
Teaching with NetOp School

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Your interactive networked classroom

You are a Teacher, an Instructor, a Supervisor. Your audience - students / colleagues - may be physically right in front of you in a classroom or they may be spread around the library, campus, offices or departments, in the same building, city or around the globe.

NetOp School is a powerful software package that connects your computer with the computers of your audience creating an interactive classroom on the network. Furthermore, you get a number of effective teaching tools such as the ability to show your screen to the entire class, monitor classroom screens, perform tests and other tools to help you supervise and stay in control of classroom activity.

You may have passed from blackboard to video projector just to find that this may require darkening of the room and result in difficulties to read the screen well from the back row. Furthermore, using a blackboard or video projector does not prevent your audience from working ahead on their computers, instead of listening to your presentation. And neither the blackboard nor the projector will do you any good if your audience is not physically in front of you.

NetOp School gives you teaching tools to solve all of the above problems and it is always at hand since it is installed on each computer.

Enjoy reading the following pages to get familiar with some of the many teaching tools available to you and start using NetOp School to provide faster and better learning through hands-on experiences in the interactive classroom.

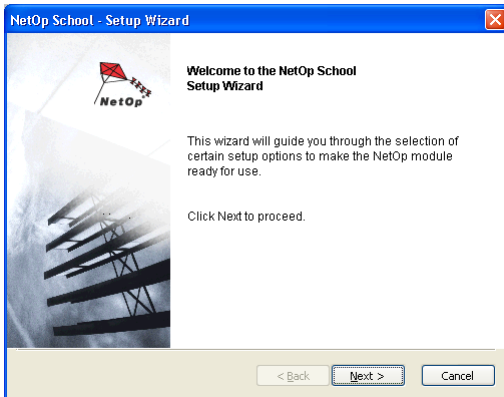
Installation

NetOp School consists of two modules: The Teacher module which is installed on the teacher's, instructor'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 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:

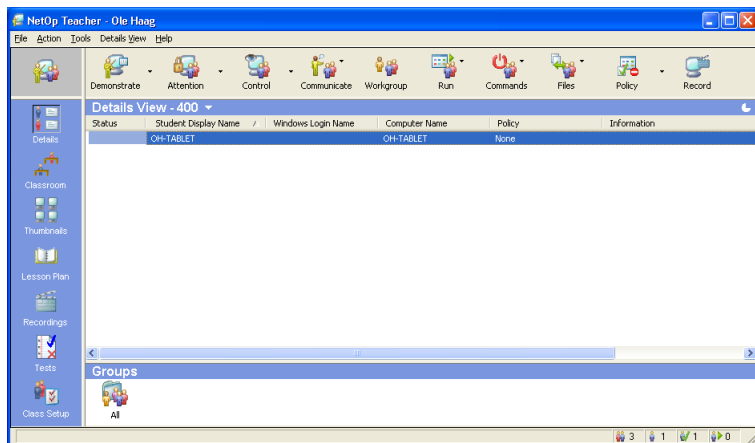


The setup wizard guides you through initial setup. Teacher and Students must use the same Classroom name and the same communication method (default My Class and TCP/IP).

When you finish the setup wizard the module will finalize loading with the settings you entered.

Loading the Teacher the following window will be fully displayed:

The Teacher Window



The Teacher window is your control center. Here you will find:

Tool Bar

The tool bar contains teaching action buttons. Buttons with down pointers expand into multiple teaching action commands (default Button action is marked with asterisks and can be changed under *Options* by checking another Radio button).

Views pane

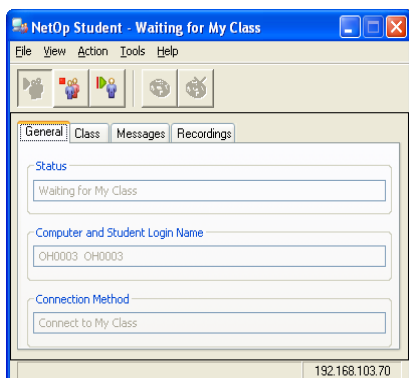
You have seven different *Views* each serving its purpose. The default view - Details View - gives you a list of the students connected to your class. Buttons can be re-organized and the button at the top decides the default view when Teacher opens.

