



Quick guide to top teacher tools

Power on and log on computers

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

To power on student machines

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

1. Select the Administer tab in the ribbon and click **Power On**.
2. The student machines will now power on.

To log in to student machines

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

1. Select the student machines to log in.
2. Select the Administer tab in the ribbon and click **Login**.
3. The Login dialog will appear.

Login

Login Details

Username:

Password:

Domain:

Login

Status

Name	User Name	Status
<input checked="" type="radio"/> Emma	Emma	
<input checked="" type="radio"/> Mark	Administrator	
<input checked="" type="radio"/> Sam	testing	
<input checked="" type="radio"/> VIRT4SERV...		

View

Close Help

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



Record student attendance

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

1. Select the Class tab in the ribbon and click **Student Register**.
2. The Student Register dialog will appear.

Client Name	Name
AD-52a231498d45	Emma
HPLAP-2	Sam
INVH764	Mark
INVH767	Andy
HPLAP	Sarah

Register Close Cancel View Chat... Help

Successful Unsuccessful All available students have registered

Class Details
Teacher Name: Mrs Smith
Lesson Title: English Yr 6
Room: ICT 2
Objectives:

Required Student Details
☐ Get Logged on User Name
☒ First Name ☐ Surname
☐ Class ☐ Student ID/No.
Custom Fields:
☐
☐

☐ Auto save Register

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



Arranging Student icons in the Tutor Console

Student icons can be rearranged to reflect the layout of the physical classroom.

Note: When using Room mode, the classroom layout will be automatically saved against the room selected. When you start the Tutor and select your room, the layout will automatically load.

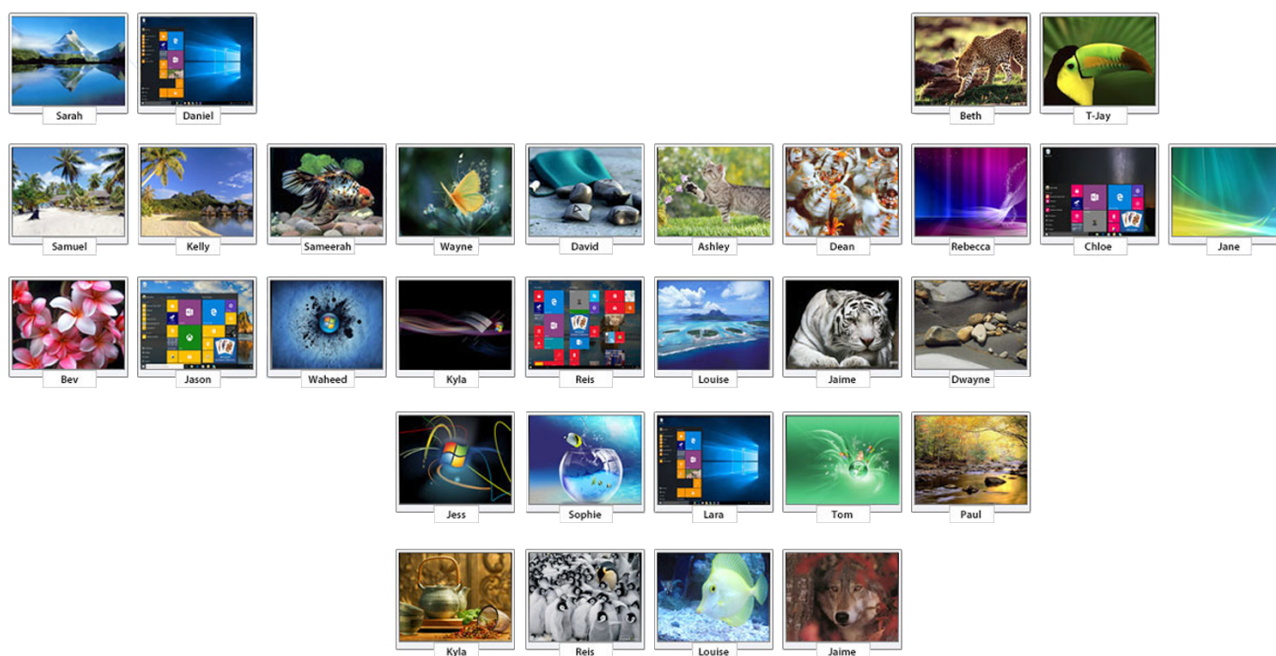
To arrange Student icons

1. Select the Student icon and drag it to the desired position.

To lock a layout

Once the Student icons are in the required positions, they can be fixed in place.


1. Select the View tab in the ribbon and click **Lock Layout**.
2. Student icons will be fixed in position and unable to be moved.

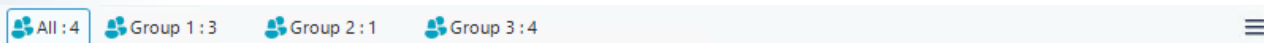


Organising students into groups

Students can be organised into groups, allowing teachers to perform certain functions on groups as a whole.

Creating a group

1. Click the **Group options**  icon in the group bar and click **Add**.
2. The Add a group wizard will appear. Follow the steps to create a new group and add the required students.
3. Click **Finish**.
4. The new group will appear on the group bar.



Working with a group

Once your groups have been created, you can now select a group to work with.

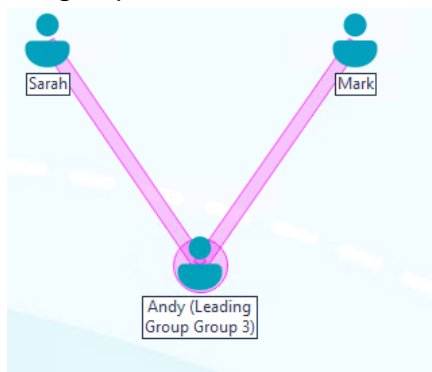
1. Select the required group from the group bar.
2. The students in the group will be displayed, allowing you to perform functions on the group as a whole.

Group leaders

A student can be assigned certain Tutor rights and act as a group leader until such privileges are revoked. This feature includes a visual layout of leaders and their assigned group members.

Assigning a group leader

1. Select the required group from the group bar.
2. Select the required Student icon.
3. Right-click the required Student and select **Assign group leader**.
4. The Student icon will be highlighted to indicate that they are the group leader. A connection bar showing the link from the group leader to the students is displayed.



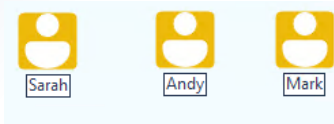
The student will receive a message indicating that they have been given group leader status. They can choose to run the Group Leader Control immediately or later by clicking on the **Group Leader** icon that is created in their system tray or Student Toolbar.

Keep students on task and avoid distraction

To stop students from being distracted while you teach them, you can prevent them from using their machines altogether using the Lock Mouse and Keyboard feature. You can also gain student attention by blanking all students' screens.

To lock students' keyboards and mice

1. Select the students you wish to lock.
2. Select the Class tab in the ribbon and click **Lock**.
3. Student machines will now be locked.



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



Select the Class tab in the ribbon and click **Unlock** to unlock student machines.

To blank all students' screens

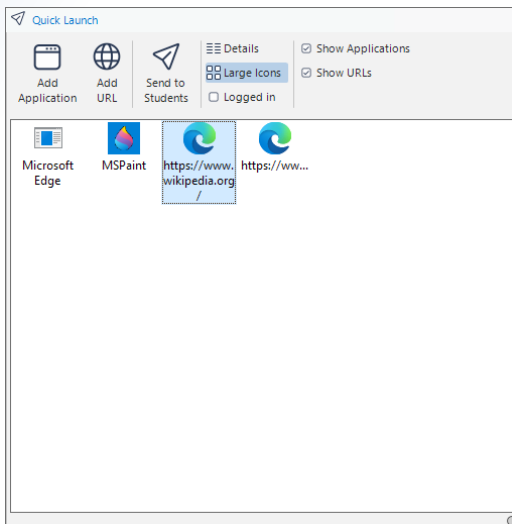
1. Select the Class tab in the ribbon and click **Blank All**.
2. All students' screens will be blanked.
3. To restore the screens, click the **Blank All** icon again.

Launch applications and websites for students

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

To launch an application or website at student machines

1. Select the Class tab in the ribbon and click **Quick Launch**.
2. The Quick Launch pane will appear.
3. To add an application, click **Add Application**. Browse to the required desktop application – on Windows 8 and above machines, you can also add Windows Store Applications.
4. To add a website, click **Add URL**. Enter the required URL; you can view this if required.
5. The application or website will appear in the Quick Launch pane.
6. Select the required application or website and click **Send to Students**.




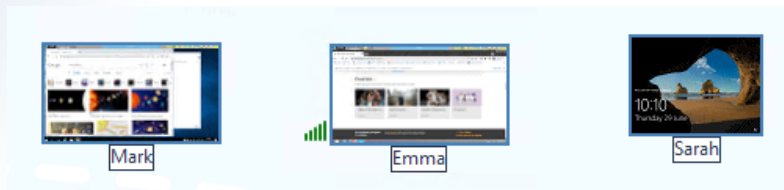
7. The required application or website will be launched at student machines.

Monitor all student activity in real-time

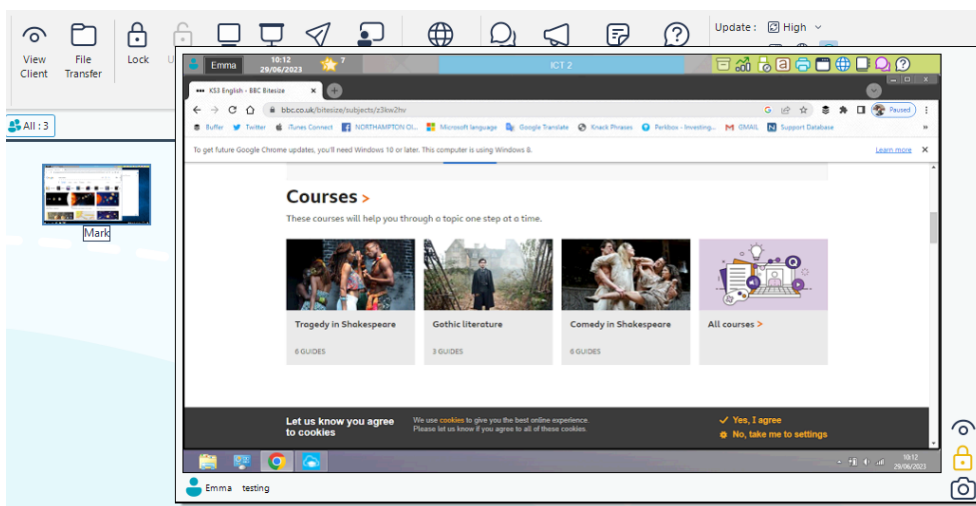
See what students are doing using intuitive thumbnail views of each student computer. Screenshots of a student's desktop can be captured to record their progress or highlight something that they should not be doing.

