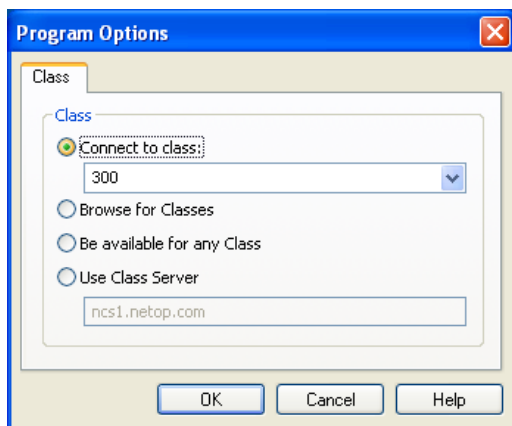
Load with Windows: Check (default: checked) to load NetOp Student when Windows is loaded on the computer.

Join Class when Loaded: Check (default: checked) to join class when the Student is loaded.

Stealth mode: Check (default: un-checked) to hide the Student interface completely to protect the Student setup against accidental or unauthorized changes.

Class Connection Options

The following class connection options are available on the *Tools* menu *Options* command/window *Class* tab:



Connect to class: When joining a class, this command connects to a specified class if running on the network, otherwise wait for it (default selection).

Browse for classes: When joining a class, this command displays the classes running on the network so you can select one of them.

Be available for any class: When joining a class, become available for any class running on the network.

Use Class Server: When joining class, this command automatically connects you to an already centrally scheduled class. This option demands that the Class Server module (*optional*) is used for planning of classes.

Student User Options

In addition to responding to teaching actions, Student users can request help from the Teacher. If Student users are allowed access to the Student module interface, they are also able to see saved messages under the Messages Tab or playback recordings listed under the Recordings Tab.

By default the Student user has access to the interface, but this can be changed by selecting the Student Startup Option *Stealth mode* (hide Student interface when started).