

Quick start guide to teacher tools

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Quick start guide to 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 workstation must have a Wake-on-LAN network adapter and a BIOS that will support it.

1. Select the **Manage** icon on the Tutor toolbar and select **Power On**.
2. The student workstations 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. Click the **Manage** icon on the Tutor toolbar and select **Login**.
3. The Login dialog will appear.

Name	User Name
Chris Lovesey	c.lovesey
Jane Neal	j.neal
Lisa Brown	test
Sarah Green	Jane
Tom Murray	testing

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 **Student Register** icon on the Tutor toolbar and select **Sign In**.
2. The Student Register dialog will appear.

Client Name	Name	Surname	Class
Y07001	Adam	Wallis	H12
Y07002	Tom	Murray	T05
Y07003	Jane	Neal	H12
Y07004	Lisa	Brown	S14
Y07005	Darren	Ward	S14
Y07006	Katie	Hall	H10

Buttons: Register, Close, Cancel, View, Chat..., Help

Legend: Successful, Not Logged in

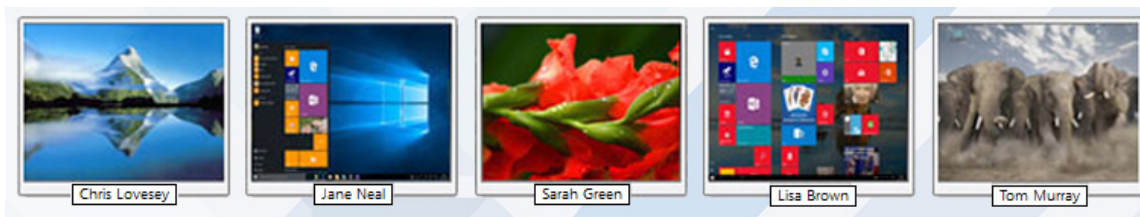
Class Details:
Teacher Name: Mr Smith
Lesson Title: English Poetry - Poetic Style
Room: Room 1
Objectives: Understand the writing style of two cor

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

Custom Fields:
 Module

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.

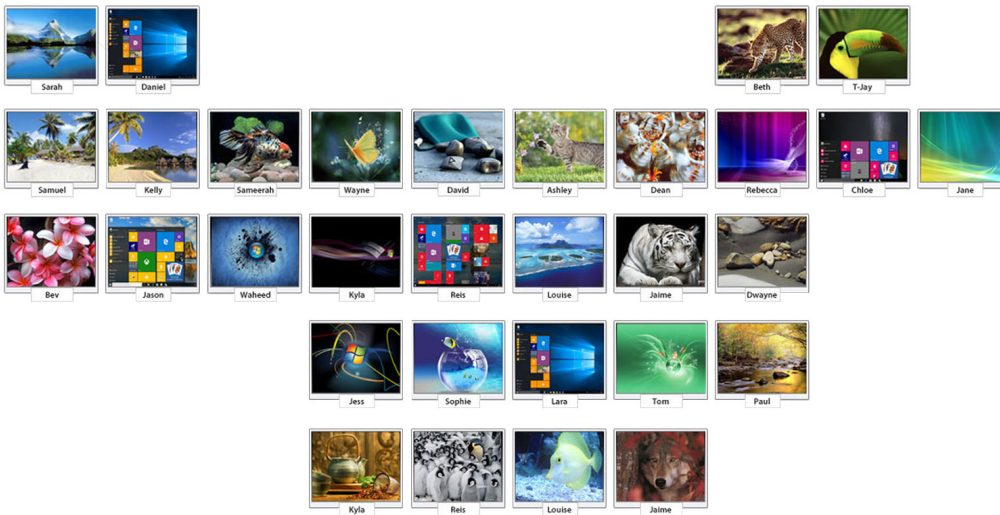
To arrange Student icons

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. Choose {Layout}{Lock Layout} from the Tutor Console drop-down menu.
2. Student icons will be fixed in position and unable to be moved.



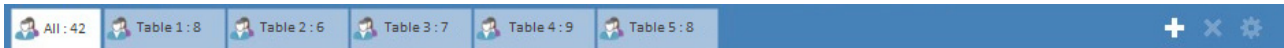


Organising students into groups

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

Creating a group

1. Click the **+** icon in the Group bar.
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.

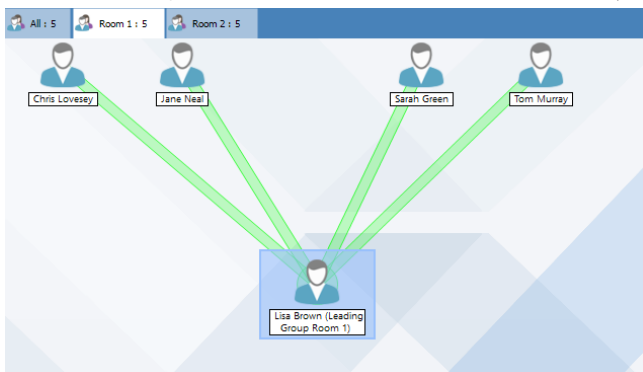
1. Select the required group from the Group bar.
2. The students in the group will be displayed, allowing you to perform functions on the group as a whole.

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. Choose {Student}{Group Leader} from the Tutor Console drop-down menu.
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.

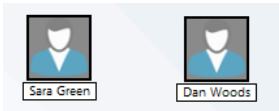


Keep students on task and avoid distraction

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. Click the **Lock** icon on the Tutor toolbar.
3. Student machines will now be locked.



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



Select the **Unlock** icon on the Tutor toolbar to unlock student machines.

To blank all students' screens

1. Select the **Blank All** icon on the Tutor toolbar.
2. All students' screens will be blanked.
3. To restore the screens, click the **Blank All** icon again.

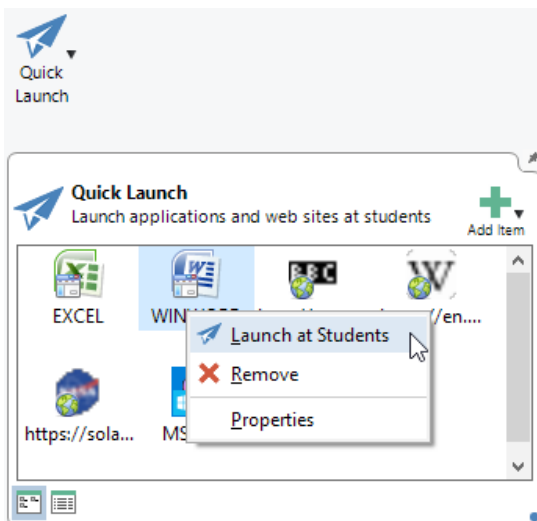


Launch applications and websites for students

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

To launch an application or website at student machines

1. Select the **Quick Launch** icon on the Tutor toolbar.
2. The Quick Launch window will appear.
3. To add an application, click **Add Item** and select **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 Item** and select **Add Web site**. Enter the required URL; you can view this if required.
5. Click **OK**.
6. The application or website will appear in the Quick Launch pane. Right-click on the application or website and select **Launch at Students**.