[View a thumbnail of student screens](#)

1. Select the **Monitor View**  icon on the left-hand side of the Tutor Console.
2. The student thumbnails will be displayed.



3. Student thumbnails can be resized using the slider bar on the status bar.
4. Mousing over a student thumbnail will zoom into that screen; double-clicking will open a View session; and right-clicking provides access to a range of student features.



Capture a screenshot of a student's desktop

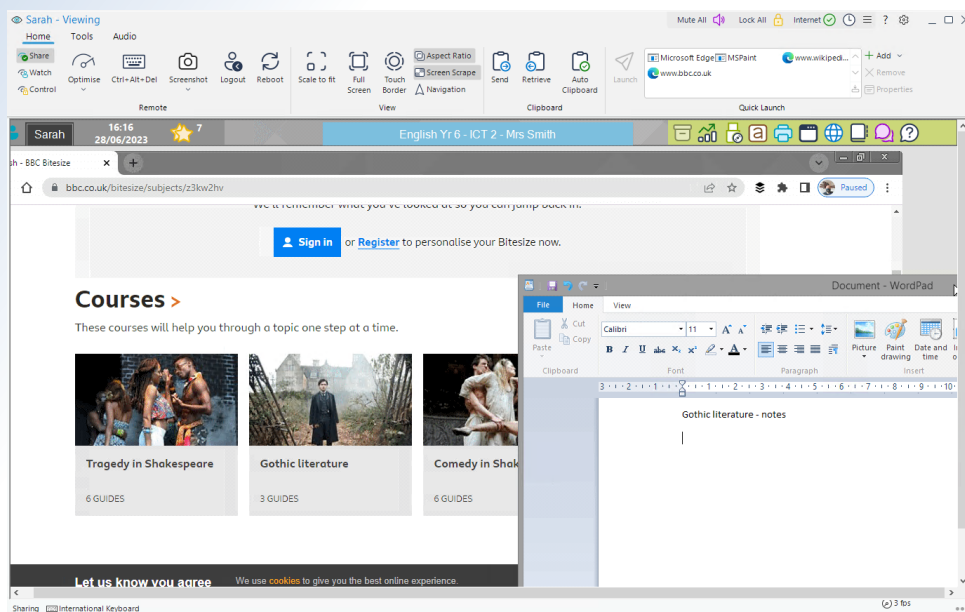
1. Double-click on the required student to open a View window.
2. Select the Home tab in the ribbon.
3. Click **Screenshot**.
4. The current Student screen is captured and automatically saved as a .png to NetSupport School\Screenshots in your local Documents folder.

Note: An indicator appears on the **Screenshot** icon showing the number of screenshots taken (up to a maximum of nine).

- Clicking the **Screenshot** icon drop-down arrow lists the last nine screenshots taken (you can view or delete them as required) and you can open the folder where the images are stored.

Viewing a student's screen

1. Double-click the required student.
Or
Select the required student, select the Class tab in the ribbon and click **View Client**.
2. The View window will appear. To aid navigation of the student screen, a navigation panel with a thumbnail image of the screen is displayed, enabling you to scroll the student's desktop more easily. Click inside the thumbnail to view specific areas.



You can choose to **Share** (you can both use the keyboard and mouse), **Watch** (only the student has use of the keyboard and mouse) or **Control** (the student is unable to use the keyboard and mouse) the student's screen. Select the required option from the Home tab in the ribbon.




Scanning students' screens

Teachers can 'scan' through each connected student's screen in turn, displaying their screen in a Scan window at the Tutor. In addition, multiple student screens can be scanned simultaneously in one Scan window.

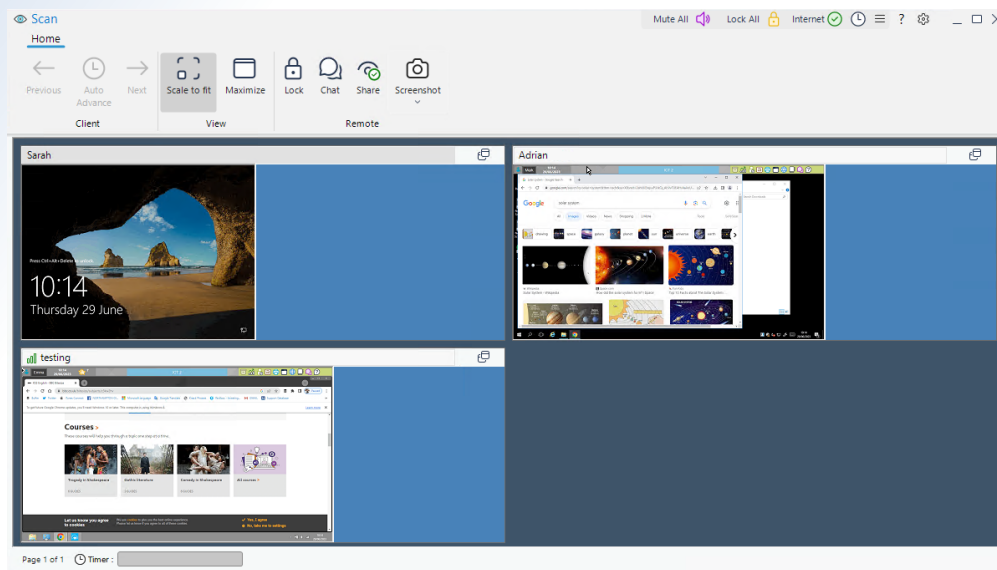
1. Select the Group tab in the ribbon.
2. In the List view, select the Students to include in the scan (if you select a group, all Students are included).
3. Select the **One Client at a time** ☐ icon.

Or

Select the number of Student screens to be displayed in the Scan window by clicking the relevant icon:

 [2x2 scan icon]	Students are arranged 2x2.
 [3x3 scan icon]	Students are arranged 3x3.
 [4x4 scan icon]	Students are arranged 4x4.

4. Use the slider to specify the interval before the scan is advanced to the next Student. The scan period can be set anywhere between five seconds and two minutes.
5. Click **Start**.
6. The Scan window will appear.





Scan window showing multiple student screens.

If you are scanning one student at a time, the window will cycle through the selected students, showing their screens until you end the scan. If you are scanning multiple students, the specified number of screens will be displayed in the window. If you are viewing more students than the number of screens displayed, you can switch between the displayed screens by clicking **Next**, **Auto** or **Previous**.

Show students the teacher's desktop, a video file, an application or another student's screen

Emphasise key learning points by showing students your screen, a video file, a selected application on your machine or even another student's screen.

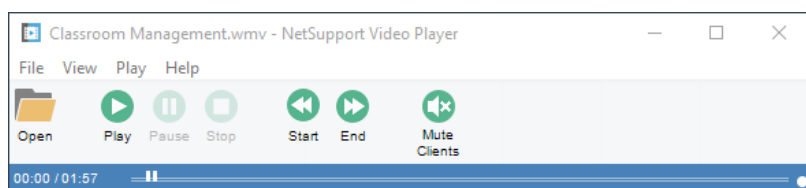
Showing the teacher's screen to students

1. Select the students that you wish to show your screen to.
2. Select the Class tab in the ribbon and click the **Show** icon.
3. Show options can be set by clicking the relevant option in the Show menu. To set further Show properties, click the **More**  icon.
Note: If you are running multiple monitors, you can choose which monitor to show Students by clicking the relevant icon.
4. Click **Quick Show**. To end the show, double-click the **Showing**  icon in your taskbar and click **End**.

Show a video to students

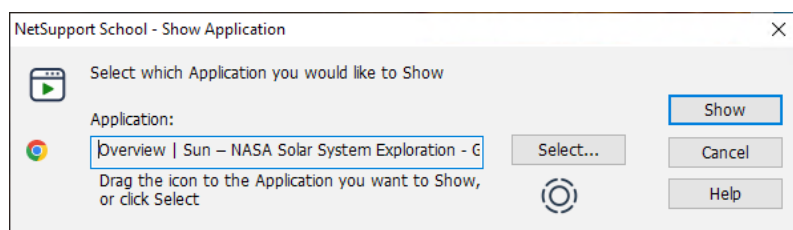
1. Select the students to show the video to.
2. Select the Class tab in the ribbon, click the **Show** icon and choose **Show Video**.
3. The Show Video dialog will appear.
4. Select **Open** and browse for the video file.
5. Click **Show**.


A video player control panel will be displayed, providing you with controls to play the video. Student machines will be locked while the video is playing.



Show an application to students

1. Select the students that you wish to show the application to.
2. Select the Class tab in the ribbon and click the **Show** icon.
3. Click **Show Application**.
4. The Show Application dialog will appear.



5. Click **Select** and choose the application to show from the list of running applications.
6. Click **Show**.
7. The application will be displayed on the selected students' screens.
8. To stop showing the application, double click the **Showing**  icon in your taskbar and click **End**.

Show a student's screen

1. Select the Student whose screen you want to show to the other Students.
2. Select the Class tab in the ribbon and click **Show**.
3. Click **Exhibit**.
4. The selected student's screen will then be displayed on the screens of the teacher and the other students. Only the teacher and the exhibiting student will be able to change the screen.
5. To stop showing the student's screen, select the Home tab in the Exhibit window ribbon and click **Stop**.

