



# HP CLASSROOM MANAGER

Empowering teachers, engaging students



QuickStart Guide for Teachers



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# 1 Welcome


The following sections are included in this chapter:

- [Teacher view](#)
- [Student view](#)
- [Finding more information](#)
- [Upgrading your software](#)

HP Classroom Manager is a digital toolkit that empowers you to create and manage your classroom from a centralized location. With the easy-to-learn software, you can streamline lesson plans, get more control over the classroom, use enhanced audio and visual tools, and make learning more collaborative and more fun.

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 **NOTE:** This guide describes features included in the full-featured software version. To make sure that you are using the full-featured version, refer to [Upgrading your software on page 7](#) for more information.

 **NOTE:** The information in this guide applies to the standard version of Classroom Manager and some features may not apply to an HP MultiSeat environment.

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Here are some of the things you can do with Classroom Manager:

- **Plan, prepare, and conduct your classes**
  - Create lesson plans for each class
  - Pre-schedule activities and resources for students
  - Create and print classroom layouts
  - Register and track students in each class
- **Collaborate in real time**
  - Communicate with multiple students and teachers outside the classroom
  - Distribute files to one or more students' computers
  - View students' screens to track lesson progress
  - Request information from students
- **Streamline testing**
  - Distribute, collect, and grade tests
  - Distribute and collect files and folders
  - Use the journal feature to capture all items relating to a subject and compile them into a PDF file
- **Control students' computers and devices**
  - Remotely log students' computers on and off
  - Monitor chat and instant messaging on all computers

- Blank student screens and lock keyboards and mice to get the students' attention
- Control access to printers and other devices
- Control access to Web sites
- **Enhance audio and video instruction**
  - Broadcast audio and show video to your students
  - Record and play back audio
  - Monitor student audio activity
  - Control access to USB drives, CDs, and DVDs on students' computers
  - Use the collaborative virtual whiteboard to draw diagrams, annotate charts, and encourage student interaction

## Teacher view

To open HP Classroom Manager teacher view:

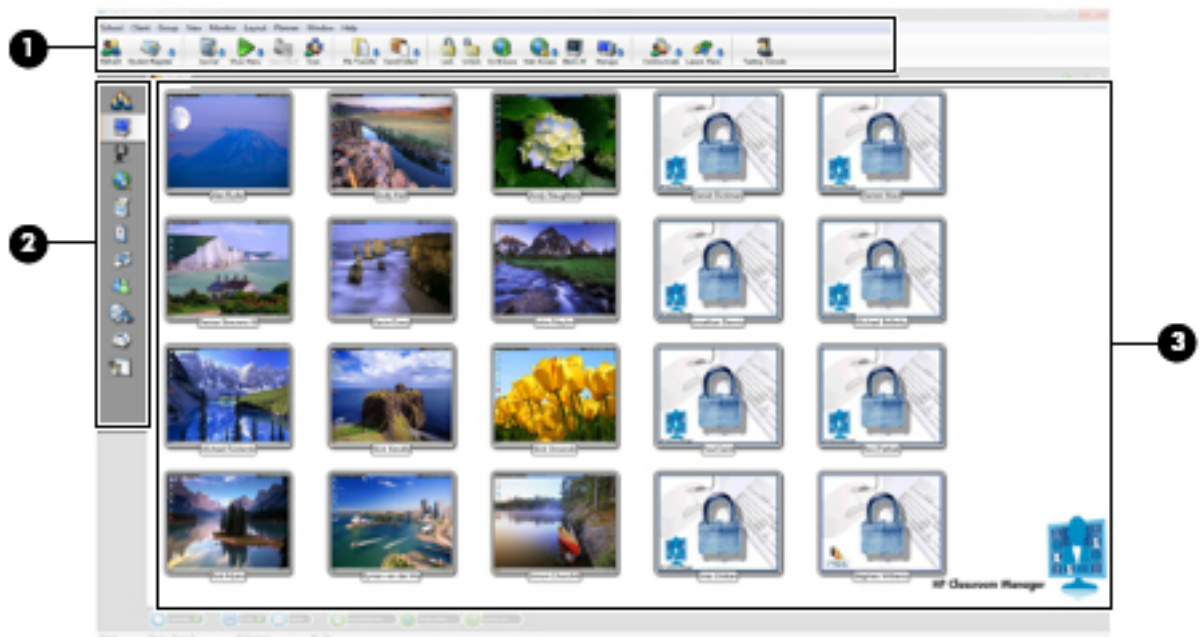
Double click the **HP Classroom Manager Tutor Console** icon on your desktop.

–or–

Select **Start > All Programs > HP Classroom Manager > HP Classroom Manager Tutor Console**.