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



Monitor all student activity in real-time

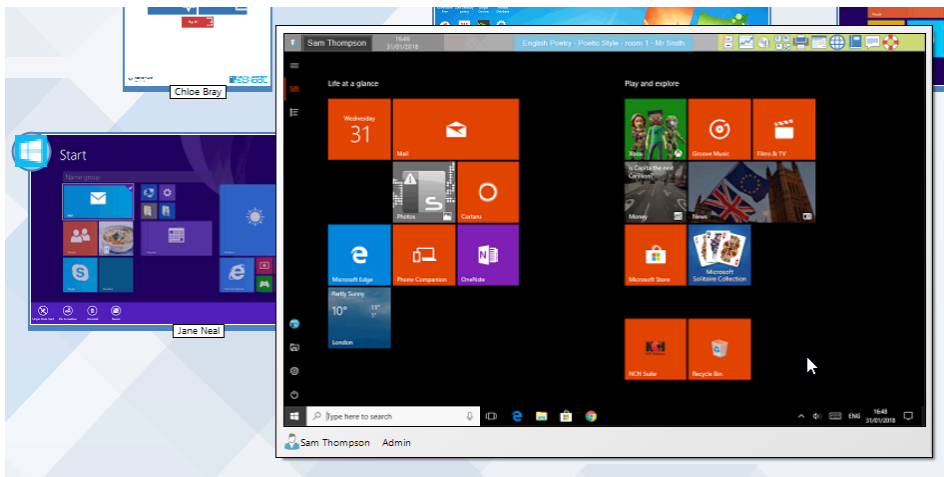
See what students are doing using intuitive thumbnail views of each student computer. Screenshots of a student's desktop can be captured to record their progress or highlight something that they should not be doing.

View a thumbnail of student screens

1. Select the  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 at the bottom of the Tutor Console.
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.

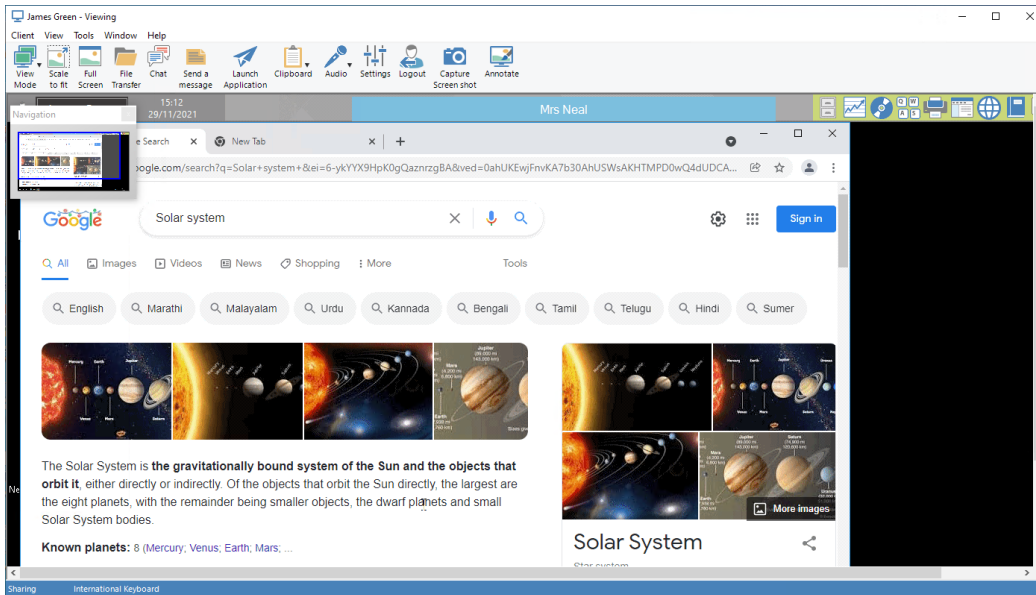


Capture a screenshot of a student's desktop

1. Double click on the required student to open a View window.
2. Select the **Capture Screen shot** icon on the View window toolbar.
3. A Save As dialog will appear.
4. Type in a file name.
5. Choose one of the three different file formats: .BMP, .JPG and .PNG.
6. Click **Save**.

Viewing a student's screen

1. Double click the required student.
Or
Select the required student and click the **View** icon on the Tutor toolbar.
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 and drag inside the thumbnail to view specific areas.

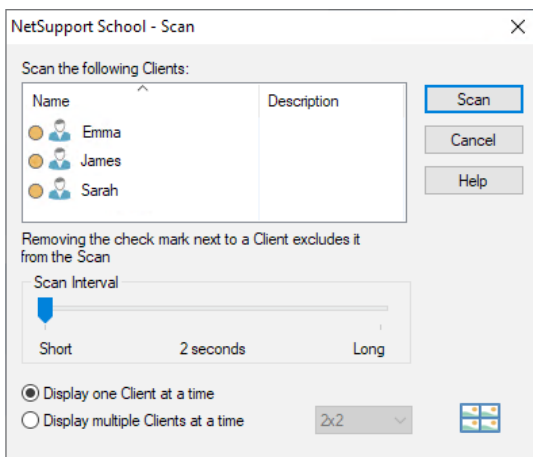


3. You can choose to **Share** (you can both use the keyboard and mouse), **Watch** (only the student has use of the keyboard and mouse) or **Control** (the student is unable to use the keyboard and mouse) the student's screen. Select the required option from the **View Mode** icon on the View window toolbar.

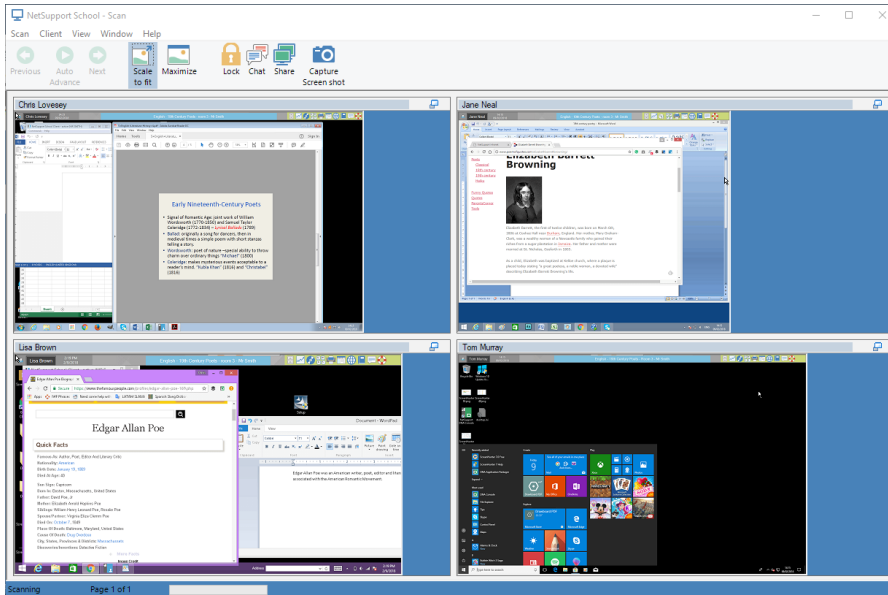
Scanning students' screens

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. Choose {Group}{Scan} from the Tutor Console drop-down menu.
2. The Scan dialog will appear.



3. Specify which students to scan by removing or including the checkmark next to the student name.
4. Use the slider to select the interval before the scan is advanced to the next student.
5. To display one student at a time in the Scan window, select **Display one Client at a time**.
Or
To display multiple students in the Scan window, select **Display multiple Clients at a time** and choose the number of student screens to display from the drop-down list.
6. Click **Scan**.
7. 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. Click the **Show Menu** icon on the Tutor toolbar and choose **Show**.
3. Your screen will be displayed on the selected student screens.

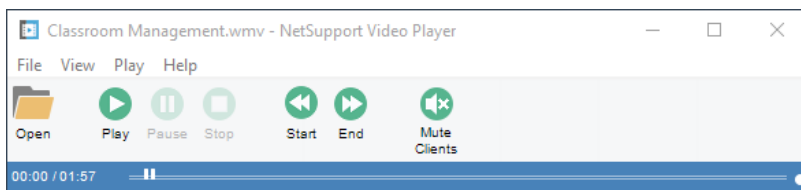
Note: Show options such as audio or restrict internet can be set by clicking the icons at the bottom of the **Show Menu** or selecting **More** to see the full show options.