Annotating screens

While showing or viewing a student's screen, a range of tools is available which allow you to annotate the screen. These can be used to highlight the relevant part of the screen.

To annotate while showing

1. While showing, right-click on the **Showing**  icon in the taskbar and select **Annotate Screen**.
2. The Annotate toolbar will appear.

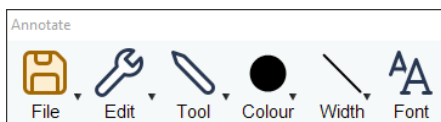


3. Select the tool, colour, etc and use the mouse to draw over the relevant part of the screen.
Note: You can suspend or end the show by clicking the relevant icon in the toolbar.

To annotate a screen while viewing a student

Note: In Share and Watch mode, the student can also use the Annotate toolbar options.

1. View the required student.
2. Select the Tools tab in the View window ribbon and click **Annotate**.
3. The Annotate toolbar will appear.



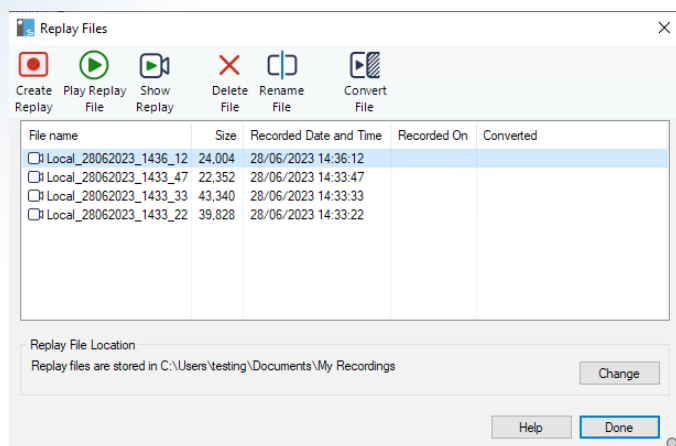
4. Select the tool, colour, etc and use the mouse to draw over the relevant part of the screen.


Recording teacher and student activity for playback

Activity on the teacher machine can be recorded and saved as a replay file which can be played back to students. You can also record when showing and viewing students' screens.

Record a replay file at the teacher machine

1. Select the Administer tab in the ribbon and click **Replay Files**.
2. The Replay Files dialog will appear.



3. Click the **Create Replay** icon to start recording.
4. A dialog will appear. You can choose **Include audio** if the machine is configured for audio. Click **OK**.
5. The **Recording**  icon will appear in the taskbar. To stop recording, double click this.
6. By default, the file name will be prefixed with 'Local' and the date and time of the recording. You can rename the file by overtyping the default name. Click **OK**.
7. The replay file will appear in the list.

Note: By default, a replay file is saved as a .rpf file. These can be converted to AVI or WMV video files. Click the **Convert File** icon and follow the steps in the Replay File Conversion wizard.

Record a replay file when viewing students' machines

You can record a replay file when viewing all students' machines or just for individual student's.

All students

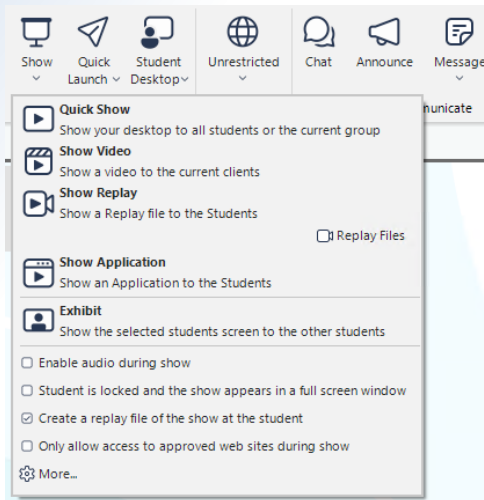
1. Click **Options** in the Tutor Console, select **Settings** from the drop-down menu and choose **Replay Files**.
2. Enable the **Record Replay Files** checkbox.
3. Choose whether to include audio, prefix the file with the Student name and specify where the files are stored.
4. Click **OK**.
5. Each time the teacher opens a view session at any student machine, a replay file will be created. The replay file will be available in the Replay Files dialog.

Individual student's

1. View the required student machine.
2. Click the **Settings** icon in the caption bar and select **Replay Files**.
3. Enable the **Record Replay Files** checkbox.
4. Choose whether to include audio, prefix the file with the Student name and specify where the files are stored.
5. Click **OK**.
6. Each time the teacher opens a View session at this student machine, a replay file will be created. The replay file will be available in the Replay Files dialog.

Record a replay file when showing

1. Select the Class tab in the ribbon and click the **Show** icon.
2. Ensure the **Create a replay file of the show at the student** option is selected.



3. This will be recorded and stored as a replay file when you start a Show session.

Showing replay files

1. Select the Class tab in the ribbon, click the **Show** icon and choose **Show Replay**.
2. The Replay Files dialog will appear.
3. Select the required replay file from the list.

Tutor Toolbar

When the Tutor application is minimised, a convenient toolbar is provided for quick access to key features within NetSupport School.



Student Toolbar

The Student Toolbar is a single point where students can access relevant lesson information, access their own personal resources, take notes, request help from the teacher and be aware of any restrictions that are currently in place. It can be set to be always visible at the top of the student screen or to auto-hide.



All features included on the Student Toolbar can be customised by the teacher. To select the features to be made available, click **Options** in the Tutor Console, select **Settings** from the drop-down menu and choose **Student Toolbar**.

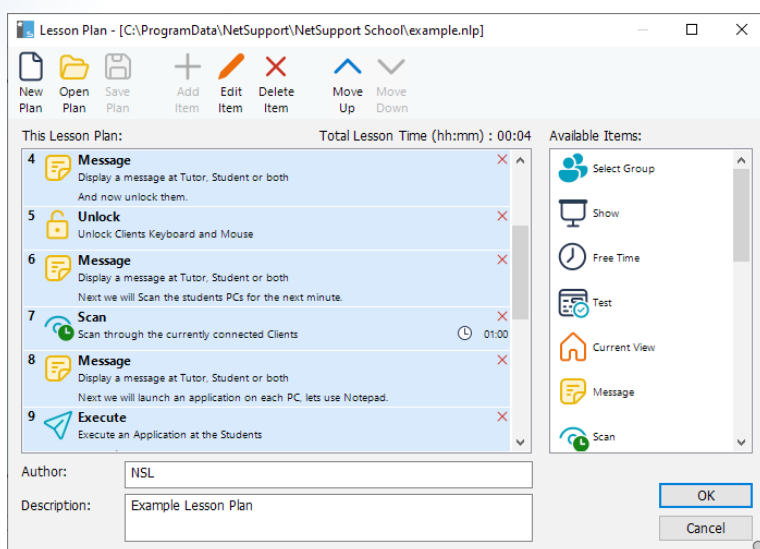
Planning the contents of a lesson

A lesson plan enables a teacher to structure a session around a pre-defined set of tasks with appropriate timings and prompts allocated to each part of the plan.

Common NetSupport School functionality can be built into the plan, such as running a test, sending/collecting work, scanning and showing.

To create a lesson plan

1. Select the Work Planner tab in the ribbon and click **Manage Plans**.
2. The Lesson Plan window will appear.



3. To create a new lesson, click the **New Plan** icon.
4. From the Available Items list, drag the required task and drop it into This Lesson Plan pane. Enter any additional properties that are required. You can edit and move tasks in the lesson plan using the appropriate icons on the toolbar.
5. If required, enter the author and a description for the lesson plan.
6. Click **Save Plan** and enter a name for the plan.
7. Click **Save**.
8. The Lesson Plan window will display the lesson content, total time, author and description of the lesson.
9. To start the currently loaded lesson, click **OK** or click **Cancel** to close the window.

Running a lesson plan

1. Select the Work Planner tab in the ribbon and click **Execute Plan**.
2. The Lesson Plan window will appear, showing the lesson content, total time, author and description of the lesson.
3. Click **OK**.
4. The Lesson Plan bar will be displayed and a dialog showing the first item in the plan will appear. Click **Next** to start this.

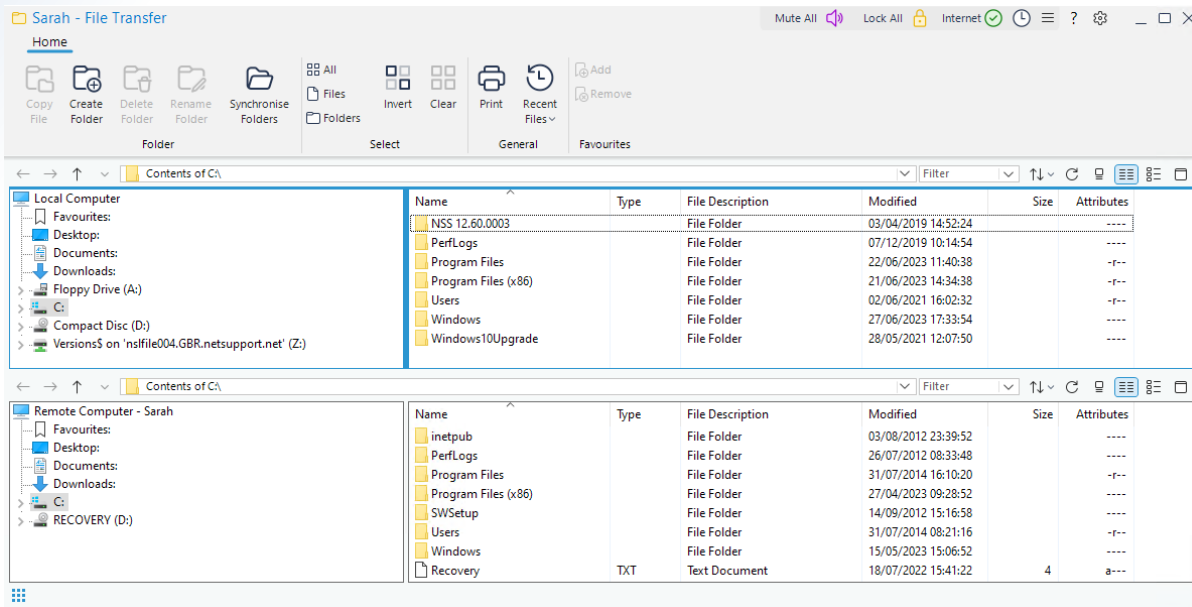


Easily share content with students

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

Transfer a file to a student

1. Select the student to transfer the file to.
2. Select the Class tab in the ribbon and click **File Transfer**.
3. The File Transfer window will appear.