## Identifying the Classroom Manager control window

In Classroom Manager, the control window is the primary workspace for connecting to students, maintaining information, and selecting the actions you want to perform.














View	Description
(1) Top toolbar	Allows you to perform selected actions on one or more students' computers.
(2) Side toolbar	Allows you to select a specific feature set.
(3) Control window	Displays a thumbnail or icon of each student computer. Enables you to select either an individual student, a group of students, or all students to interact and collaborate with.














## Identifying the top toolbar icons

These options allow you to perform actions on one or more students' computers. The top toolbar is located on the top of the control window.

Icon	Function	Icon	Function
	<b>Refresh</b> —Refresh the list of students.		<b>Unlock</b> —Unlock selected students' mice and keyboards.
	<b>Student Register</b> —Sign in and sign out students and create registration reports.		<b>Co-Browse</b> —Browse the Web with your students. You can navigate across a Web site and the students' computers will follow.
	<b>Journal</b> —Manage students' journals.		<b>Web Access</b> —Set Web access permissions.
	<b>Show Menu</b> —Show videos and applications to your students.		<b>Blank All</b> —Blank the screens of all students' computers.
	<b>View Client</b> —View the selected student's screen.		<b>Manage</b> —Manage power of your students' computers. You can turn on, turn off, restart, log in, and log out selected computers.
	<b>Scan</b> —Scan through the connected students.		<b>Communicate</b> —Communicate with your students. You can chat, send instant messages (IM), send an announcement, and create preset messages.
	<b>File Transfer</b> —Manage and distribute files to your students.		<b>Lesson Plans</b> —Manage your lesson plans.
	<b>Send/Collect</b> —Send work to your students and collect work from them.		<b>Testing Console</b> —Launch tests on students' computers.
	<b>Lock</b> —Lock selected students' mice and keyboards.		<b>Upgrade</b> —Evaluate the full-feature program or purchase the full-feature license key.

## Identifying the side toolbar icons












These options allow you to perform selected functions on students' computers. The side toolbar is located on the left side of the control window.

Icon	Function	Icon	Function
	<b>Student List</b> —Display the list of students.		<b>Printer Management</b> —Manage students' printer settings.
	<b>Monitor Students</b> —Monitor students' computers.		<b>Instant Messenger</b> —Monitor students' IM status.
	<b>Audio Activity</b> —Monitor and record students' audio activity.		<b>Device Control</b> —Control access to audio, USB, CD, and DVD devices.
	<b>Web Site Access</b> —Manage Web site access.		<b>Keyboard Input</b> —Monitor students' keyboard input.
	<b>Student Applications</b> —Manage students' programs.		<b>Interactive Whiteboard</b> —Draw diagrams, annotate charts and images, and pass access to students so they can collaborate directly onto the whiteboard.
	<b>Student Surveys</b> —Manage student surveys.		

## Student view

The student toolbar, located at the top of each student's screen, provides a quick and convenient way for students to participate in class and access the resources required for a given lesson. The toolbar provides key information to the class throughout the lesson, such as class details, objectives, time remaining, available Web sites and applications the students are approved to use, and student rewards.



Icon	Function	Icon	Function
	<b>Resources</b> —Enables the student to view different resources, such as Word documents and, Web pages.		<b>Applications</b> —Advises students of the current application status.
	<b>Lesson Objective</b> —Shows the objective for the lesson.		<b>Web Access</b> —Advises students of current Web restrictions.
	<b>USB Access</b> —Allows student to access USB drive and indicates status.		<b>Student Journal</b> —Opens the student's journal and enables them to add notes and screenshots.
	<b>Keyboard Monitor</b> —Shows students whether keyboard input is being monitored.		<b>Chat</b> —Request a chat with you or the class.
	<b>IM Status</b> —Shows students whether IM is being monitored.		<b>Help</b> —Request help from the teacher.
	<b>Printer Status</b> —Advises students of the current printing restrictions.		

## Finding more information

There are several resources available to help you fully experience Classroom Manager and perform various tasks within the software.