4. To end the show, double click the  icon in your taskbar and click **End**.

Show a video to students

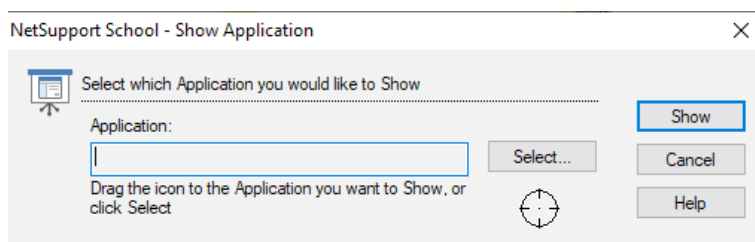
1. Select the students to show the video to.
2. Click the **Show Menu** icon on the Tutor toolbar and choose **Show Video**.
3. The Show Video dialog will appear.
4. Select **Open** and browse for the video file.
5. Click **Show**.


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. Click the **Show Menu** icon on the Tutor toolbar and choose **Show Application**.
3. The Show Application dialog will appear.



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

Show a student's screen


1. Select the **Show Menu** icon on the Tutor toolbar and in the Exhibit section, select the student whose screen you want to show from the **Student to Exhibit** drop-down list.
2. Click **Exhibit**.
3. 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.
4. To stop showing the student's screen, click **Stop** on the Exhibiting window toolbar.

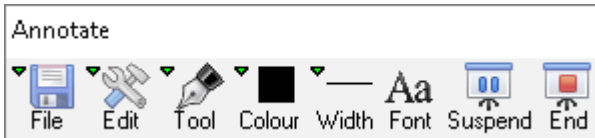


Annotating screens

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  icon in the taskbar and select **Annotate Screen**.
2. The Annotate toolbar will appear.

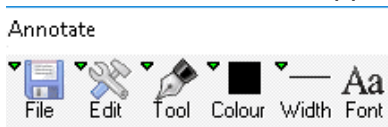


3. Select the tool, colour, etc and use the mouse to draw over the relevant part of the screen.
Note: You can suspend or end the show by clicking the relevant icon in the toolbar.

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. Click the **Annotate** icon on the View window toolbar.
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.

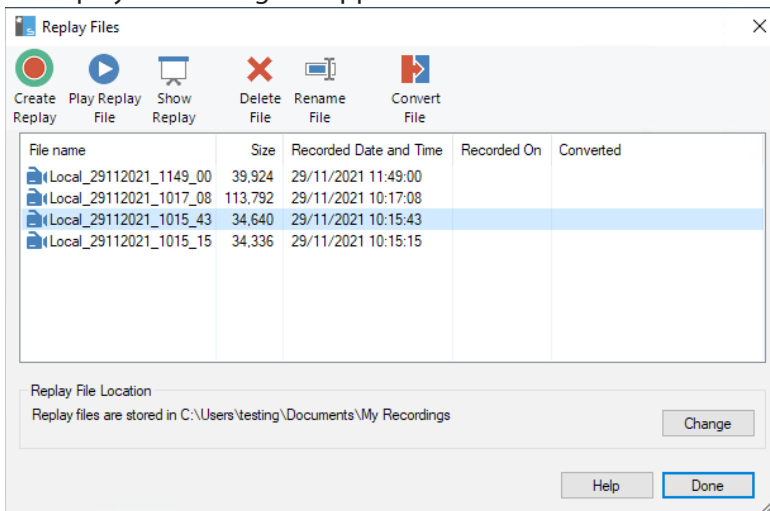



Recording teacher and student activity for playback

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. Choose {School}{Replay Files} from the Tutor Console drop-down menu.
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 workstation 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. Choose {View}{Current Settings - Replay Files} from the Tutor Console drop-down menu.
2. Enable the **Record Replay Files** checkbox.
3. Choose whether to include audio, prefix the file with the Client 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.

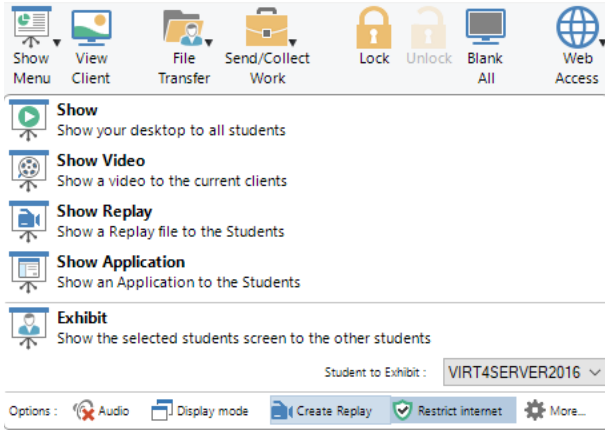
Individual student's

1. View the required student machine.
2. Choose {View}{Settings for Client - Replay Files} from the View window drop-down menu.
3. Enable the **Record Replay Files** checkbox.
4. Choose whether to include audio, prefix the file with the Client 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 **Show Menu** icon on the Tutor toolbar.
2. Ensure the **Create Replay** option is selected.



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

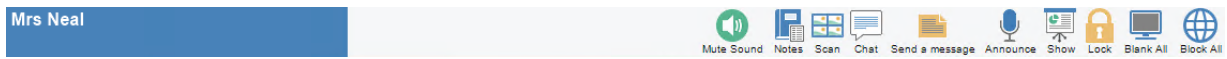
Showing replay files

1. Choose {School}{Replay Files} from the Tutor Console drop-down menu.
2. The Replay Files dialog will appear.
3. Select the required replay file from the list.
4. To watch the replay file, click the **Play Replay File** icon.
5. To show the replay file to students, click the **Show Replay** icon.



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, choose {View}{Current Settings – Student Toolbar} from the Tutor Console drop-down menu.



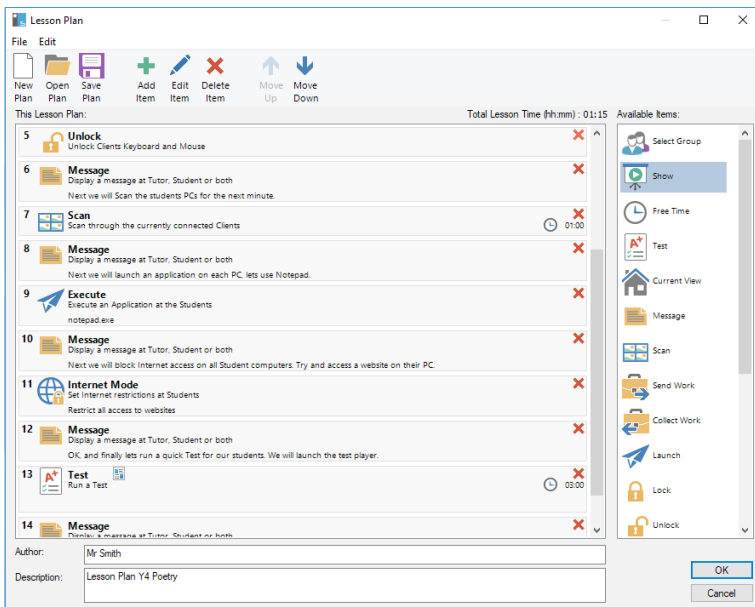
Planning the contents of a lesson

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

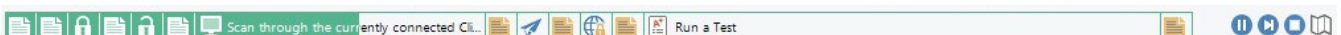
1. Click the **Lesson Plans** icon on the Tutor toolbar and choose **Manage Plans**.
2. The Lesson Plan window will appear.