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

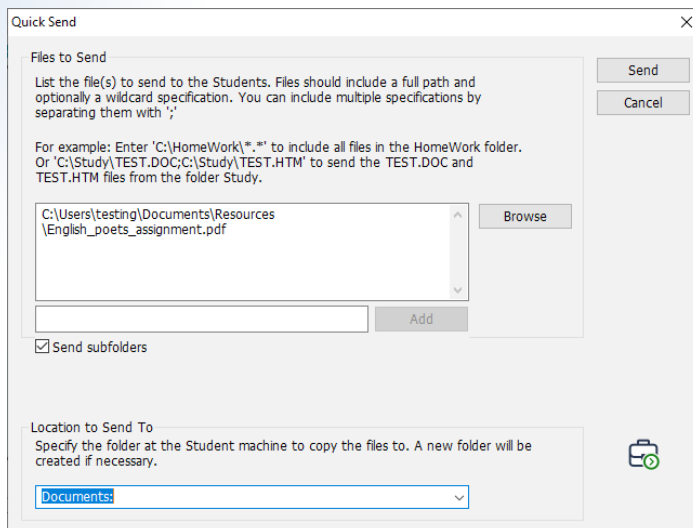
You can also share files with multiple students using the File Distribution feature.

Sending and collecting work

Teachers can send a document or a number of documents to students. Once students have completed the work, the document(s) can be retrieved.

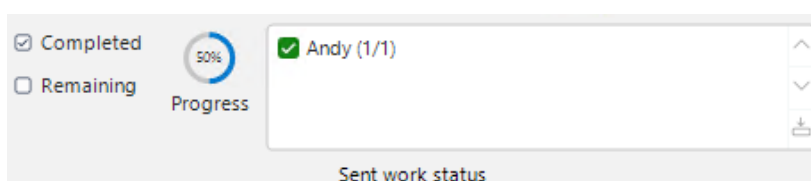
Sending work to all students

1. Select the Work Planner tab in the ribbon and click **Send Work**.
2. The Quick Send dialog will appear.



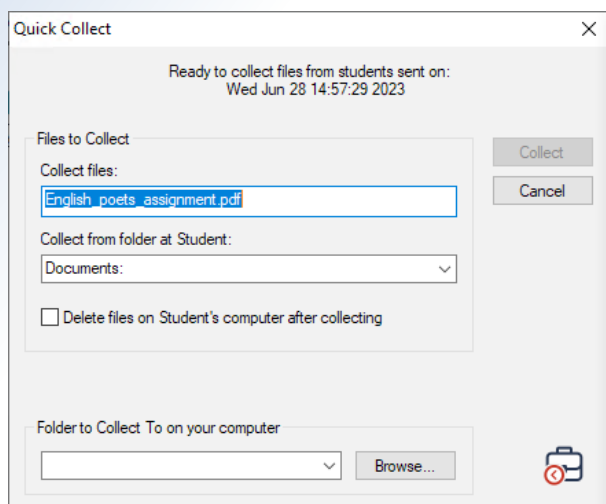
3. Click **Browse** to locate the required file(s).
4. In the Location to Send section, specify the folder at the student machine to copy the files to. You can select **Desktop** or **Documents** from the drop-down list. A new folder will be created if necessary.
5. Click **Send**.
6. The results will be displayed, allowing you to check that the work has been sent successfully.

Once work has been sent to the Students, a Send work status pane appears in the ribbon showing the current status. You can show Students who have completed their work or those with items remaining by clicking the appropriate option. The overall progress allows you to keep track of how many Students have completed the work.



Collecting work from all students

1. Select the Work Planner tab in the ribbon and click **Collect Work**.
2. The Quick Collect dialog will appear.



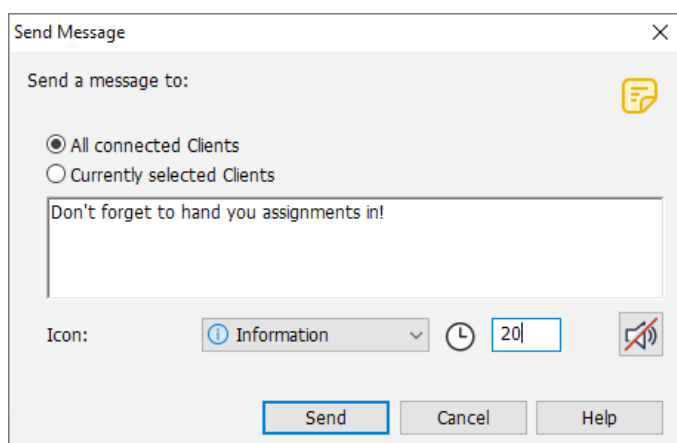
3. By default, the file(s) that you have previously sent will be listed to collect. If you want to collect different files, overtype the file name.
4. Specify the folder in which the file(s) are stored and whether you want to remove the file from the student machine after it has been collected.
5. Specify the folder on the teacher machine to collect the file(s) in.
6. Click **Collect**.
7. The results will be displayed for you to check that the work has been collected successfully.


Communicate effectively with students

Send students a message and chat with them discreetly.

To send a message

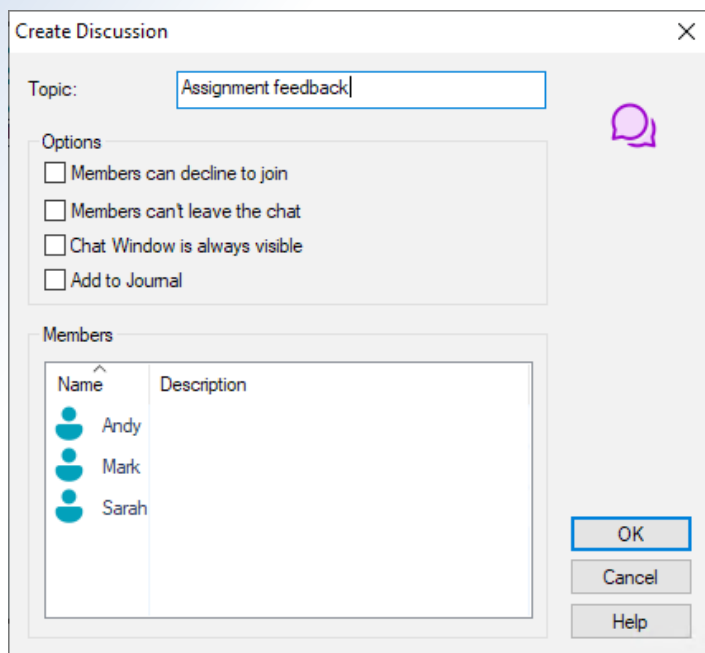
1. Select the students to send the message to.
2. Select the Class tab in the ribbon and click **Message**.
3. The Send Message dialog will appear.



4. Choose whether to send the message to all connected students, the currently selected students (this option will be disabled if you did not select any students) or group. Enter the message (any URLs entered are clickable at the Student), you can choose an icon to be displayed alongside the message from the drop-down list and decide whether to show it at Student machines for a specified time. You can further highlight the message by playing a sound at the Student's machine. Click the **Play a sound**  icon. Click **Send**.
5. The message will appear at the selected students' machines.

To chat to students

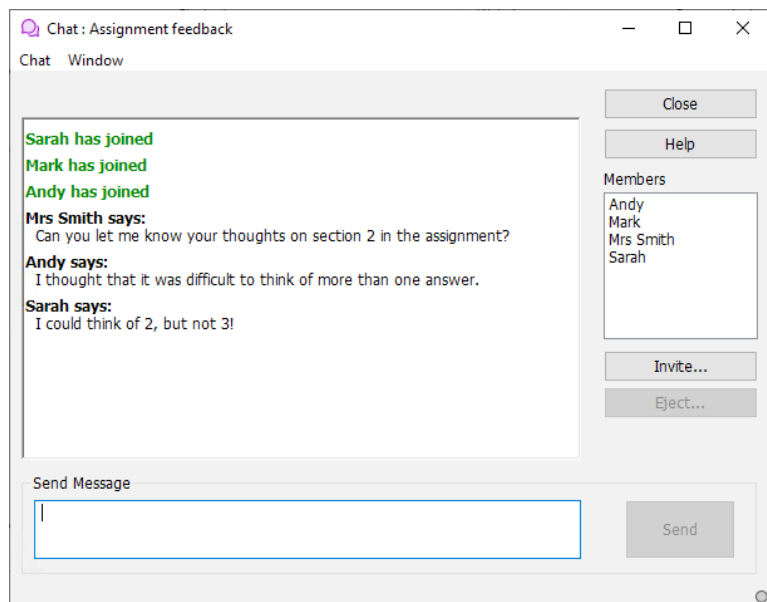
1. Select the Class tab in the ribbon and click **Chat**.
2. The Create Discussion dialog will appear.



The 'Create Discussion' dialog box is shown. It has a title bar with a close button (X). The 'Topic:' field contains 'Assignment feedback'. To the right of the topic field is a purple speech bubble icon. Below the topic field is an 'Options' section with four checkboxes: 'Members can decline to join', 'Members can't leave the chat', 'Chat Window is always visible', and 'Add to Journal'. Below the options is a 'Members' section with a table. The table has two columns: 'Name' and 'Description'. Under 'Name', there are three entries: 'Andy', 'Mark', and 'Sarah', each preceded by a blue circular icon. To the right of the members list are three buttons: 'OK', 'Cancel', and 'Help'.