Resources	For information about
<p>Software Help</p> <p>To access the software Help, open Classroom Manager, and then click <b>Help &gt; Contents</b>.</p>	<p>Provides detailed information about using this software.</p> <p>Help topics for you:</p> <ul style="list-style-type: none"><li>• Identifying and using the software components</li><li>• Using the multimedia features</li><li>• Creating and deploying tests and quizzes</li></ul> <p>Help topics for the administrator:</p> <ul style="list-style-type: none"><li>• Installing the software</li><li>• Deploying the software</li><li>• Configuring teacher and student computers</li><li>• Using the Tech Console</li></ul> <p><b>NOTE:</b> In the software, the word <i>Tutor</i> is used for <i>Teacher</i>, and the word <i>Client</i> is used for <i>Student</i>.</p>
<p>HP Web site</p> <p>To access this Web site, go to <a href="http://www.hp.com/go/hpclassroommanager">http://www.hp.com/go/hpclassroommanager</a>.</p>	<p>Provides you with quick and easy access to the following:</p> <ul style="list-style-type: none"><li>• Product overview</li><li>• Recommended educational products</li><li>• Software downloads and upgrading your software</li><li>• Product demo—Learn more about the possibilities and benefits of Classroom Manager while demonstrating everyday tasks and features.</li></ul> <p><b>NOTE:</b> The product demos are in English only.</p>

## Upgrading your software


### Evaluating the full-featured version of Classroom Manager

After you install Classroom Manager Lite, you can upgrade to the full-featured version for a free 30-day evaluation period, or purchase a valid license key to continue using the full-featured version.



**NOTE:** If you do not see the **Upgrade** icon on the top toolbar, click **Help > Apply License**.

To activate the 30-day evaluation copy:


1. Open Classroom Manager, and then click on the **Upgrade** icon  on the top toolbar.
2. Select **Evaluate** to try the full-featured software for 30 days, or select **Upgrade** to purchase the full-featured license key.

## Upgrading Classroom Manager

To continue to use the full-featured version of Classroom Manager after your 30-day evaluation period or to upgrade during this evaluation period, you will need to purchase a valid license key.

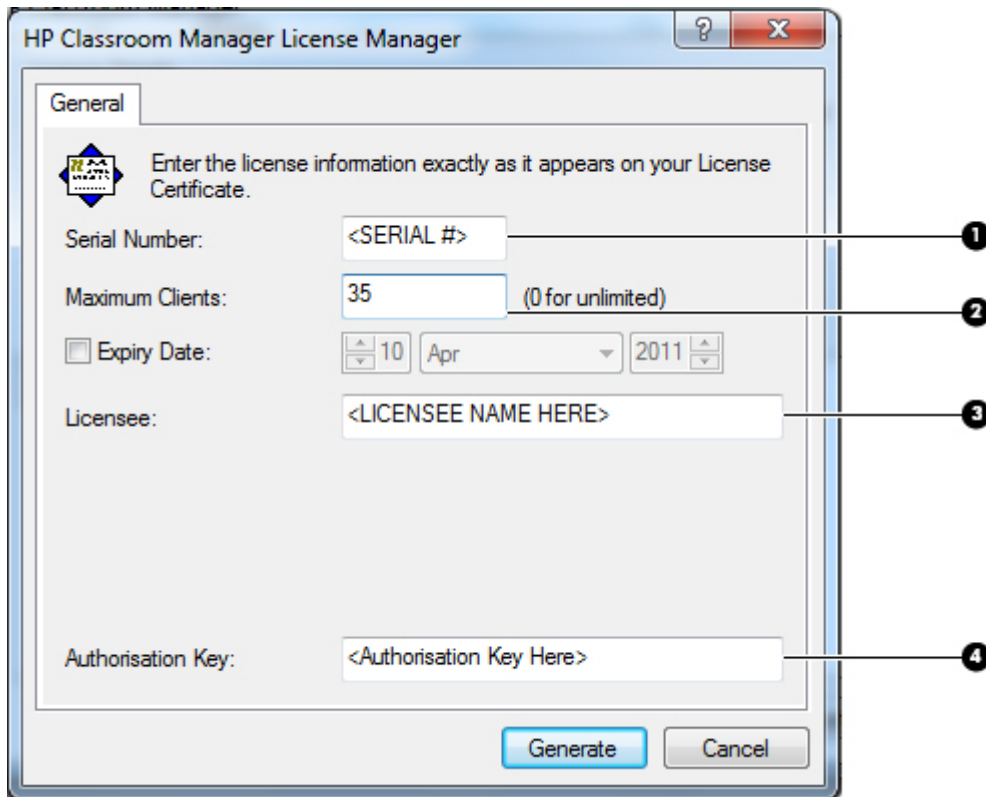
To upgrade your software:

1. Go to <http://www.hp.com/go/hpclassroommanager> and follow the instructions on how to purchase a license key.

 **NOTE:** After you purchase the software, you will be sent an e-mail with a link to enter your entitlement number on a Web site. You will then receive an e-mail with the license key information. You will need this key when entering the information in the Classroom Manager License Manager.


2. Open Classroom Manager, and then click **Help**.
3. Select **Apply License**, and then select **Enter Details**.

The HP Classroom Manager License Manager dialog opens.