Groups pane

This pane by default 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 students for carrying out desired teaching actions.

Students that are already loaded and use an identical Class name (*Waiting for My Class*) will automatically join the class and show up 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

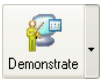
The tab panel contains tabs displaying Student status, and lists of messages or recordings received from the teacher.

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 change of 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. And you don't have to worry about students paying attention to your broadcast. NetOp School allows you to lock student keyboard and mouse 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 left *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 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.

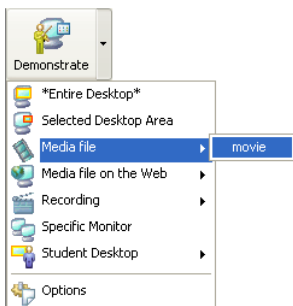
Note: When a Student desktop is demonstrated, the Teacher remote controls the Student.

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

Demonstrating a Media File to Students

It is easy to support your oral presentations with instructional videos. Videos are broadcast to all students simultaneously, while 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 enhance concentration.

1. Select Students and click the tool bar *Demonstrate* down pointer button to display the *Demonstrate* sub-menu.

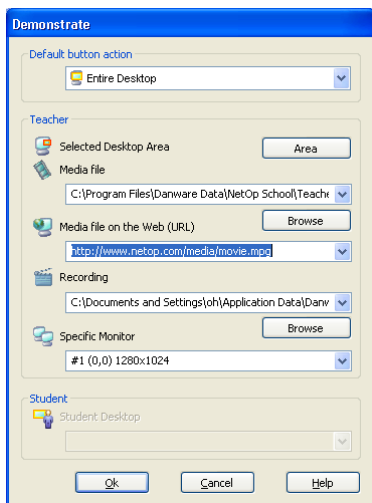


2. Select Media file and “movie” from the drop-down menu (default sample movie). After a preparation time, the movie is ready for playback on the Students. A *Teacher Control* toolbox with play control buttons is displayed on the Teacher screen.
3. Click the *Start* button to run the movie and *Stop Demo* button to stop the movie demonstration session.



Demonstrate Options

To e.g add movie files to the drop-down list, select the *Options* command to display the *Demonstrate* window:



1. Click the *Browse* button to display a Windows *Open* window and select more media file on the Teacher computer or a network computer. Press the *Open* button to include its path in the *Media File* drop-down list for later use.
2. Click *OK* to close the *Demonstrate* window and apply selections in the window.

Locking Student Computers to secure 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.

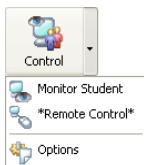
1. Select Students and click the tool bar *Attention* button to lock selected Student computers, disabling keyboard and mouse control and covering the screen with a default bitmap image.
 2. Click the tool bar *Attention* button again to release it to unlock selected Student computers.
-

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 take over a student's computer easily to provide discreet assistance.

1. Select Students and click the tool bar *Control* down pointer button to display the *Control* submenu:



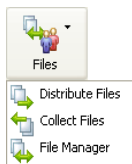
2. Select the *Monitor* command to start a monitoring session, displaying the screen images of selected Students sequentially. A *Monitor Control* toolbox with monitoring control buttons is displayed during a monitoring session. From here you can also take control of the computer, using the remote keyboard and mouse.
3. Click the *Monitor Control* toolbox left *Stop Monitoring* button to stop the monitoring session.

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

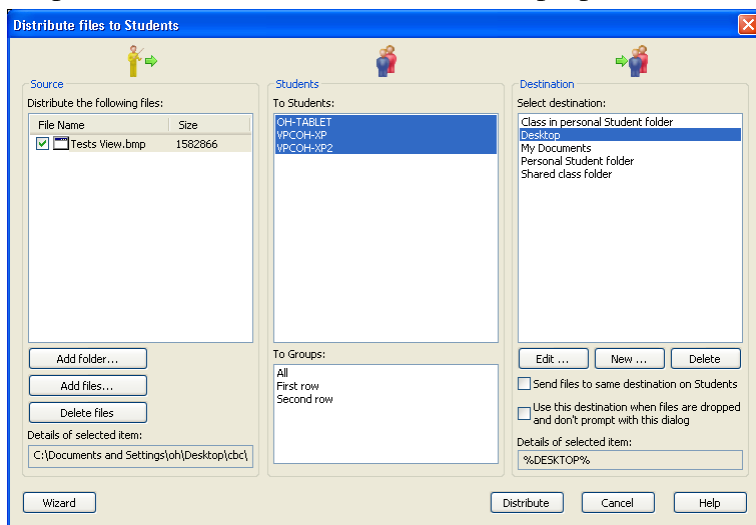
Distributing Files to Students

Documents 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 emails 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 (or to be presented with a Wizard for the same purpose):