Name	Description
Andy	
Mark	
Sarah	

3. Enter a topic name for the chat session and select the relevant options.
4. Select any additional properties that should apply.
5. Click **OK**.
6. The Chat window will appear.



The 'Chat : Assignment feedback' window is shown. It has a title bar with a close button (X). The window is divided into two main sections. The top section is a 'Chat Window' with a list of messages. The messages are: 'Sarah has joined', 'Mark has joined', 'Andy has joined', 'Mrs Smith says: Can you let me know your thoughts on section 2 in the assignment?', 'Andy says: I thought that it was difficult to think of more than one answer.', and 'Sarah says: I could think of 2, but not 3!'. The bottom section is a 'Send Message' area with a text input field and a 'Send' button. To the right of the chat window are buttons for 'Close', 'Help', 'Invite...', and 'Eject...'. Below these buttons is a 'Members' list containing the names 'Andy', 'Mark', 'Mrs Smith', and 'Sarah'.

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


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

Using audible communications

Teachers can use audible communications to connected students via microphones, headphones and speakers while viewing and showing to students, allowing a two-way audible chat session. Teachers can also send an audio announcement to the selected students' headphones or speakers. They will be able to hear the teacher but will not be able to speak back.

To use audio support while viewing

1. The audio options are displayed in the Audio tab of the View window ribbon. From here, you can:
 - Turn audio on or off.
 - Enable only the teacher or the student to talk.
 - Listen to the Student.

Note: Click the **Settings**  icon to access the Audio settings. From here, you can also set the microphone sensitivity and select the audio quality.

To use audio support while showing

1. Select the Class tab in the ribbon, click the **Show** icon and select the **Enable audio during show** option.
2. During a show, only the teacher has announce functionality.


To make an announcement to students

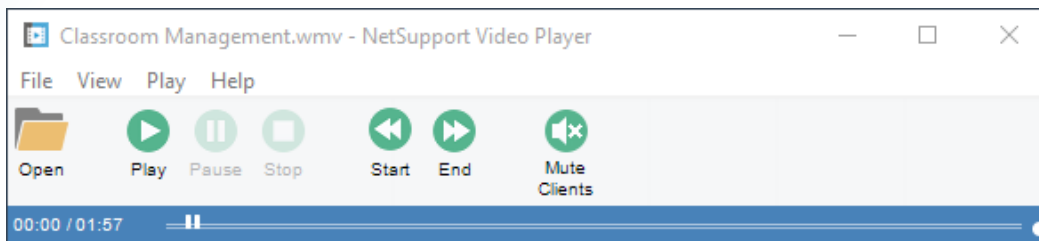
1. Select the Class tab in the ribbon and click **Announce**.
2. The Announce dialog will appear. Include or exclude students from the announcement and click **Announce**.
3. A dialog box will appear, indicating that you can now announce. Click **OK** when you have finished speaking.

Playing video files to students

A video player is provided, allowing teachers to play video files on student machines. All standard video files, for example, avi and mpg, are supported.

Playing a video file at a student machine

1. Select the Class tab in the ribbon, click the **Show** icon and choose **Show Video**.
2. The Show Video dialog will appear.
3. Click the **Open**  icon to browse for the required video file.
4. Click **Show**.
5. A check will be made to ensure that the video file is available at the student. If not, the video file will be automatically copied to the student machine.
6. When the video file is launched, the Video Player control panel appears. Standard operations are available, play, stop, pause, etc.



Note: While the video is running, the student machine is locked.

Rewarding students during a lesson

During a lesson, a teacher can reward individual students in the form of a star, which is reflected on the Student Toolbar. The number of rewards a student has can be viewed by mousing over the Student icon.

Note: The Student Toolbar must be switched on to use this feature.

Giving rewards to students

1. Select the required student.
2. Select the Feedback & Wellbeing tab in the ribbon and click **Give Reward**.
3. A star will appear on the Student Toolbar.


Removing rewards

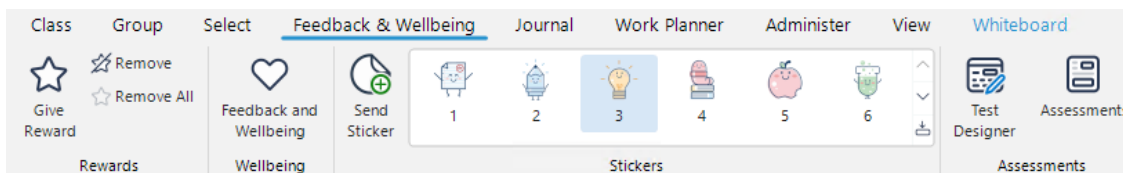
1. Select the required student.
2. Select the Feedback & Wellbeing tab in the ribbon and click **Remove**.
3. A star will be removed from the Student Toolbar.

Note: All rewards can be removed from a Student by selecting the Feedback & Wellbeing tab in the ribbon and clicking **Remove All**.

Student stickers

You can also send animated stickers to Students recognising students' good behaviour. During a lesson, you can send a sticker to individual Students, which is reflected on the Student Toolbar.

1. Select the Feedback & Wellbeing tab in the ribbon.
2. A selection of stickers is available to choose from. Select the required sticker from the gallery (click the **Show** drop-down  icon to see all stickers in the gallery) and click **Send Sticker**.




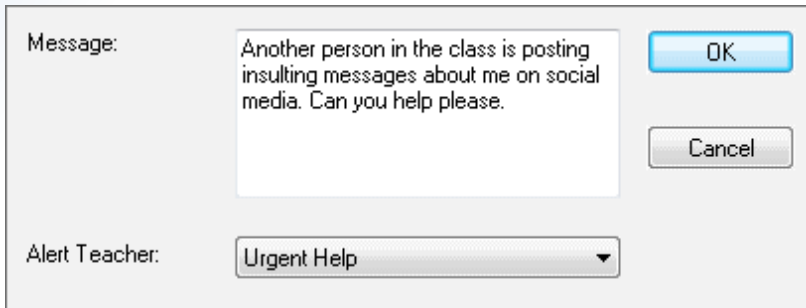
3. A large version of the sticker appears on the Student screen before animating to the Student Toolbar.

Students requiring help from the teacher

Students can request help from a teacher. Once they have raised a help request, an alert will be displayed at the Tutor Console (a help request icon is displayed next to the Student icon and a badge indicating the number of outstanding help requests displayed in the ribbon and the teacher can deal with the request.

How students raise a help request

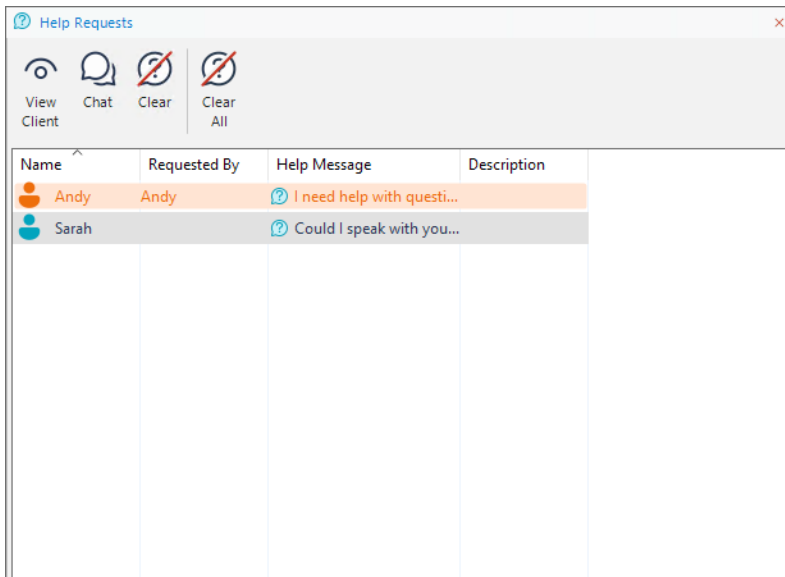
1. Click the **Help Request**  icon on the Student Toolbar.
Or
If the Student Toolbar is not running, right click the Student icon in the taskbar and select **Request Help**.
2. This opens a dialog box into which the student can type their message.



3. If the student requests help via the icon on the Student Toolbar, they can use the Alert Teacher drop-down list to select what type of help is required and how urgent it is.
4. Click **OK**.
5. The help request will be sent to the connected Tutor.

To display current help requests

1. Select the Class tab in the ribbon and click **Help Requests**.
2. The Help Request pane will open and list the requests. You can switch between Student icons and a List view using the icons at the bottom of the pane.



Name	Requested By	Help Message	Description
Andy	Andy	I need help with questi...	
Sarah		Could I speak with you...	

3. By clicking on the **View Client** or **Chat** icons, you can reply to a student's help request.
Note: If a student has raised a help request and specified the type of alert it is, the Student icon will change colour to notify the teacher what type of help request has been raised; green for work is complete, amber for help needed and red for urgent help needed.
4. Once the help request has been dealt with, right-click on the required student's request and select **Clear**. To clear all help requests, click the **Clear All** icon.

Student feedback and wellbeing

Teachers can receive feedback from students, helping to capture how students are feeling, their confidence in a topic and whether they need extra support.

1. Select the Feedback & Wellbeing tab in the ribbon and click **Feedback and Wellbeing**.
2. The Feedback and Wellbeing dialog will appear.