3. To create a new lesson, click the **New Plan** icon on the toolbar.
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. Click the **Lesson Plans** icon on the Tutor toolbar and select the lesson plan you want to run.
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.



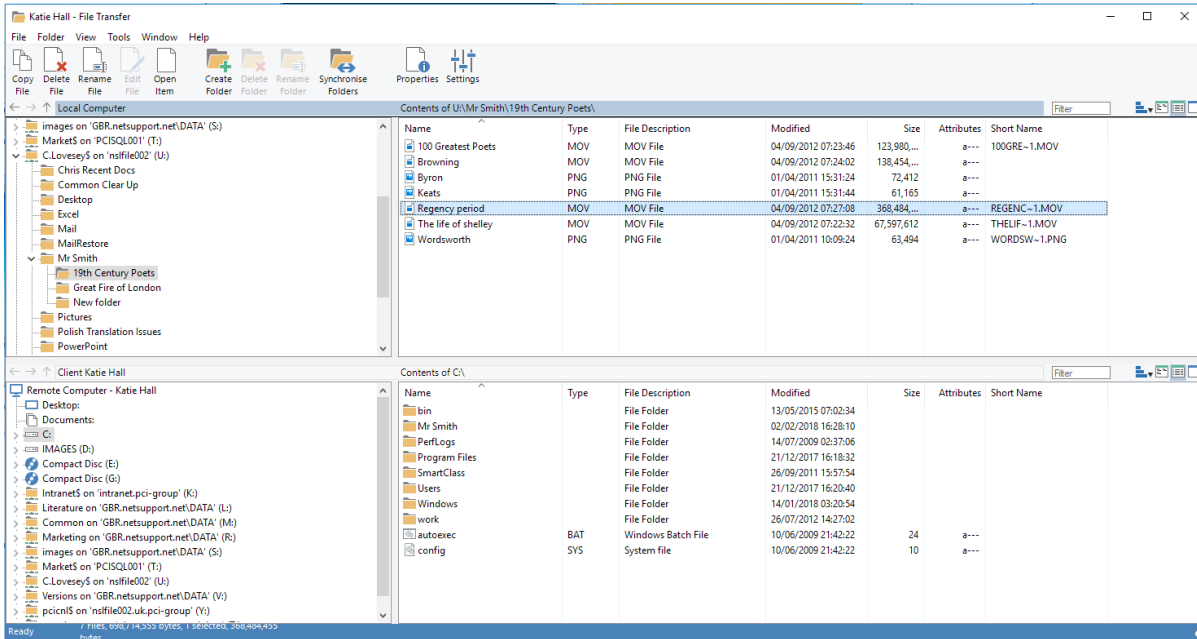


Easily share content with students

Transfer files and folders from the teacher PC to student workstations; 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. Click the **File Transfer** icon on the Tutor toolbar and choose **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.

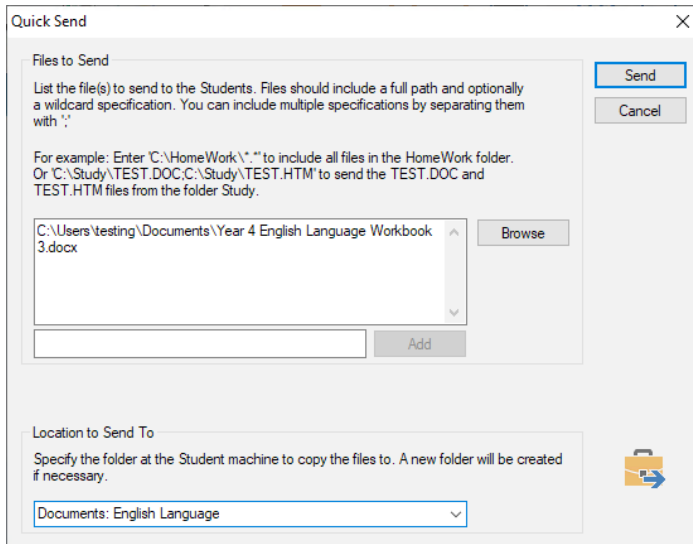


Sending and collecting work

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

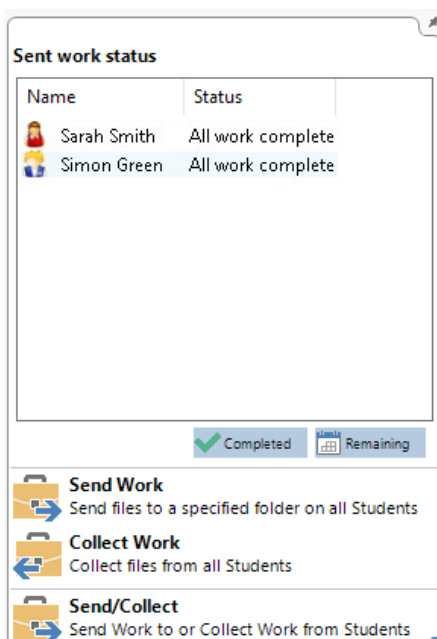
Sending work to all students

1. Click the **Send/Collect Work** icon on the Tutor toolbar and select **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 workstation 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.

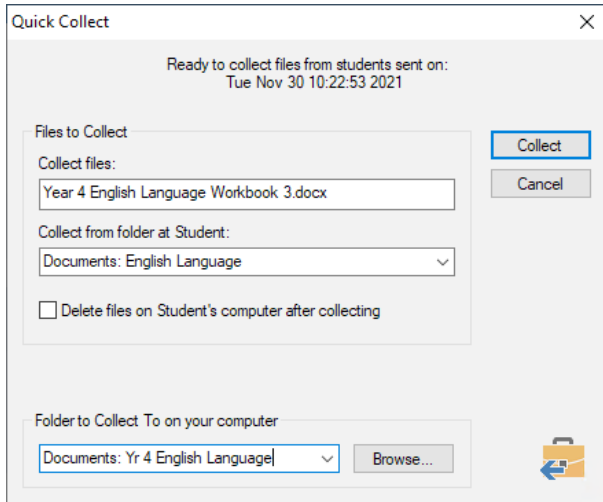
Once work has been sent to the students, you will be able to see the current status from the **Send/Collect Work** drop-down menu in the Tutor toolbar. You can toggle between showing students who have completed their work or those with items remaining.





Collecting work from all students

1. Click the **Send/Collect Work** icon on the Tutor toolbar and select **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, overwrite 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 workstation after it has been collected.
5. Specify the folder on the teacher workstation 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. Click the **Communicate** icon on the Tutor toolbar and choose **Send a message**.
3. The Send Message dialog will appear.

Send Message

Send a message to:

All connected Clients
 Currently selected Clients

Please save your work now.

Show this message for: 5 (sec)

Add to Journal

Send Cancel Help

4. Choose whether to send the message to all connected students or the currently selected students (this option will be disabled if you did not select any students), enter the message and, if required, choose to show the message at student machines for a limited time.
5. Click **Send**.
6. The message will appear at the selected students' machines.