Item	Description	Item	Description
(1)	Serial Number	(3)	Licensee Name
(2)	Maximum Clients	(4)	Authorization Key

4. Enter the information and authorization key in the fields exactly as shown on the license that was sent to you.

 **NOTE:** This information is case sensitive.

5. Click **Generate**.
6. Click **Activate** to apply to all listed students.

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## 2 Working with students

The following sections are included in this chapter:

- [Planning your class](#)
- [Browsing the Internet with students](#)
- [Sending and collecting files](#)
- [Chatting and sending messages](#)
- [Showing your screen to students](#)
- [Creating student journals](#)

Classroom Manager encourages student participation, collaboration, and the safe use of technology. With these features, teachers are able to help students stay on track.

### Planning your class

Classroom Manager makes it easy to plan your class and keep your students focused. You can encourage continuous assessment and be more productive.


With these features, you can make planning your class much easier.

- Register students with standard and custom information at the start of class.
- Create interactive lesson plans with shared content.
- Share resources with selected students or the entire class.


### Registering a student

When you register a student at the beginning of the class you can create a custom registration form that will prompt students for their information. You can also request custom information that is unique to your school. Registration reports can also be generated that provide student details.

To prompt students to register:


1. Click the **Student Register** icon  on the top toolbar, and then click **Sign In**.
2. Select the information that the student will be required to complete.

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 **NOTE:** The information in the student registration is fully customizable.

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To unregister students:

- ▲ Click the **Student Register** icon  on the top toolbar, and then click **Sign Out**.

## Creating a registration report

You can create reports that provide information on student details and printer usage.

To create a registration report:


1. Click the **Student Register** icon  on the top toolbar, and then click **Registration Report**.

## Creating a lesson plan

Lesson plans enable you to structure lessons around a pre-defined set of tasks for each plan. When creating your lesson plan, you can pre-schedule activities and resources for the class, track lesson progress in real-time, and share plans with other teachers.

When you create a lesson plan, you can edit and execute the plan through the Classroom Manager toolbar. When a lesson plan is executed, the Lesson Plan bar appears that shows the progress. At any point during the lesson you can use the tools on the Lesson Plan bar to pause, skip, fast forward, or stop the lesson.

To create a lesson plan:

1. Click the **Lesson Plans** icon  on the top toolbar, and then click **Manage Plans**.


The Lesson Plans window is displayed.

2. From the Available Items list, drag the required task and drop it into the window, and then enter any additional information that is required.
3. Click **OK**, and then click **Yes** to save the lesson plan.

## Browsing the Internet with students

The co-browse feature provides you and the student, group of students, or entire class with a shared Web browser. This enables you to control Web browsing during your lesson and guide the students through Web pages. When you co-browse, the students' computers are locked so they can only view the pages that you open.

To browse the Internet with the students:

1. Select the students that you want to include in the lesson.
2. Click the **Co-Browse** icon  on the top toolbar.
3. The Co-Browse window opens on both your computer and the students'. From here, you can open Web pages and create new tabs that allow you to navigate between Web pages.
4. Use the lock, restrict, and free options to control whether the students' computers follow your selections. You can view the Web pages you have made available or you can use the Web browser with no restrictions.



## Sending and collecting files

You can electronically send pre-prepared work files to students' computers and collect the files from them.

- Distribute files and folders from your computer to multiple students' computers.
- Transfer files to and from a selected computer in a single action.
- Hand out and automatically collect files with each student's details appended.
- Distribute files to multiple computers in a single action.




**NOTE:** For more information on sending and collecting files, refer to the software Help. Click **Contents > Help > Sending and Collecting Work Files**.

### Sending files

You can send files to all connected students or a pre-defined group of students.

To send files:

1. Click the **Send/Collect** icon  on the top toolbar, and then click **Send Work**.


The Quick Send window opens.

2. Click **Browse** to locate the file(s) you want to send.
3. Select the location where you want to place the files on the student's computer from the drop-down menu.
4. Click **Send**.

### Collecting files

You can electronically collect the files you sent from students at the end of a lesson.

To collect the files:

1. Click the **Send/Collect** icon  on the top toolbar, and then click **Collect Work**.

The Quick Collect window opens.

2. Type the name of the file you want to collect in the Collect files field.
3. Using the drop down menu, select the location on the student's computer where you want to collect the files.
4. Click **Browse** to select the location on your computer where you want to save the files.
5. Click **Collect**.


# Chatting and sending messages

Open a discussion session that all or selected students can join.

## Chatting with students

Classroom Manager allows you to chat with any number of students simultaneously.