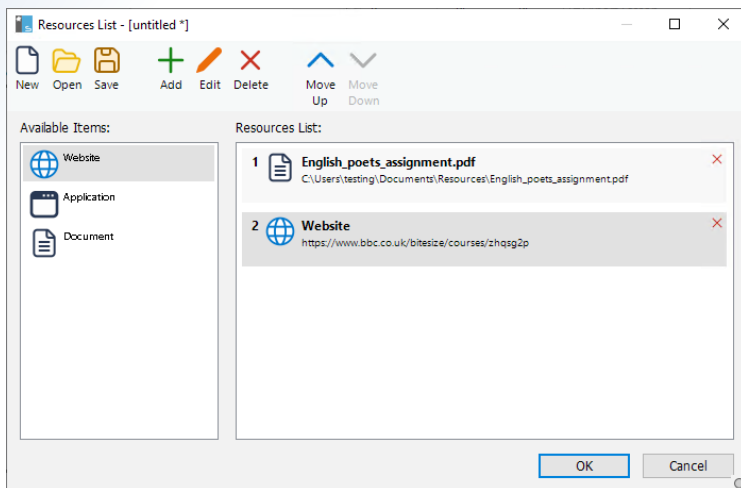
3. Enter the question to ask students in the Ask students field (a drop-down list of the previous ten entries will appear, or you can type a new one - there is a 128 character limit), or you can verbally ask the question. Select the visual indicators to send to students. If you want the results to be anonymous, click **Anonymise results**.
4. Click **OK**.
5. At the student, the Student Toolbar will switch to Feedback mode and a dialog will appear showing the question (if entered) and a selection of icons for them to choose from. The student simply clicks on the required icon.
6. At the Tutor, a Feedback and Wellbeing Results dialog will appear, allowing you to see the results as they come back. The results can be viewed in a list or bar chart. To switch between views, use the **List** or **Chart** buttons. The results can be saved or printed by clicking the appropriate icon.
7. Click **Close** when finished.

Managing student resources

The teacher can create a resource list and add links to websites, applications and documents. This list is then displayed in the Student Toolbar, providing students with a quick and easy way to access the required resources during a lesson.

To create a resource list

1. Select the Work Planner tab in the ribbon and click **Student Resources**.
2. The Resources List window will appear.




3. Select the required resource from the Available Items list and either drag and drop to the Resource List or click the **Add** icon. You will be prompted to enter a description and location for the resource.
4. The order of the list can be sorted using the appropriate arrows.
5. Click **Save** and specify a file name for the list. Once saved, the resources will be displayed in the Student Toolbar.


Monitoring and controlling internet and application usage









Teachers can monitor applications students are using and the websites they are visiting. In addition, access to certain applications and websites can be restricted.

Monitor websites students are visiting

1. Select the **Web View**  icon on the left-hand side of the Tutor Console.
2. If a student is currently viewing a website, an icon will be displayed on the Student icon - hovering over this will show you full details of the website.



3. To view all open websites at students, click the **Details**  icon on the status bar.

Name	Current Web Site	All Web Sites
Andy	***Gothic literature - BBC Bitesize [https://w...	  
Emma		
Mark	***The Woman in Black by Susan Hill - BBC B...	 ***
Sarah	 English poets - Google Search [https://ww...	*** 

Restrict access to websites


Access to all websites can be restricted.

1. Select the Class tab in the ribbon and click **Restrict All**.

Creating approved/restricted website lists


Approved and restricted lists can be created, allowing teachers to approve or restrict the use of specific websites.

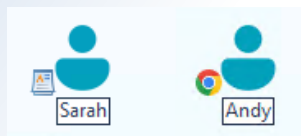
Adding websites to the approved/restricted list

1. Click the **Add**  icon.
2. The Website Properties dialog will appear.
3. Type in the website address.
4. A description can be added if required.
5. By default, websites added to the Approved Websites list appear in the Student Toolbar. If you don't want Students to see this website, you can hide it by clearing the **Visible at Student** option.
6. Click **OK**.
7. The website icon and description will appear under the approved or restricted website list.













Once the appropriate websites have been added to the lists, you can enable either list by clicking **Approved Only** or **Block Restricted** in the Class tab of the ribbon.

Monitor the applications students are using

1. Select the **Application View**  icon on the left-hand side of the Tutor Console.
2. An icon will be displayed on the Student icon, showing the application the student is currently using - hovering over this will show you full details of the application.



3. To view all running applications, click the **Details**  icon on the status bar.

Name	Current Application	Running Applications
Andy	 The Woman in Black by Susan Hill - BBC ...	
Emma		
Mark	 Untitled - Paint	  
Sarah	 Document - WordPad	  

Close an application

You can close running applications at the student. Any application requests will be respected, e.g. to save a file before closing.

Note: You also have the option to 'kill' an application. This will force the application to close without any application prompts.


1. Ensure you are viewing the students in details view.
2. Right-click the required application icon.
3. Choose **Close Application**.
4. The application will be closed at the student workstation.

Note: By right-clicking an application in the approved or restricted list, you can close a running application on all connected students.

Creating approved/restricted application lists

Approved and restricted lists can be created, allowing teachers to approve or restrict the use of specific applications.


Adding applications to the approved/restricted list














1. Click the **Add**  icon.
2. The Application Properties dialog will appear.
3. To add a desktop application, type in the .exe file name (e.g. winword.exe) or browse for your chosen application.
4. A Windows Store Application tab will be displayed when adding applications on Windows machines that have the Microsoft Store. From here, you can select the required application to add to the list.
5. If required, enter a description.
6. Click **OK**.
7. The application icon and description will appear under the approved or restricted application list.

Once the appropriate applications have been added to the lists, you can enable either list by clicking **Approved Only** or **Block Restricted** in the Class tab of the ribbon.


Monitor students' keyboard usage

Teachers can monitor students' keyboard usage while they are using any approved application, providing real-time insight into student activity during a class. You can ensure students are on track during the lesson by creating target or inappropriate word lists. When a student types a word on the list, it will be immediately highlighted at the Tutor.

1. Select the **Typing View**  icon on the left-hand side of the Tutor Console.
2. Select the Class tab in the ribbon and click **Monitor Activity**.
3. An icon showing the current application running will be displayed next to each student, along with any typed content.

Name	User Name	Current Application	Text	Target	Inappropriate
 INVH684	Rob	 Untitled - Notepad	World War 2 started in 1914.	5	1
 INVH721	John	 Untitled - Notepad	...allied forces versus the axis...	2	0
 INVH563	Ann	 WW2 - Word	WW2 (World War Two) started in...	3	0
 INVH267	William	 Document1 - Word	...assassination of Franz Ferdinand.	6	2
 INVH256	Jane	 The Biltz - Word	...to the event known as "the blitz".	7	0
 INVH356	Maria	 Documents	Not Monitored	0	0
 INVH783	Joseph	 Vietnam War - Word	The Vietnam War was one of the...	1	8

Add words to your target or inappropriate list

1. Click the **Add**  icon to add a word to your target or inappropriate list.
2. The Add Words dialog will appear.
3. Type the word to be added.
4. Click **OK**.
5. The word will appear in the appropriate list.

Target Words		Inappropriate Words	
Allied	victory	1914	Franz
Axis	War	Assassination	Vietnam
blitz	World	Austria	WW1
bomb	WW2	Cold	
history		Drones	
planes		Ferdinand	

When a student types a word on the list, it will be highlighted green (target) or red (inappropriate).

Monitoring students' audio activity

Allows teachers to monitor audio activity on all students' machines. The teacher is instantly alerted to any microphone or speaker/headphone activity at the student and can select one of the displayed Student thumbnails to listen to the audio being played on that PC. Audio activity can also be recorded and played back to students.

Listen to student audio



1. Select the **Audio View** icon on the left-hand side of the Tutor Console.
2. Select the required student.
3. Select the Class tab in the ribbon and click **Listen**.
4. Details of the Student you are listening to and how long you have been listening is displayed on the status bar.
5. To stop listening, click **Listen** again.

Record audio activity

1. While listening to audio activity, select the Class tab in the ribbon and click **Record**.
2. A red flashing icon is displayed on the status bar to show you are recording the audio.
3. To stop recording and carry on listening to the audio, click **Stop**.

Note: Once you have stopped recording, an indicator on the **Recordings** icon in the ribbon shows that a recording has been saved. Click the **Recordings** icon to access the saved recordings.

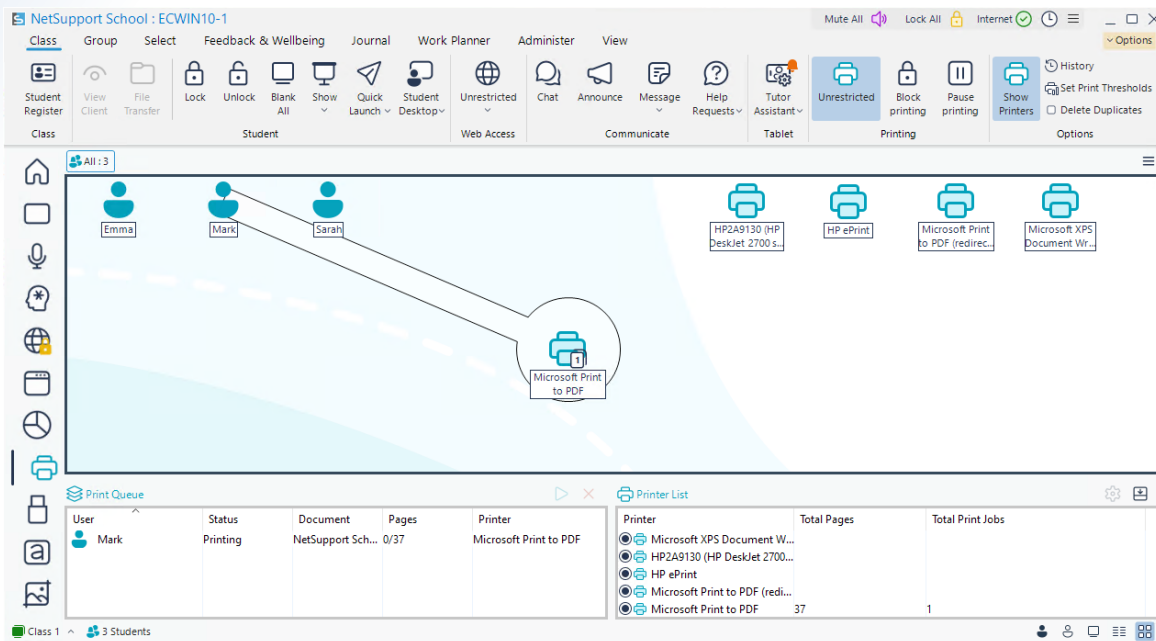
Monitoring and controlling print usage

Teachers can monitor and control printer usage within the classroom. Students can be prevented from printing, be assigned page limits per lesson or require teacher authorisation to print.