To chat to students

1. Select the **Communicate** icon on the Tutor toolbar choose **Chat**.
2. The Create Discussion dialog will appear.

Create Discussion

Topic: Question 5 Assessment

Options

Members can decline to join
 Members can't leave the chat
 Chat Window is always visible
 Add to Journal

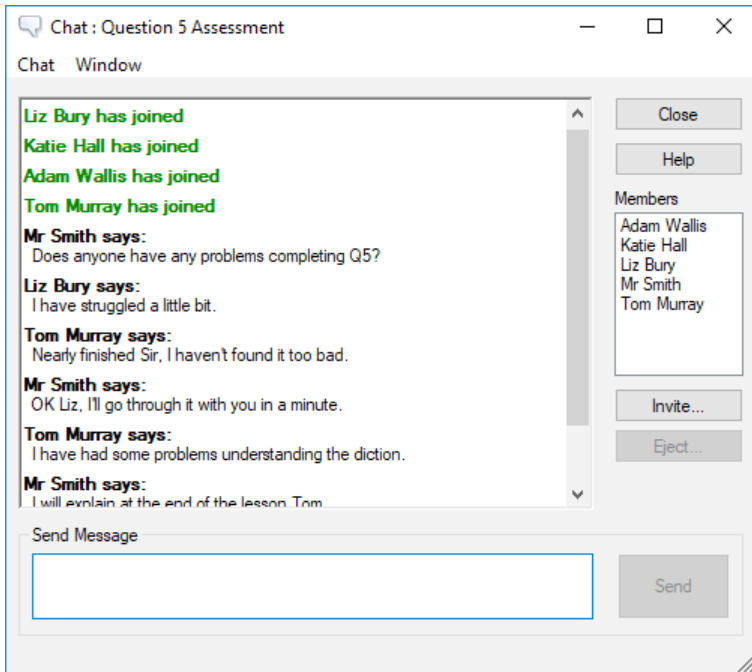
Members

Name	Description
Adam Wallis	
Katie Hall	
Liz Bury	
Tom Murray	

OK Cancel Help



3. Enter a topic name for the chat session and select the relevant options.
4. Select the students you wish to chat with by clicking the orange dot next to the student's name.
5. Click **OK**.
6. The Chat window will appear.



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. Click the **Audio** icon in the View window toolbar.
2. The audio options will be displayed. From here, you can:
 - Turn audio on or off.
 - Enable only the teacher or the student to talk.
 - Set the microphone sensitivity.
 - Select the audio quality.

To use audio support while showing

1. From the **Show Menu** icon in the Tutor toolbar, ensure the **Audio** option is enabled.
2. During a show, only the teacher has announce functionality.

To make an announcement to students

1. Click the **Communicate** icon in the Tutor toolbar and select **Announce**.
2. The Announce dialog box 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.

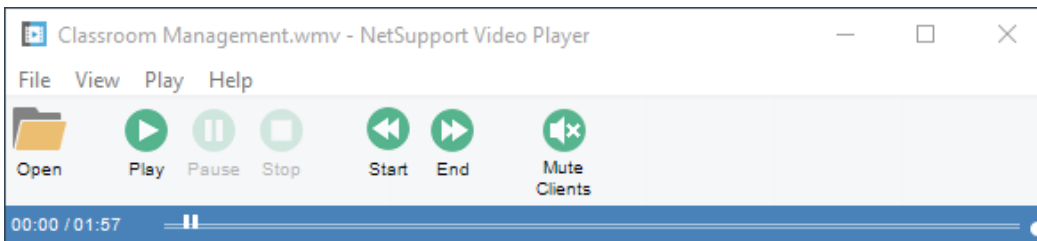


Playing video files to students

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. Click the **Show Menu** icon on the Tutor toolbar and choose **Show Video**.
2. The Show Video dialog will appear.
3. Click **Open** 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 workstation 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. Choose {Student}{Rewards - Give a Reward} from the Tutor Console drop-down menu.
3. A star will appear on the Student Toolbar.

Removing rewards

1. Select the required student.
2. Choose {Student}{Rewards - Remove a Reward} from the Tutor Console drop-down menu.
3. A star will be removed from the Student Toolbar.

Note: *All rewards can be removed from a student by selecting {Student}{Rewards – Remove all Rewards} from the Tutor Console drop-down menu.*



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 Tutor toolbar) 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.

Message: Another person in the class is posting insulting messages about me on social media. Can you help please.

Alert Teacher: Urgent Help

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. Click the **Help Requests** icon on the Tutor toolbar.
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.

Help Requests

View Client Chat Clear All

Name	Requested By	Help Message	Description
Liz	Liz	Another person in the class is posting insulting messages about me on social media. Can yo...	
Adam		Could you help me with Q4 please.	
Katie	Katie	I have completed the first part of the essay. What shall I do now?	

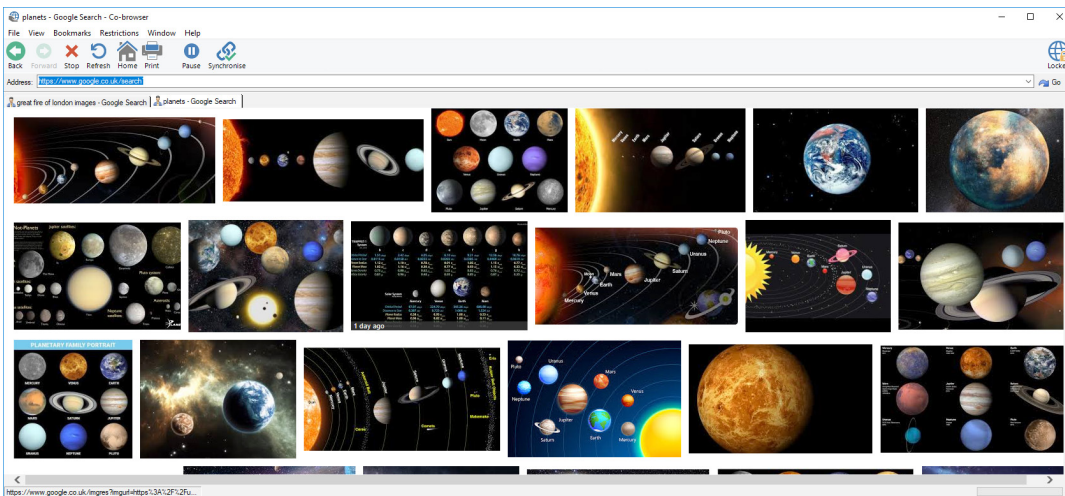
3. By clicking on the **View Client** or **Chat** icons, you can reply to a student's help request.
Note: If a student has raised a help request and specified the type of alert it is, the Student icon will change colour to notify the teacher what type of help request has been raised; green for work is 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 Help**. To clear all help requests, click the **Clear All** icon.

Co-browsing websites with students

The Co-browser allows teachers to share a web browser with students. Teachers can lead a browser session, navigating students through various web pages, with the added security of locking the students so they can only view the pages opened by the teacher.

To open a co-browse session

1. Select the student(s) to include in the session.
2. Choose {Student}{Co-Browse} from the Tutor Console drop-down menu.
3. The Co-browser window will open and also appear on the selected students' machines. From here, you can open web pages and create new tabs that allow you to navigate between web pages.