To chat with students:

1. Click the **Communicate** icon  on the top toolbar, and then select **Chat**.  
The Chat Properties window is displayed.
2. Select the students that you want to include in the Chat session, and then click **OK**.  
The Chat window is displayed on both your computer and the selected students' computers.

## Sending messages to students


You can send messages to individual students or the entire class.

---

 **NOTE:** If you send the same message on a regular basis, you can create up to four pre-set messages.


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To send a new message:

1. Click the **Communicate** icon  on the top toolbar, and then click **Message**.  
The Message window is displayed.
2. Select the recipient (s) of the message and then type the message.
3. Click **Send**.

## Creating pre-set messages



You can create up to four pre-set messages that you can store and quickly broadcast to students.

1. Click the **Communicate** icon  on the top toolbar, and then click **Manage Pre-set Messages**.
2. Type your message in one of the message boxes and set any additional message properties.
3. Click **OK**.

## Showing your screen to students

The Show feature allows you to show your screen to all students in your class, show a selected screen (if you use multiple monitors), or even show a selected application.

To show your screen to students:

1. Click the **Show Menu** icon  on the top toolbar, and then click **Show**.  
The Show options are displayed.
2. Select the students to whom you want to show your screen.
3. Click **Show**.
4. To exit, select the **Show Menu** icon  in the notification area and click **End**.

## Creating student journals

A student journal is a digital record of key information that was covered during class. During a typical class, all appropriate items relating to the subject can be captured and automatically included in a PDF file for review by each student. The student journal also offers a welcome summary for any students who were absent from a lesson as well as a structured summary of activity for you.



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**NOTE:** A PDF Reader is required to view the student journal.

---

The student journal allows you to store the following activities ready for a student to review after class:

- Lesson details and objectives
- Teacher and individual student notes
- Screenshots from within a presentation and supporting explanation
- Class or group survey results
- Virtual whiteboard screens
- Individual student test results
- URLs of Web sites used during the lesson
- Copies of any class Chat transcripts
- Messages sent to students

To start student journals:

1. Click the **Journal** icon  on the top toolbar, and then select **Start Journal**.
2. In the Start Journal window, enter the teacher name and lesson title, and then click **OK**.  
Information automatically begins collecting and is saved as a PDF file.

---

# 3 Using Multimedia Features

The following sections are included in this chapter:

- [Showing videos to the class](#)
- [Using audio features](#)
- [Using the virtual whiteboard](#)
- [Capturing images](#)

Classroom Manager's range of multimedia features provides both you and the student with the tools to instruct and learn both visually and audibly. The multimedia features include:

- Showing videos to the class
- Real-time audio monitoring and playback
- Virtual whiteboard
- Capturing images

## Showing videos to the class


With the Classroom Manager video player, you can show a video file to selected students or the entire class. The video player supports full audio, video, and remote control capabilities. This can enhance your lessons and aid in class demonstrations.

---


 **NOTE:** All mainstream video files are supported. For optimum performance, store the video files locally on each computer. You can use the **File Distribution** feature to do this.

---

To show a video file on students' computers:

1. Click the **Show Menu** icon  on the top toolbar, and then select **Show Video**.
2. Click **Open** and browse to the video file that you want to show the students.
3. Select the students to whom you want to show the video.


---

 **NOTE:** To select all students at one time, click **These Clients**. To exclude a student from the show, remove the check mark next to the student.

---

4. Click **Show**.

---

 **NOTE:** While the video is showing, the students' computers are locked.


---

## Using audio features

The Classroom Manager audio features include:

- Adjusting the student microphone and speaker volume
- Monitoring and record student audio activity
- Sending audio announcements to the class


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 **NOTE:** Your computer must have audio hardware and software installed for some of the audio features to work.


---

## Adjusting the volume

You can adjust the audio settings in Classroom Manager for both your computer and the students' computers.

1. To adjust the volume:
2. Click the **Audio Activity** icon  on the side toolbar.
3. Click the **Volume** icon on the bottom of the Control Window.
4. Use the sliders to adjust the volume, lock student volume, or mute the sound for both your computer and the students' computers.

---


 **NOTE:** To view and configure additional audio settings, click **View > Current Settings**. Select **Audio** to open the audio settings window.

---

## Monitoring students' audio activity


Monitoring students' audio activity allows you to listen to microphone or speaker activity on a selected student's computer. You can also record the audio activity and play it back for the students or yourself.

---

 **NOTE:** If the student toolbar is enabled, students will be notified that the audio is being monitored. This notification can be disabled if required.

---

To listen to student audio:

1. Select the student whose audio activity you want to monitor.
2. Click the **Audio Activity** icon  on the side toolbar.
3. Click the **Listen** icon on the bottom of the Control Window to begin listening to the student.
4. Click the **Stop** icon on the bottom of the Control Window to stop listening.