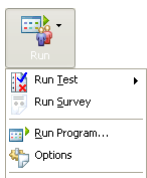
3. In the *Source* section, click the *Add Files...* button to display a Windows *Open* window, select files and *Open* to display records of them in the *Source* section pane.
4. Verify your selection of Students. Change selection if necessary.

5. Select the destination for the files on the Student side, e.g. Desktop. Click *Distribute*, 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 be sure that everybody starts working on the same document right away. This teaching 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 Program...* command to display the *Run* window.
3. Click the *Browse* button to display a Windows *Open* window and select the document file on the Teacher computer and *Open* it to specify its path in the *Run* window *Program Path* drop-down box field.
4. Click *OK* to close the *Run* window and apply selections in the window, running the program file application on selected Student computers.

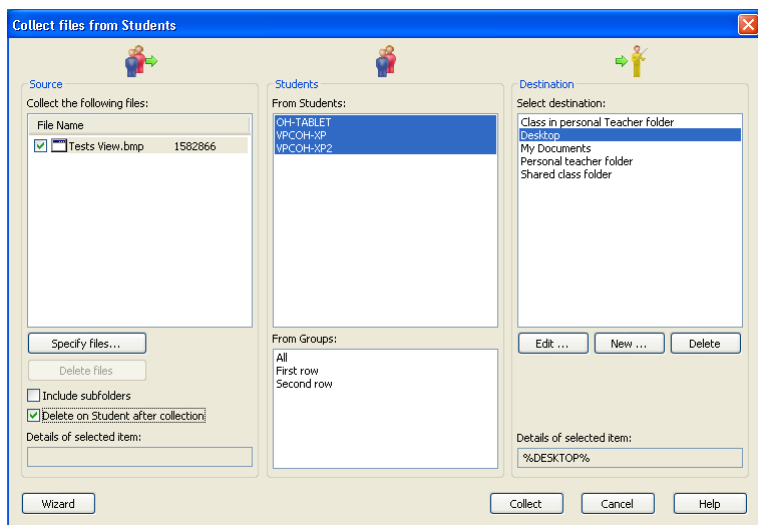
Note: Use *Options* to add pre-defined elements to the *Run* submenu. To run a document successfully on Student computers, the document

file must reside in the same path on the Teacher computer and on Student computers.

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 (or to be presented with a Wizard for the same purpose):



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. Verify your selection of Students. Change selection if necessary.

4. In the *Destination* section pane, select one of the default Teacher file locations, e.g. My Documents which is often the Teacher's home drive. A number of subfolders corresponding the selection of Students will be created.
5. Click *Collect*, replacing the *Collect Files from Students* window by the *File Collection* window displaying collection results.
6. Click *OK* to close the *File Collection* window.

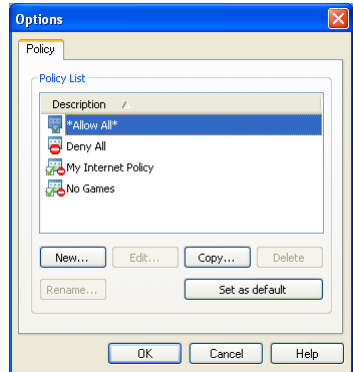
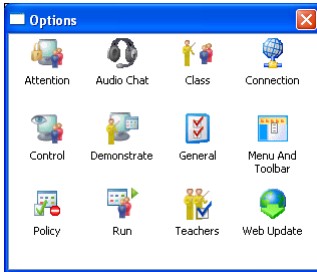
Preventing Students from Running Specified Applications

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 prohibiting access to specific programs and web addresses. Policies can be applied and changed on the fly to match a teaching situation.