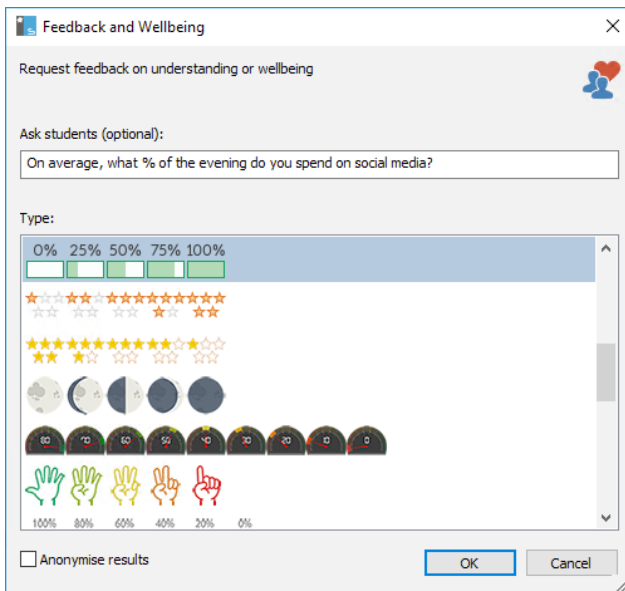




Student feedback and wellbeing

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 and Wellbeing** icon on the Tutor toolbar.
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.

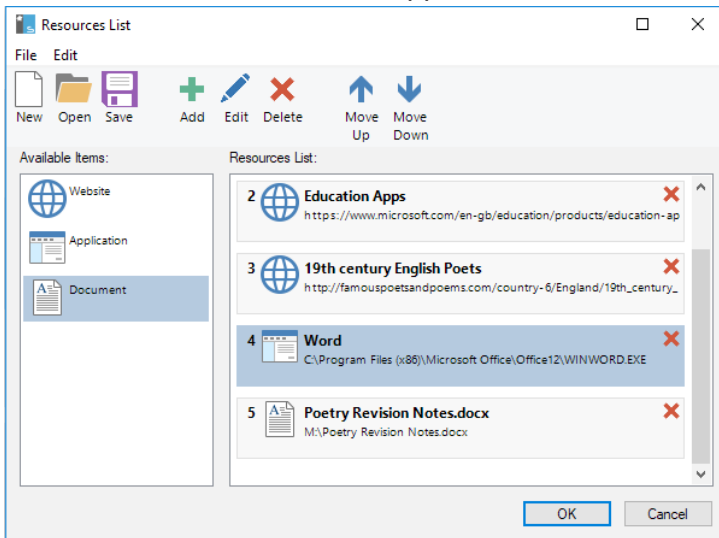


Managing student resources

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 {School}{Manage Student Resources} from the Tutor Console drop-down menu.
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 in the toolbar. 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  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 **Details** at the bottom of the Tutor Console.

Name	Current Web Site	All Web Sites
Adam	Apps for education [https://www.microso...	
Sam	Twitter. It's what's happening / Twitter [htt...	
Chloe	Apps for education [https://www.microso...	
Chris	Apps for education [https://www.microso...	
Jane	Google [https://www.google.co.uk/]	
Tom	Apps for education [https://www.microso...	
Ajay	Apps for education [https://www.microso...	
David	Apps for education [https://www.microso...	

Restrict access to websites


Access to all websites can be restricted.

1. Click **Restrict All** at the bottom of the Tutor Console.

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

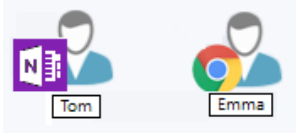
1. Click  to add a website to your approved or restricted list.
2. The Website Properties dialog will appear.
3. Type in the website address.
4. A description can be added if required.
5. Click **OK**.
6. The website icon and description will appear under the approved or restricted website list.

Once the appropriate websites have been added to the lists, you can enable either list by clicking **Approved Only** or **Block Restricted** at the bottom of the Tutor Console.



Monitor the applications students are using

1. Select the  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 **Details** at the bottom of the Tutor Console.

Name	Current Application	Running Applications
Darren	Radio NetSupport Ltd	
David	Document1 - Microsoft Word	
Eddie		
Jane	Revision notes part 1 - Notepad	
Katie		
Liz	Microsoft Excel - Book1	
Tom	Chrome Web Store - Extensions	

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  to add an application to your approved or restricted list.
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** at the bottom of the Tutor Console.



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.

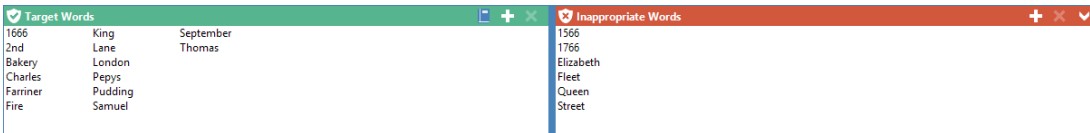


1. Select the  icon on the left-hand side of the Tutor Console.
2. Click **Monitor Activity** at the bottom of the Tutor Console.
3. An icon showing the current application running will be displayed next to each student, along with any typed content.

Name	User Name	Current Application	Text	Target	Inappropriate
Adam		New Tab	Not Monitored		
Sam		Document - WordPad	the city of london during queen elizabeth reign in 1666 puddinh g***** lane	2	2
Chloe			Not Monitored		
Chris		Document1 - Word	The City Of London was where the Fire of London started in 1766 under the reign of Charles II	1	1
Jane		History - lesson 4 guide - WordPad	Great fire of london 1666 City of London near Fleet Street	0	2
Tom		Document - WordPad	wordpad The Fire of London started in 1766 During the reign og King Charles	2	1
Ajay		Document - WordPad	The Great Fire of London was in 1666	1	0
David		Document - WordPad	e Fire of London was in 1766 and started at *** in th ebakery of Mr Farriner on Pudding Street	4	2
Eddie		Document2 - Word	in teh Tower of London The fire started at the bakery of Thomas Farriner in Pudding Street	11	1
Lisa		New Tab	Not Monitored		
Liz		Document - WordPad	Samuel Samuel Pepys observed the fire from the tower of london	4	0
Tom			Not Monitored		

Add words to your target or inappropriate list

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




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

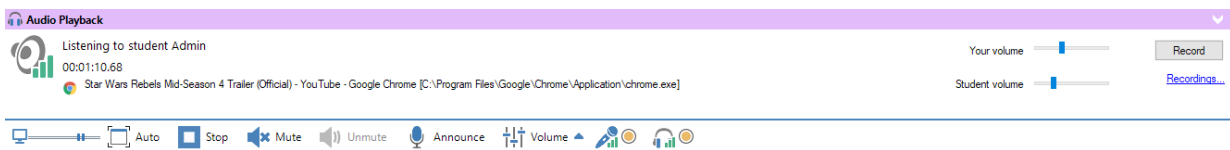


Monitoring students' audio activity

Allows teachers to monitor audio activity on all students' workstations. 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  icon on the left-hand side of the Tutor Console.
2. Select the required student.
3. Click the **Listen** icon at the bottom of the Tutor Console.
4. Details of the student you are listening to, the active application and how long you have been listening is displayed in the Audio Playback pane.



5. To stop listening, click the **Stop** icon at the bottom of the Tutor Console.

Record audio activity

1. While listening to audio activity, click **Record** in the Audio Playback pane. This will now show that you are now recording the audio.
2. To stop recording and to carry on listening to the audio, click **Stop**.


Note: To access all stored recordings, click on the *Recordings* link in the Audio Playback pane.