To record students' audio activity:

1. While listening to the students' audio activity, click the **Record** button in the Audio Playback window at the bottom of the Control Window.


The Audio Playback window shows that you are now recording the audio.

2. Click the **Stop** button in the Audio Playback window to stop recording the audio.
3. To play back the recorded audio, click **Recordings** in the Audio Playback window.
4. Double-click the audio file that you want to play back.


## Making an announcement

You can send an announcement using the computer's internal microphone and speakers to the entire class or selected students' computers. Students will be able to hear you, but will not be able to speak back.

To make an announcement:

1. Click the **Communicate** icon  on the top toolbar, and then click **Announce**.
2. Select the students to whom you want to send an announcement.

---

 **NOTE:** To select the entire class at one time, click **These Clients**. Removing the check mark next to a student prevents the student receiving the announcement.


---

3. Click **Announce**, and then begin speaking into your computer's microphone.
4. Click **OK** when you are done with the announcement.


## Using the virtual whiteboard

A full page virtual whiteboard allows you to draw diagrams, annotate charts and images and even pass access to a student so they can collaborate directly onto the whiteboard.

To create a virtual whiteboard:

1. Click the **Interactive Whiteboard** icon  on the side toolbar.
2. Use the annotation tools at the bottom of the screen to create your content.
3. Before, during, or after completing your whiteboard content, you can:
  - a. Show the students the whiteboard. Click **Show** at the bottom of the screen. The content of the whiteboard is displayed on the students' computers. You can continue to annotate the whiteboard in real time.

---

 **NOTE:** To remove the whiteboard from the students' computers, click **Show** at the bottom of the screen.


---

- b. Save the file for later use. Click **File** at the bottom of the screen, and then click **Save Whiteboard**.

## Creating a whiteboard leader

When using the whiteboard, you can nominate a “whiteboard group leader.” This allows student leaders to annotate on the whiteboard on their computer. This is helpful when students are working in small groups and can be used to provide each group with its own virtual whiteboard for collaboration .

To create a whiteboard group leader:

1. Click the **Interactive Whiteboard** icon  on the side toolbar.
2. In the Student list on the right side of the whiteboard, right-click the student and select **Make Leader**.
3. To remove leader status, right-click the student name.

## Capturing images

You can capture a snapshot of a selected student's screen and save the image. The student name, login ID, computer name, date, and time will also be recorded on the snapshot when you save the file.

To capture an image:

1. When viewing a student's screen, click the **Capture** icon at the top of the View toolbar.
2. In the Save As window, enter a file name and click **Save**.

---


## 4 Testing and surveys

The following sections are included in this chapter:

- [Using the Test Designer](#)
- [Using the Testing Console](#)
- [Creating surveys](#)

Design tests and quizzes with minimum effort, including text, pictures, audio and video questions. You can then use the Testing Console to deploy the test to the students' computers and monitor the results.

---

 **NOTE:** For additional information on testing, refer to the software Help. Select **Help > Contents > Testing Module**.

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### Using the Test Designer

The Test Designer is used to create questions, tests and quizzes, and maintain stored questions.

To start the Test Designer:

1. Select **Start > All Programs > HP Classroom Manager > HP Classroom Manager Test Designer**.
2. Enter your user name and password, and then click **OK**.

---


 **NOTE:** The default user name is `admin` and the default password is `admin`. HP recommends that you change your user name and password once you start using Test Designer. Refer to the online Help for additional information.

---

3. Follow the on-screen instructions to finish designing your test.

### Using the Testing Console

After you create and publish your test in the Test Designer, you can use the Testing Console to deploy the test to the students' computers and monitor the test results.

1. Click the **Testing Console** icon  on the top toolbar.
2. Select the students whom you want to take the test, and then click **Next**.
3. Select the test you want the students to take, and then click **Finish**.

The Classroom Manager Test Player will automatically launch on the students' computer. A dialog will appear on your computer allowing you to track individual student progress.

### Creating surveys


To confirm that your students understand the content covered during the lesson, you can conduct an instant survey using pre-supplied or custom responses. You can instantly see all responses and a summary that you can show to the class in the form of a pie chart. Students can also be temporarily




grouped by response which enables you to see which students selected the same answer. This is useful if you need to send a quick follow-up question or message to particular student.

## Sending surveys

To create and send a survey:

1. Click the **Student Survey** icon  on the side toolbar.
2. Select the students to include in the survey, and then click **OK**.

---

 **NOTE:** The entire class is selected by default.


---

The survey window is displayed.