Monitor student print usage



1. Click the **Print View** icon on the left-hand side of the Tutor Console.
2. Printers will be listed in the Printer List pane and you can see the total print jobs and pages that have been printed for each printer.



3. When a student prints, they will appear in the Print Queue pane.

Block printing

1. Select the required student(s)
2. Select the Class tab in the ribbon and click **Block printing**.
3. The Print status for the selected student(s) will now show as blocked.

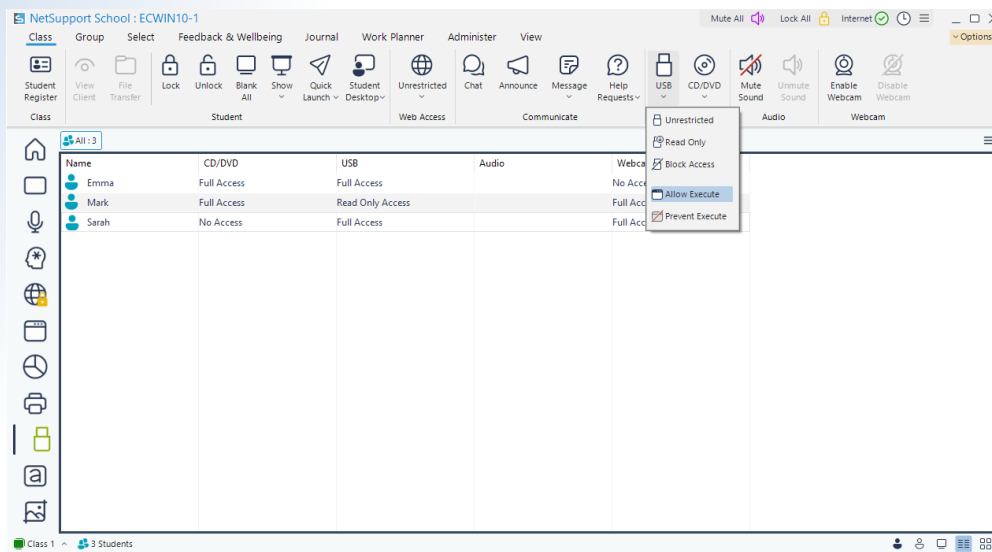
Setting print thresholds

Print thresholds can be applied for an individual print job, allowing the teacher to specify the maximum number of pages students can print. If a student exceeds this limit, the print job will be automatically paused or deleted.

1. Select the Class tab in the ribbon and click **Set Print Thresholds**.
2. The Print Thresholds dialog will appear, allowing you to apply the relevant settings.

Protect against external sources during a lesson

Teachers can prevent data from being copied to or from USB devices and CD/DVD drives. The teacher can also prevent students from using the webcam on their devices.



Block access to CD/DVD or USB devices



1. Click the **Device View** icon on the left-hand side of the Tutor Console.
2. Select the required students.
3. Select the Class tab in the ribbon, click the **USB or CD/DVD** icon and choose **Block Access** from the drop-down menu.

Read-only access to CD/DVD or USB devices

Provide students with read-only access to CD/DVD or USB devices.

1. Select the required students.
2. Select the Class tab in the ribbon, click the **USB or CD/DVD** icon and choose **Read Only** from the drop-down menu.

Disable the webcam on student workstations

Prevent students from using the webcam.

1. Select the required students.
2. Select the Class tab in the ribbon and click **Disable Webcam**.
3. The webcam at the selected students will be disabled.

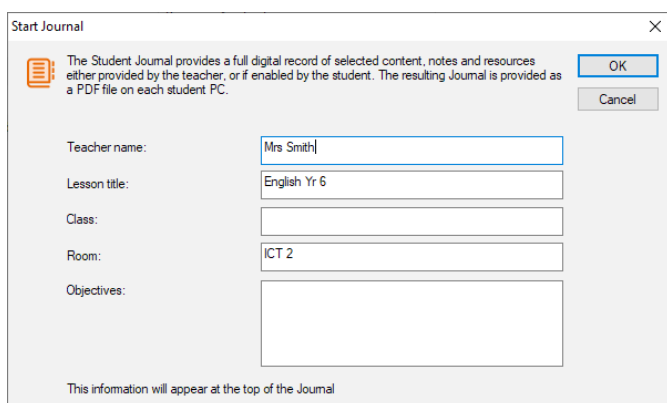
Provide effective end of lesson review

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

- Lesson details and objectives.
- Teacher notes.
- Individual student notes.
- Screenshots (and supporting explanation).
- Class or group survey results.
- Virtual whiteboard screens.
- Individual student test results.
- Individual student notes.
- Student rewards.
- Student stickers.
- Copies of any class chat transcripts.
- Add information to an existing 'master' journal.
- Add chapters and bookmarks.
- Synchronise missing content for absent students.
- Include school branding.

To start a student journal

1. Select the Journal tab in the ribbon and click **Start**.
2. The Start Journal dialog will appear.



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

Add items to the journal

1. Select the Journal tab in the ribbon.
2. From here, you can add a new chapter heading for different sections of the journal and add items such as: the student register, notes, screenshots, approved website lists, survey results, target word lists and the contents of a whiteboard.

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

View a journal


1. Select the Journal tab in the ribbon and click **View Journal**.
2. The journal can be printed from here, if required.

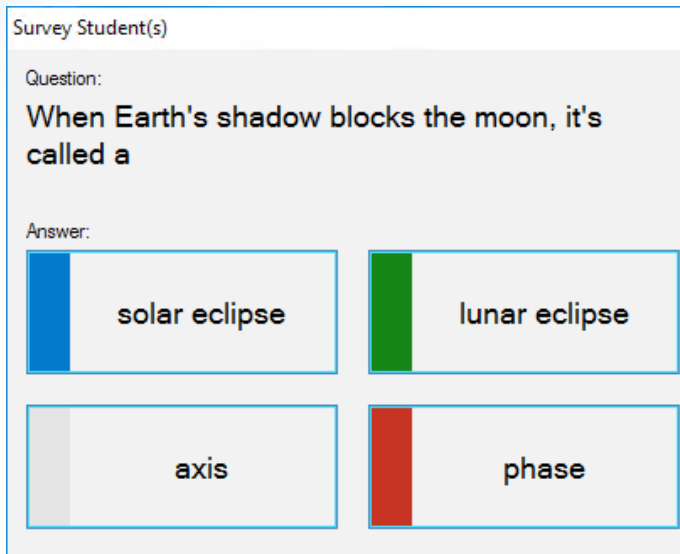
Students can view and add their own notes to the journal from the Student Toolbar.

Question and assess students

Use class surveys for instant feedback, conduct student and peer assessment with Question and Answer module and design tests to run at students' machines.

To send a survey

1. Select the **Survey View**  icon on the left-hand side of the Tutor Console.
2. In the Survey pane, enter the survey question and the responses (each response needs to be separated by a comma).
3. Send the survey to Students by clicking **Send** in the Survey pane or selecting the Class tab in the ribbon and clicking **Send**.
4. The question will be sent to students and a dialog will appear showing the question and the possible answers.



Survey Student(s)

Question:


When Earth's shadow blocks the moon, it's called a

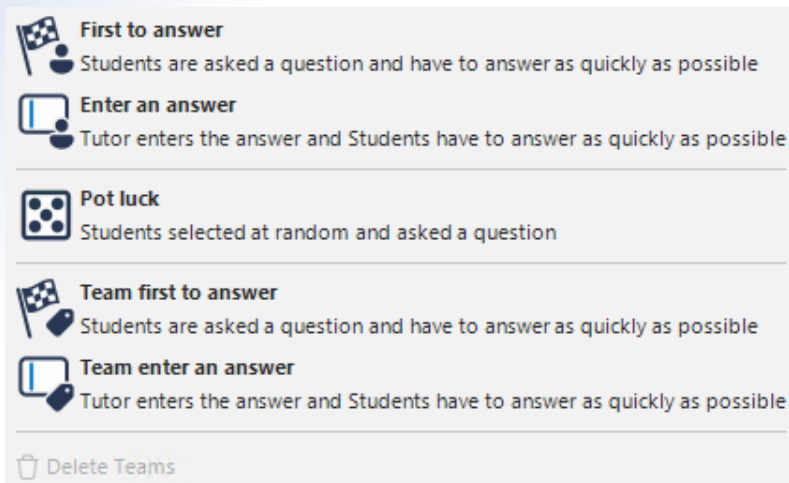
Answer:

<input checked="" type="radio"/> solar eclipse	<input type="radio"/> lunar eclipse
<input type="radio"/> axis	<input type="radio"/> phase

5. Once students have selected their answer, you can see the results as they come in.
6. Once the question has been sent to Students, it will be stored in the Select Survey dialog. To access saved questions, select the Class tab in the ribbon and click **Question**. From here, you can view and edit existing questions and add new questions. To use a question, highlight the question and click **OK**.

Using the Question and Answer module

1. Select the **Q&A View**  icon on the left-hand side of the Tutor Console.
2. Select the Class tab in the ribbon and click **Question Types**.
3. A list of question types will appear.