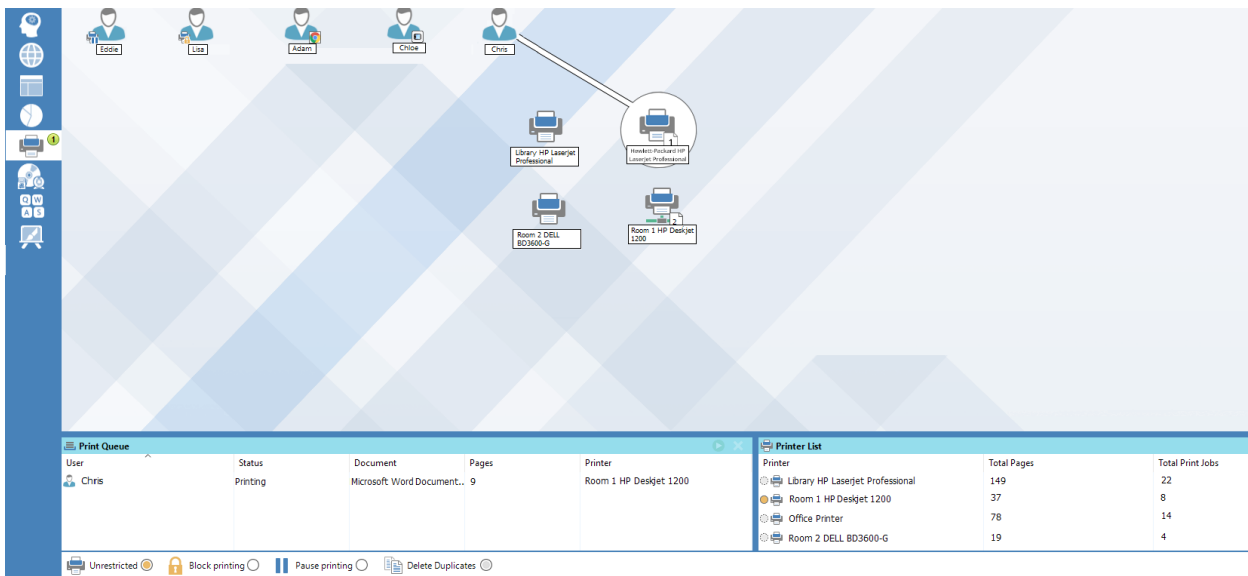


Monitoring and controlling print usage

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  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.



The screenshot shows the Tutor Console interface. At the top, there are user avatars for Eddie, Lisa, Adam, Chloe, and Chris. Below them are printer icons for Library HP Laserjet Professional, Room 1 HP Desjet 1200, and Room 2 DELL BD3600-G. The Print Queue pane at the bottom left shows a print job for user Chris, status 'Printing', document 'Microsoft Word Document...', 9 pages, and printer 'Room 1 HP Desjet 1200'. The Printer List pane at the bottom right shows a table of printers and their usage statistics.

Printer	Total Pages	Total Print Jobs
Library HP Laserjet Professional	149	22
Room 1 HP Desjet 1200	37	8
Office Printer	78	14
Room 2 DELL BD3600-G	19	4

Block printing

1. Select the required student(s)
2. Click the **Block Printing** icon at the bottom of the Tutor Console.
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. Choose {Print}{Set Print Thresholds} from the Tutor Console drop-down menu.
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.

Name	CD/DVD	USB	Audio	Webcam
Adam	Full Access	Full Access		Full Access
Chloe	Read Only Access	Read Only Access		Full Access
Chris	Full Access	Full Access	Sound Off	Full Access
Katie	No Access Disable Execute	No Access	Sound Off	No Access
Darren	Full Access	Full Access Disable Execute		Full Access
Jane	Full Access	Read Only Access		No Access
Tom	Read Only Access Disable Execute	Read Only Access	Sound Off	Full Access
Lisa	Full Access	Full Access		Full Access
Gurjit	Full Access	Full Access		Full Access
David	Full Access	Full Access		Full Access
Liz	Full Access	Full Access Disable Execute	Sound Off	No Access
Daniel	Read Only Access	Read Only Access		No Access
Andy	No Access Disable Execute	Full Access	Sound Off	Full Access

Block access to CD/DVD or USB devices

1. Select the required students.
2. Click the **CD/DVD** or **USB** icon at the bottom of the Tutor Console and choose **Block Access**.

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. Click the **CD/DVD** or **USB** icon at the bottom of the Tutor Console and choose **Read Only**.

Disable the webcam on student workstations

Prevent students from using the webcam.

1. Select the required students.
2. Click the **Disable Webcam** icon at the bottom of the Tutor Console.
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 from within a presentation (and supporting explanation).
- Class or group survey results.
- Virtual whiteboard screens.
- Individual student test results.
- URLs of websites used during the lesson.
- 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** icon on the Tutor toolbar and choose **Start**.
2. The Start Journal dialog will appear.

Start Journal

The Student Journal provides a full digital record of selected content, notes and resources either provided by the teacher, or if enabled by the student. The resulting Journal is provided as a PDF file on each student PC.

OK Cancel

Teacher name: Mr. Smith

Lesson title: English Poetry - Poetic Style

Class: Y4

Room: Room 1

Objectives: Understand the writing style of two contrasting 19th cent. Compare different narratives.

This information will appear at the top of the Journal

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** icon on the Tutor toolbar.
2. From the menu, you can add a new chapter heading for different sections of the journal and add items such as: 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** icon on the Tutor toolbar and choose **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  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. Click the **Send** icon at the bottom of the Tutor Console.
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 is called a

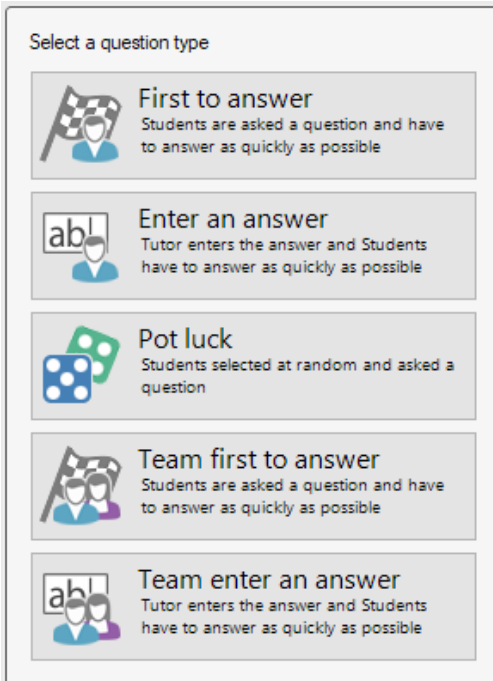
Answer:

 solar eclipse	 lunar eclipse
 axis	 phase

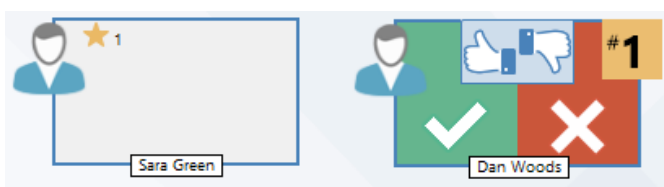
5. Once students have selected their answer, you can see the results as they come in.
6. You can save the question for future use by clicking the **Add** icon at the bottom of the Tutor Console. The question will be stored in the Select Survey dialog. To access saved questions, select the  icon. From 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  icon on the left-hand side of the Tutor Console.
2. A list of question types will appear.



3. Select the question type you want to ask students.
4. The Ask the Question dialog will appear (the options available will vary depending on the type of question selected).
5. 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.
6. 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.
7. Click **OK**.
8. 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**.
9. A dialog will appear at student machines and they click when they are ready to answer.
10. 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.

For more information on how to use Question and Answer mode in your school, [click here](#).