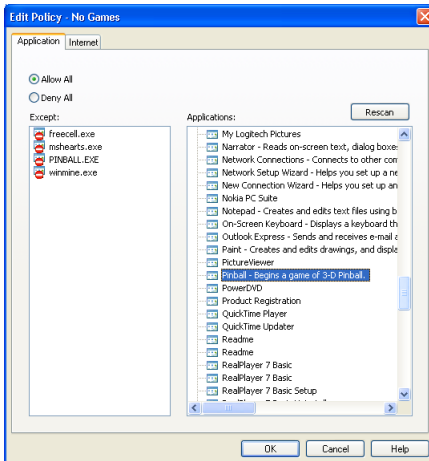
1. Select connected Students and click the tool bar *Policy* down pointer button to display the *Policy* submenu:



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



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



5. Select the *Application* tab to work with application policy elements.
 6. Verify that *Allow All* is selected.
 7. The *Except* pane contains file names of executable files that are not allowed to 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. Once completed e.g. find names of Games in the *Start menu* folder.
 8. Drag file names to the *Except* pane to include them as policy elements.
-

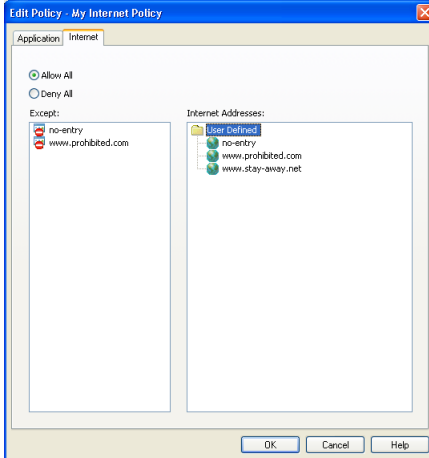
Tip: A policy can contain policy elements specified on any of the Policy window tabs.

9. When finished specifying the policy, click *OK* to close the *Policy* window and apply selections in it, displaying the new policy in the *Options* window *Policy* tab pane.
10. Click *OK* to close the *Options* window and apply changes in it.
11. A *<No Games>* 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 tool bar *Policy* down pointer button 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 .
4. Click *OK* to display the *Policy* window. The new policy name appears in the title bar.



5. Select the *Internet* tab to work with Internet address policy elements.
6. Verify that *Allow All* is selected.
7. 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 like *www.webpage.com* to block exactly this address or just *webpage* to block all occurrences of this address, e.g. *www.webpage.com*, *www.webpage.net*, etc.

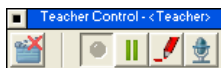
8. Drag addresses to the *Except* pane to include them as policy elements.
9. Click *OK* to close the *Policy* window and apply selections in it, displaying the new policy in the *Options* window *Policy* tab pane.
10. Click *OK* to close the *Options* window and apply changes in it.
11. A *<My Internet 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 is possible to actually record what you're doing. This way you can simply replay your pre-planned lesson rather than manually running through everything again. It's possible to add narration to your lesson to make it more dynamic and clear using the built in microphone. In addition 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 mean *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 replay on student computers. Or 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 Performing a Test

Performing computerized tests involves certain benefits:

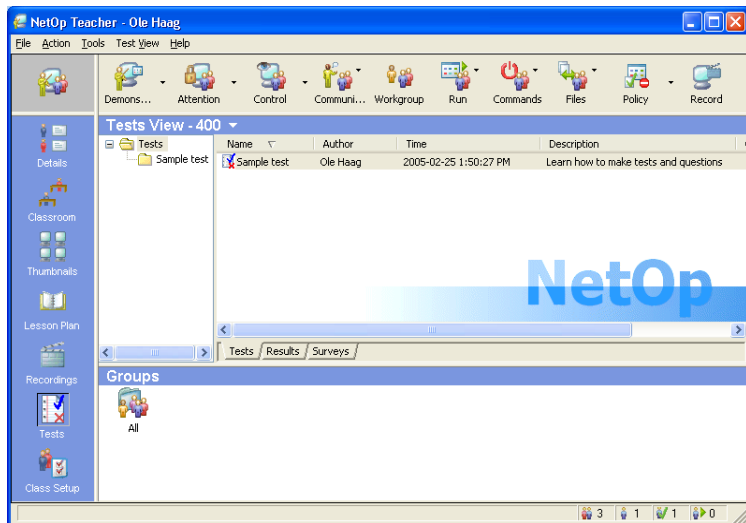
- a) Better control of the testing process
- b) Auto-scoring of tests saving valuable teacher time
- c) Instant feed back to teacher and students

NetOp School handles this along with the possibility of using the computer for easy creation of the tests.