3. Type a question in the box provided.
4. Type the responses to the question and separate each with a comma.
5. Click the **Send** icon at the bottom of the Survey window.

A dialog will open on students' computers displaying the question and responses. Students can choose the appropriate response and submit the answer.


---

 **NOTE:** As students submit their answers, the Survey Results window displays the percentage response for each option. Select **View > Details** from the Control Window drop down menu to view the results. To sort students into temporary groups by response, select **Survey > Auto Group Students** from the Control window drop down menu.

---

6. When the survey is complete, click **Cancel** on the bottom of the Survey window to remove the survey from the screen.

---

 **NOTE:** The survey will be cleared from all computers whether the student has responded or not.


---

## Showing survey results

- ▲ To show the survey results, click the **Show** icon at the bottom of the Control Window.

The results will be displayed as a pie chart on the students' screens.

---

 **NOTE:** Survey results are only displayed as a pie chart on the students' screens if they have submitted an answer and you have chosen to show the results.

---

## Saving survey results

You can save the survey results as a .CSV file.


- ▲ To save the survey, click the **Save** icon at the bottom of the survey window.

## Printing survey results

Before deleting the survey you can print a permanent record of the results.

- ▲ To print the survey results, click the **Print** icon displayed at the bottom of the Survey window.

---

 **NOTE:** The student survey results can be added to the Student Journal. Click **Add Survey Results to Journal** at the bottom of the Survey window.

---

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# 5 Managing students' computers


The following sections are included in this chapter:

- [Locking and unlocking students' keyboards and mice](#)
- [Blanking students' screens](#)
- [Monitoring key words](#)
- [Controlling Web access](#)
- [Controlling mass storage devices](#)
- [Printing](#)

## Locking and unlocking students' keyboards and mice


The lock and unlock features allow you to lock the students' keyboards and mice. You can only lock and unlock students' computers that are connected to Classroom Manager.

To lock students' computers:

1. Select the individual student's computer or group of computers that you want to lock.
2. Click the **Lock** icon  on the top toolbar.

A lock symbol will appear on the students' screens' to indicate you have locked their keyboards' and mice.

To unlock students' computers:

1. Select the individual student's computer or group of computers that you want to unlock.
2. Click the **Unlock** icon  on the top toolbar.

## Blanking students' screens

To turn off all student computer screens simultaneously:

1. Click the **Blank All** icon  on the top toolbar.


All students' screens will blank.

2. To restore the student screens, click the **Blank All** icon again.

## Monitoring key words

You can monitor both real-time key words and word lists with approved and restricted key words. This helps you keep the students on track when working on written lessons. You can monitor the entire class quickly, viewing any content and keeping an eye on student activity levels. Both “target” and “inappropriate” key word lists can be created.


To monitor key words:

1. Click the **Keyboard Input** icon  on the side toolbar.
2. Click the **Monitor** icon at the bottom of the Control window.


## Creating a word list

You can create word lists with both “target” and “inappropriate” key words. When a student types a word on the list, it will be identified with a visual indicator (green for target words and red for inappropriate words).

To create a word list:

1. Click the **Keyboard Input**  icon on the side toolbar, and then click **New** at the bottom of the Control Window.
2. Enter the file name and click **Save**.
3. To add target words:
  - a. To add target words, click the **+** sign in the Target Words window. Type the words, and then click **OK**.
  - or–
  - b. To add inappropriate words, click the **+** sign in the Inappropriate Words window. Type the words, and then click **OK**.

---

 **NOTE:** You can then add these target words to the student journal.

---


## Controlling Web access

The Web Control Module is used to monitor and control the Web sites that the students can visit. You can block or approve specific Web sites or selected pages of a URL.

The Web Control Module can be used to perform the following functions:

- Identify URLs currently running on students' computers
- Approve or block specific URLs
- Block all Internet access
- Activate approved site lists
- Block FTP sites

---


 **NOTE:** For more information on controlling Web access, refer to the software Help. Click **Help > Contents > Web Control Module**.

---

## Controlling mass storage devices


You can prevent data being copied to or from USB drives and CD/DVD devices. You can also provide read-only access to the devices.

---


 **NOTE:** For more information on controlling mass storage devices, refer to the software Help. Click **Help > Contents > Device Control**.

---

## Blocking access to storage devices

1. Select the student whose access you want to block.
2. Click the **Storage Devices** icon  on the side toolbar.
3. Click the CD/DVD or USB icon at the bottom of the screen, and then select **Block Access**.


## Creating read-only access to storage devices


1. Select the student (s) for whom you want to create read-only access.
2. Click the **Device Control** icon  on the side toolbar.
3. Click the CD/DVD or USB icon at the bottom of the screen, and then select **Read Only**.