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



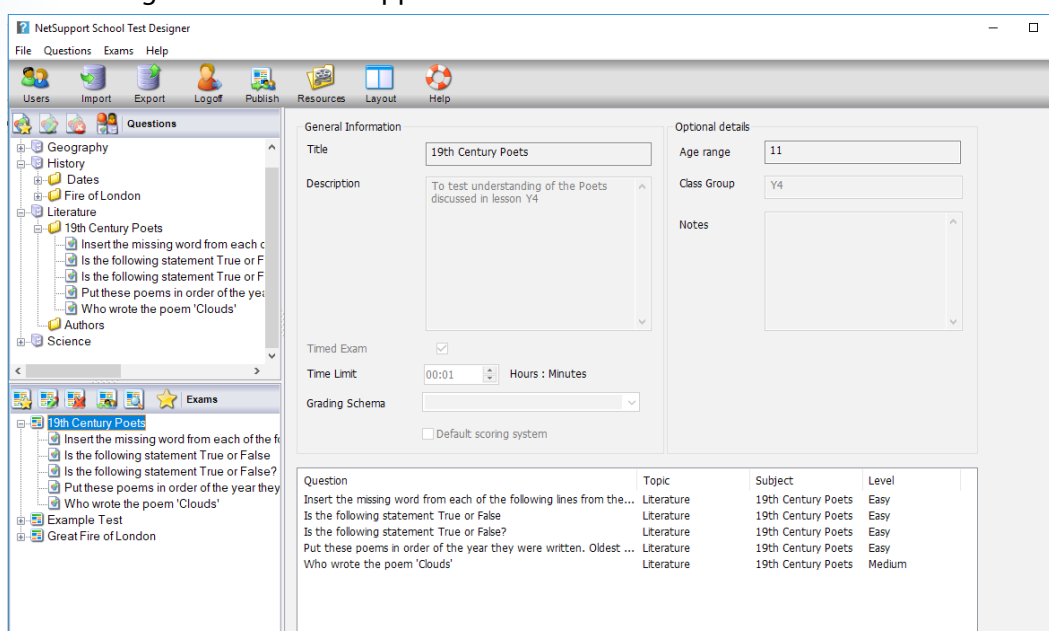
A Question and Answer dialog is displayed at the student, showing the current question type and any awards the student has received. Students will be able to see the current state of all students for each question.

Creating and running tests at students

NetSupport School's Testing Module is a powerful utility that enables teachers to design tests with the minimum of effort. Teachers can create customised tests, including text, picture, audio and video questions. Once the students have completed the test in the pre-set time, the results are automatically collated, marked and made available to the teacher.

Creating a questions

1. Select the Feedback & Wellbeing tab in the Tutor Console ribbon and click **Test Designer**.
2. The Test Designer logon screen will appear. Enter your user name and password.
Note: The Test Designer provides a default administrator ID for use the first time you log on (user name **admin**, password **admin**).
3. The Test Designer interface will appear.



4. To create a question, choose {Questions}{Create Question} from the Test Designer drop-down menu.
5. Select the required question type. The question types available are:
 - **Multi choice**
The student is required to pick the correct answer from up to four possible options.
 - **Drag and drop text**
Students must try to complete a statement by adding a word or phrase from the alternatives provided.
 - **Drag and drop image**
Students must match an image with the appropriate statement.
 - **Combo list**
Students are presented with up to four questions and need to select the correct answer from the drop-down list. You can insert additional 'decoy' answers into the list.
 - **Label image**
You provide students with a picture that has various areas marked. The student needs to label each area correctly.

- **True or false**
The students are provided with a statement and they must decide whether this is true or false.
- **Multi true or false**
Students are presented with up to four statements and must decide whether they are true or false.
- **Order items**
The students are required to place the items in the correct order.
- **Highlight text**
Students must highlight a word or phrase to answer the question.

1. Click **Create**. Enter the question and answer(s) depending on the chosen question type and click **Next**.
2. Additional resources can be added if required. Click **Browse** to add an image, audio or video file. Click **Next**.
3. Select where to store the question. A selection of pre-defined subjects and topics are provided or you can create your own. You can now add author and question information.
4. Click **Finish**.
5. Repeat the process to add additional questions.

Creating an exam

Once you have created the required questions, you can now add them to an exam.

1. Choose {Exams}{Create Exam} from the Test Designer drop-down menu.
2. Enter the general details for the exam and decide whether this will be timed or not. You can use your own grading system by selecting from the Grading Schema drop-down list and decide whether to use the default scoring system (you can assign your own scores to questions in stage two). You can then add some optional information, such as the age range or class group that the exam is aimed at. Click **Next**.
3. Select the questions for the exam. Expand the Tree view in the left-hand pane, highlight the required question and click the **Add a Question** icon. Repeat this process until all questions are selected.
4. The selected questions appear in the right-hand pane. From here, you can use the buttons to sort the questions into the required order, preview the question, assign a new score to the question or even create a new question.
5. Click **Finish**. The exam will be stored in the Exams Tree view.

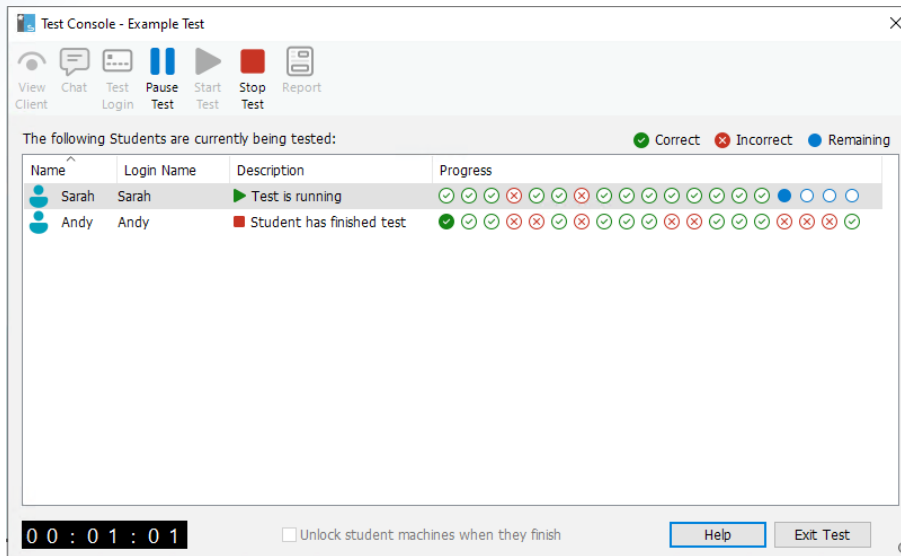
To publish an exam

Before an exam can be run at Student machines, it must be published.

1. Select the exam in the Tree view.
2. Choose {Exams}{Publish Exam} from the Test Designer drop-down menu.
3. The Publishing Exam dialog will appear, confirming the exam properties. Click **Publish**.
4. The Publish Exam dialog will appear. Give the exam a suitable name. This is the name that will appear in the Testing Console when selecting an exam to run. Click **OK** to create the zip file.


Running an exam

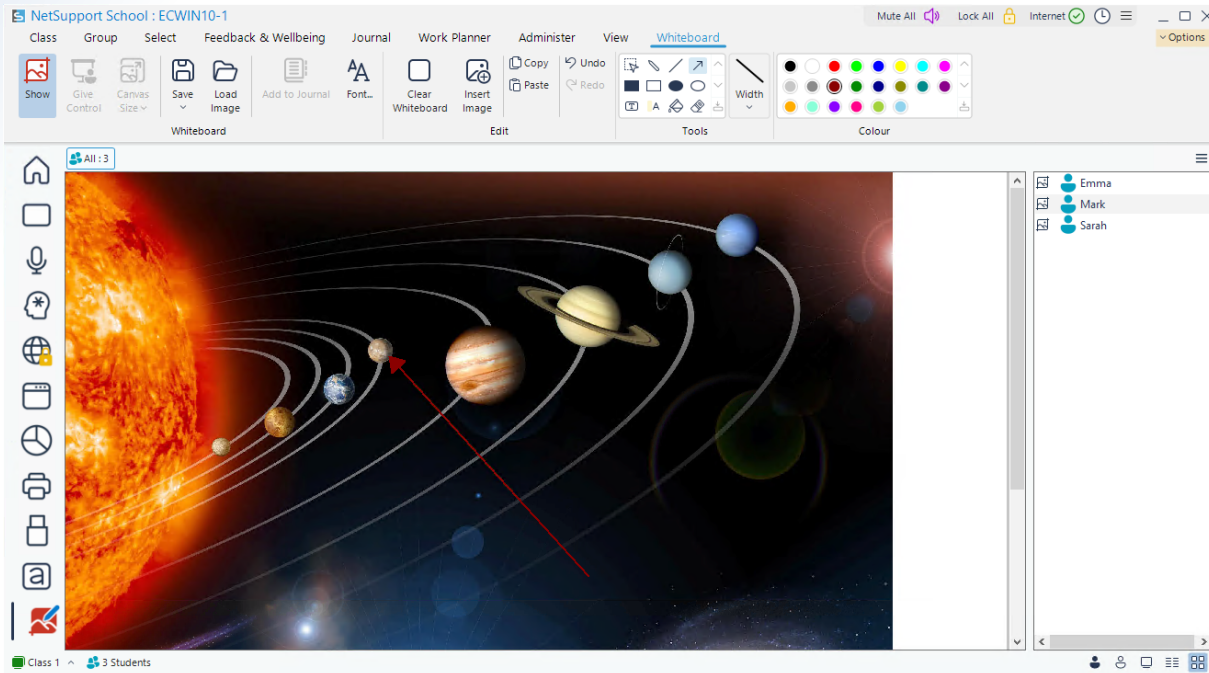
1. Select the Feedback & Wellbeing tab in the ribbon and click **Assessments**.
2. The Test Modules dialog will appear. From the list of connected students, indicate which ones should participate in the exam by checking or unchecking the box next to their name. Click **Next**.
3. Details of the published exams are listed. Choose the one that you want to run at the selected students. If required, you can alter the time limit for the exam. To preview the exam, click **Preview**. Click **Finish** when ready to run the exam.
4. The NetSupport School Test Player will automatically launch at the student machines and a dialog enabling you to administer the exam will appear on the Tutor screen. Click **Start Test** to run the exam. You will be able to monitor how the students are progressing through the exam.



Whiteboard

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

1. Select the **Whiteboard View**  icon on the left-hand side of the Tutor Console.
2. A blank whiteboard will be displayed. Use the range of annotation tools in the ribbon to prepare the screen to show the students. Images can be included.



3. To display the whiteboard to students, select the Whiteboard tab in the ribbon and click **Show**.
4. The whiteboard will be displayed on student screens. Any annotations made from this point will be automatically updated on all students' screens.

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

To save the contents of the whiteboard for future use, the **Save** drop-down arrow and selecting **Save Selection**.

Useful resources

NetSupport School Student Toolbar

NetSupport School Digital Journals

Effective Classroom and Library Printer Management

NetSupport School main manual