Generating a test is a three-step process: Creating the questions, selecting the style for the test (as presented on Students), and setting the options for the test. You are then ready to run the test. Before doing that you may also change the reporting option, which by default is set to real-time reporting.

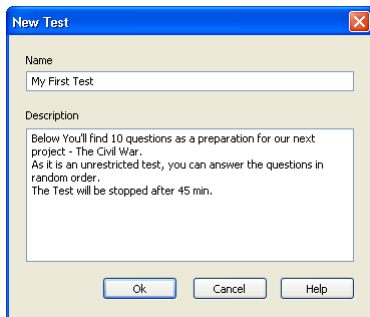
A *Sample Test* is included in the installation to help you quickly understand how to create Tests.

The Test Center is an incorporated part of the Teacher module presented under the TestsView:



Creating a Test

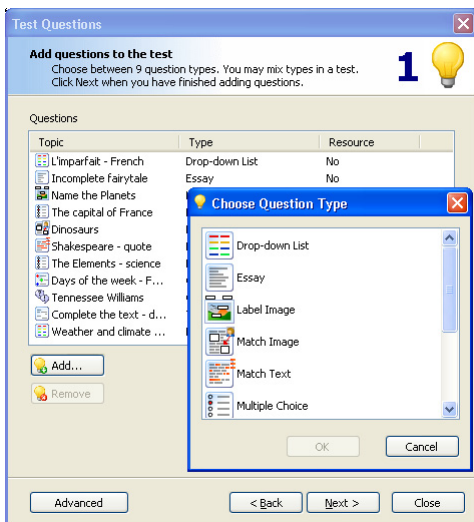
To create a new test, select *New Test* from the *Test View* menu or right-click in the list area and select *New Test* to bring up this dialog:



Name the test and fill in a description below. This description will be used as a header on the final test layout on the Student side. You may later edit this text under *Test Options*.

Using the Test Wizard - step one

1. Click *OK...* to start the *Test Wizard*. Click *Next* on the Welcome screen to display the first screen of the wizard - creating questions. The list is initially empty:



2. Click *Add...* to open the selection list of nine different question types. Pointing the mouse on a type will briefly show a tooltip with the characteristics.
3. For this example select Drop-down list used for e.g. picking the right word in a text from a list of different options, maybe even including false answers.

- This opens up an edit window for this question type. The example below is completed and will be used for explanations:

The screenshot shows a software window titled "Drop-down List". At the top, it says "Drop-down List" and "Write your text below as you wish it to appear for your students. Mark words that will form a randomized drop-down list. The list will appear in the same place as the marked words." Below this is a "Topic (Optional)" field containing "L'imparfait - French". The "Question/Instructions" field contains: "Complete the sentences with l'imparfait of the French verbs in parantheses. Select the answer from the drop-down list (which may include false answers)." The "Text" field contains several sentences with words in parentheses: "Quand j'habitais chez mes parents je **r**angeais ma chambre tous les jours. Au dix-huitième siècle les femmes **r**estaient à la maison. Il **p**levait quand j'ai quitté la maison. Est-ce que tu **é**coutais beaucoup la radio quand tu vivais en France? Ils **r**egardaient la télévision quand le téléphone a sonné. Elle **j**ouait au tennis quand il a commencé à pleuvoir. Au dix-neuvième siècle les hommes ne **f**aisaient pas le ménage." To the right, the "False Answers" field contains: "rangeait", "restent", "pleut", "écoutaient", "regardiez", "jouaient", "faire". At the bottom, there are "Mark", "Add", "Remove", "OK", and "Cancel" buttons.

- Read the instructions for the question at the top. This example is about training l'imparfait in French. Students must select the right word from a drop-down list to complete a sentence using the correct grammatical form of a verb.
- You may choose to describe a topic for the question to make it easier to find in the overall list of questions in your test - in this case L'imparfait - French.
- Write the question/instructions that will be presented for the Students at the top of the question.
- In the *Text* field enter the full text, you wish the Students to work with (or copy and paste the text from an already existing document).