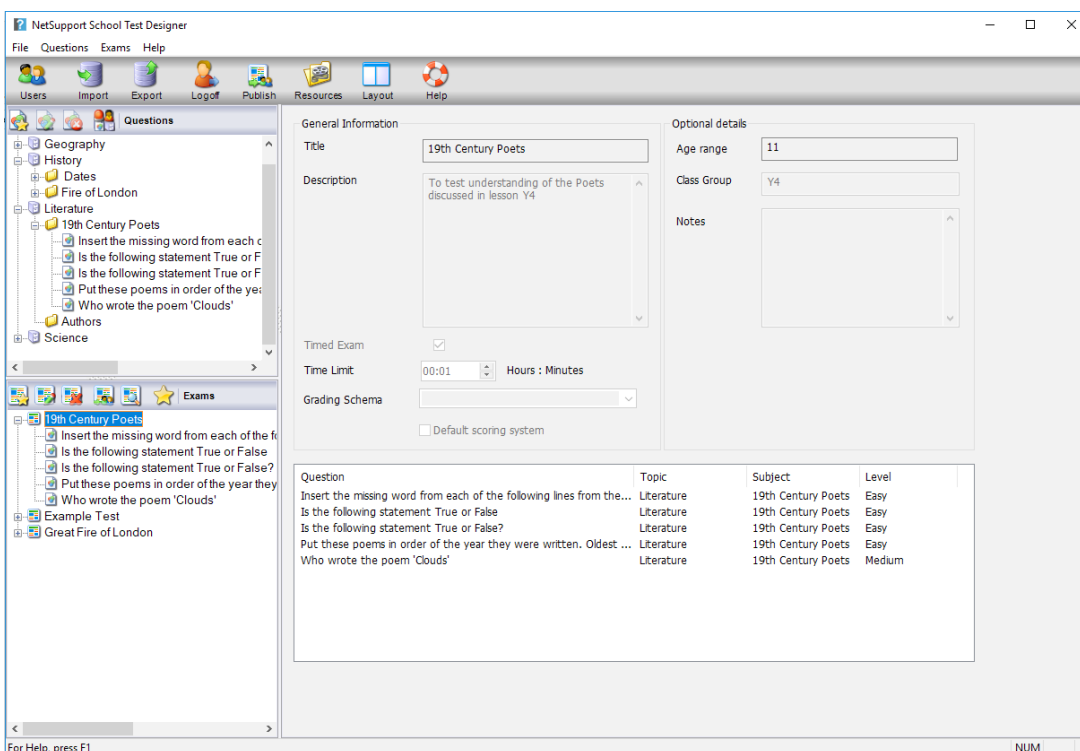


Creating and running tests at students

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. Click the **Assessments** icon on the Tutor toolbar and select **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.
6. Click **Create**. Enter the question and answer(s) depending on the chosen question type and click **Next**.
 7. Additional resources can be added if required. Click **Browse** to add an image, audio or video file. Click **Next**.
 8. 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.
 9. Click **Finish**.
 10. 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

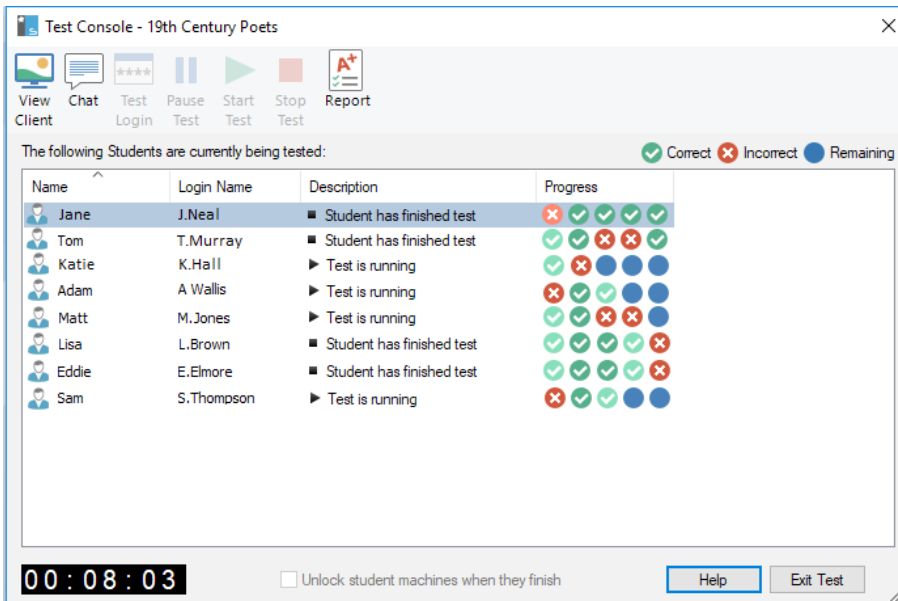
Before an exam can be run at Student machines, it must be published.

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. Click the **Assessments** icon on the Tutor toolbar and select **Advanced**.
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.

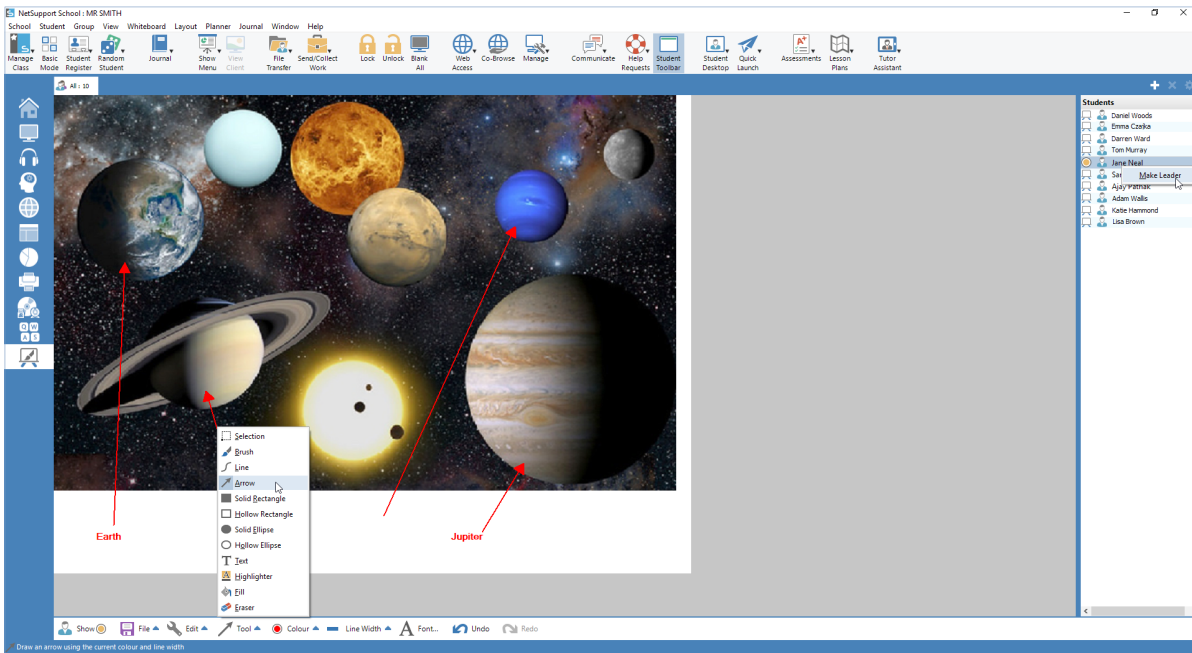




Whiteboard

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  icon on the left-hand side of the Tutor Console.
2. A blank whiteboard will be displayed. Use the range of annotation tools at the bottom of the Tutor Console to prepare the screen to show the students. Images can be included.



3. To display the whiteboard to students, select the **Show** icon at the bottom of the Tutor Console.
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, select the **File** icon at the bottom of the Tutor Console and select **Save Whiteboard**.



Useful resources

NetSupport School Student Toolbar

NetSupport School Digital Journals

Effective Classroom and Library Printer Management

NetSupport School main manual