## Printing


Printer Management gives you control over printer usage in the classroom. You can prevent printing, set print quotas, remove duplicate print jobs, authorize print requests, and print visuals.

---

 **NOTE:** The Printer Management feature supports multiple printers in a classroom. Printers must be added to the students' computers before you connect to Classroom Manager. Once the students are connected, printers cannot be added, removed or modified.

 **NOTE:** For more information on Printer Management, refer to the software Help. Click **Help > Contents > Printer Management**.

---

1. To start Printer Management, click the **Printer Management** icon  on the side toolbar.  
  
The Print Queue and Printer Lists are displayed.
2. Select a student, group of students, or printer, and then choose to pause, block, or resume printing. You can also select delete duplicates.

---

# 6 Power Management


The following sections are included in this chapter:

- [Turning on students' computers](#)
- [Turning off students' computers](#)
- [Logging in students](#)
- [Restarting students' computers](#)

Classroom Manager includes the ability for you to remotely power on, power off, restart, and log in and log out students' computers. This feature helps you save time and conserve power.

## Turning on students' computers


To turn on selected students' computers:

1. Select the students' computers you want to turn on.
2. Click the **Manage** icon  on the top toolbar, and then click **Power On**.

The students' computers will turn on.

## Turning off students' computers


To turn off selected students' computers:

1. Make sure all programs are closed on the students' computers.
2. Select the students' computers you want to turn off.
3. Click the **Manage** icon  on the top toolbar, and then click **Power Off**.

The students' computers will turn off.

## Logging in students


You can remotely log in students in a single action. This ensures that the computers are ready when class begins.

1. Select an individual student or group of students.
2. Click the **Manage** icon  on the top toolbar, and then click **Login**.
3. Click **Yes**.

## Restarting students' computers

When students are connected to Classroom Manager, you can remotely log out or restart the students' computers at the end of a lesson. This is a simple way to prepare multiple computers for the next class.

To restart or log out students' computers:

1. Select an individual student or group of students.
2. Click the **Manage** icon  on the top toolbar, and then click **Reboot** or **Logout**.
3. Click **Yes**.

# A Glossary

<b>Term</b>	<b>Definition</b>
Chat	Allows a two-way on-screen chat session between you and a student so assistance can be provided without disturbing the rest of the class. You can also allow a group chat session between students.
Class Wizard	The Class Wizard, which loads on startup, provides you with a simple to use interface in order to combine the elements required during a lesson.
Co-browse	A simple and straightforward interface that enables you to navigate students through various Web pages with the added security of locking/unlocking students to or from a Web page, depending on the needs of the lesson.
Device control	Prevent data being copied to or from USB devices, CD/DVD drives and the creation of new network drives for the duration of the class.
Keyboard monitoring	Provides a real-time insight into student activity by allowing the teacher to quickly view any typed content while using approved applications.
Lesson planner	Pre-plan the scope of a lesson, building in appropriate timings and prompts as required.
Message monitoring	Monitor and control the use of Messenger applications during a lesson.
Monitor mode	You can see a thumbnail view of all connected students' computers. The Auto Zoom feature allows you to mouse over a specific student thumbnail for a better view. Student thumbnails can be sized using a flexible slide-bar enabling you to make better use of the space available on your screen.
Screen capture	Keep a visual record of student activity by taking a 'snapshot' of a student's screen.
Student or Client	The workstation that is being shown to, viewed or taken over.
Student journal	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.
Student register	Keep in touch with each class and prompt the students to register their details. Their real names can be displayed on the teacher screen instead of a less meaningful computer name. Ideal for use with the Classroom Layout feature. Student registration details can be viewed in a Registration Report that can be saved for each class.
Student toolbar	Provides a quick and convenient way for students to access the resources required for a given lesson. The student toolbar is located at the top of each student screen and can be set to be always visible, hidden, or to auto-hide.
Surveys	Obtain instant feedback by displaying a question on the student screens. Receive real-time analysis of the student's responses. Publish survey results to all students.
Teacher toolbar	When your application is minimized a convenient toolbar is provided for quick access to key features within Classroom Manager. This toolbar is optimized for use with virtual whiteboards.
Teacher or Tutor	The workstation that shows to or views/takes over the student's computer.
Tech Console	Specifically for Lab Technicians and Network Managers to manage and maintain the computers.

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Testing module	Create customized tests that can be remotely delivered to students' computers and marked in real-time.
Virtual whiteboard	Provides you with a range of drawing tools which enables you to present learning points in graphic form. The content of the whiteboard can be shown to students at any point during a lesson.

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