- Now, select the the words that should form the drop-down list. Select a word (e.g. by double-clicking) and press the *Mark* button. The word is now part of the drop-down list. Continue until you have marked all words for the list.
- Finally add false answers to the list (optional). You're done with this question. To edit the question later, double-click it in the list.
- You may wish to preview the question as it will look at the Student side. To the left in the question dialog there is a 4-button panel. Click the button in the lower right corner to see a preview using the default *Style*:



This is how the question is going to be presented on the Student side:

L'IMPARFAIT - FRENCH [Progress Bar]

Complete the sentences with l'imparfait of the French verbs in parentheses. Select the answer from the drop-down list (which may include false answers).

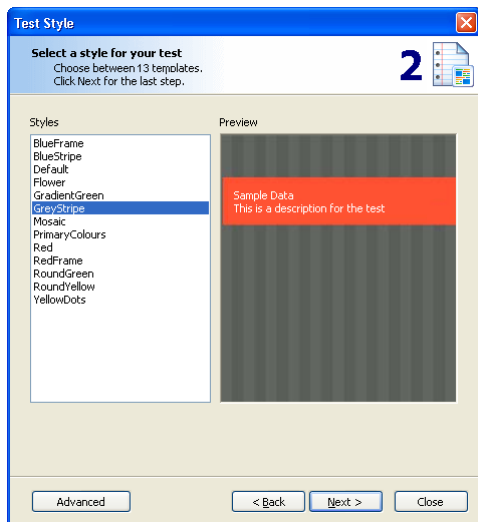
Quand j'habitais chez mes parents je [] ma chambre tous les jours. Au dix-huitième siècle les femmes [] à la maison. Il [] quand j'ai quitté la maison. Est-ce que tu [] beaucoup la radio quand tu vivais en France? Ils [] la télévision quand le téléphone a sonné. Elle [] au tennis quand il a commencé à pleuvoir. Au dix-neuvième siècle les hommes ne [] pas le ménage.

>>

As you can see, drop-down boxes has now taken the place of the words you marked. The drop-down list contains all marked words and the words from the false answers list, if you entered any.

Using the Test Wizard - step two

Once you have finished adding questions to your test (edit and add more later, if necessary), click *Next* to select a *Style* for your test layout:



Select the style that best fits the test - or your temperament. The style will be applied to all of the questions in a test. Select *Next* to reach the final screen of the Wizard.

Using the test Wizard - step three

As a final step you may wish to adjust the default settings for the test, before performing it. All of this is done under *Test Options*:

The screenshot shows the 'Options' dialog box with the 'Test Options' tab selected. The 'Description' field contains the text 'Learn how to make tests and questions'. The 'Settings' section includes: Author (Ole Haag), Created (2005-02-14 4:36:00 PM), Test Type (Restricted), Modified (2005-03-07 7:13:02 PM), Time Limit (empty) Minutes, Autostart Test (unchecked), Prompt for name before test begins (checked), Perform real-time reporting during test (checked), and Report Score to Student when (Test complete). Buttons for OK, Cancel, and Help are at the bottom.

- *Description* is identical to the text you entered when creating the *Test* in the beginning. You can always adjust the text here.
- You can enter any information in the *Author* field, or choose from the options in the drop-down list (e.g. logon name, Teacher Profile name)
- Decide whether tests run as *Unrestricted* or *Restricted*. Either the students may navigate freely and answer the questions in random order, and with an option to change the answers for as long as the test runs or they

must answer questions one-by-one (perhaps with a time limit) and cannot go back to a question, once answered.

- *Autostart Test* will start the test simultaneously on all Students once reported ready. Not checked means that the teacher will start the test manually from his *Test Control Toolbox*.
- You may wish to follow the Student tests as they go along and if you chose to auto-score the answers you may wish to return results to the Students immediately - when each of them has finished the test or once the test is completed for all.

That's it. You took all the steps necessary to create a test.

Performing a test

To start a Test on Students you have more options:



When in Tests View, drag and drop the test file on a *Group* in the *Groups* pane at the bottom - e.g. *All*.

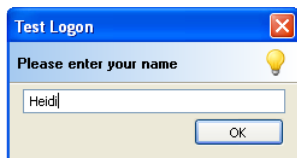


In other Views, right-click a *Group* or a Student to *Run a Test on...*

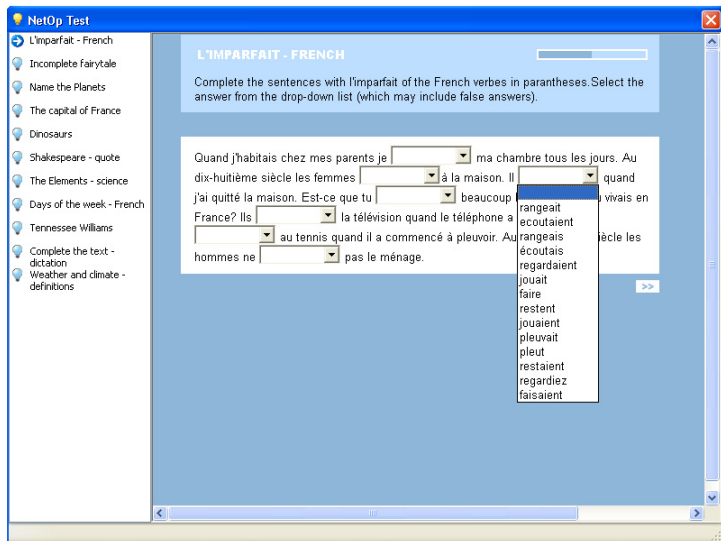


Select *Students* and press the *Run* button in the toolbar and select *Run Test >...*

Students are prompted to enter their name:



This will prepare the Student computers for the test and start it if you chose *Autostart Test* (see above). This is how the *Sample Test* will look once presented to the Students, using the *Default Style*:



As you can see this question is part of a test with more questions. The Students see all questions in the navigation pane to the left, since the test is running as *Unrestricted*.

Read more details about using the Test Center in the *User's Manual* or in the *Help system*.

Changing a Class Environment

Creating a New Class

1. In the Teacher module, select the *Tools* menu *Options* command/*Class*.
2. Click *Add...* to display the *New Class* window. Once created the name will appear in the drop-down box.
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 upper *View* pane title bar click the down pointer to display the recent classes menu.
2. If the desired class name appears in the menu, select it to 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 been created on the Teacher and must be created.

Creating a Student Group

1. Right-click in the Teacher *Class Setup View* pane and select *New* and *Create Group* or 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 a *Groups* pane Student group folder other than *All*.

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

Connecting a Student to a Specified Class

1. On the Student, select the *Tools* menu *Options* command/*Class*.
2. The *Connect to Class* drop-down box field displays the specified class name. The drop-down box list contains class names that have been specified on the Student. If the desired class name is in the list, select it to display it in the drop-down box field. Otherwise, specify the desired class name in the drop-down box field.
3. Click *OK* to connect to the specified class if running, otherwise waiting for the specified class as displayed in the Student window title bar.

Teacher Setup Options

Initial Teacher setup using the setup wizard default options makes the Teacher operational and unprotected. The following setup options should be considered to protect the Teacher installation.

Maintenance Password Protection

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

Teacher Profiles

Teacher profiles protect access to the Teacher window by individual password protected user logon. Teacher profiles are applied on the *Tools* menu *Options* command/*Teachers*.

Student Setup Options

Initial Student setup using the setup wizard default options makes the Student operational with default class connection and unprotected. The following setup options should be considered for protection of Student and network resources and other class connection options.

Installation and Setup

The installation and setup of NetOp Student on multiple computers in an organization is typically handled by a system or network administrator to assure 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

Applying a maintenance password can protect the Student setup against accidental or unauthorized changes and can protect unloading or stopping the Student or disconnecting from a class. Student configuration files can 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/*General* tab:

Join class at program startup: Check (default: checked) to join class when the Student module is loaded.

Load Student at Windows startup: Check (default: checked) to load the Student module automatically when Windows is started on the computer.

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/*Class* tab:

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

Browse for Classes: When joining class, display classes (Teacher modules running) on the network to select to connect to one of them.

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

Use Class Server: When joining class, automatically connect 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 user. 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).