NetOp: Teacher Program
Creating and Setting up Your Class

Before you can use NetOp to manage a computer classroom, <u>you must create and set up your class on the tech cart in the classroom you will be using</u>. (i.e., if you will be teaching in Tyler 102, you have to set up your NetOp class while logged in to the tech cart in Tyler 102.) You will only need to set up a class for a particular classroom once.
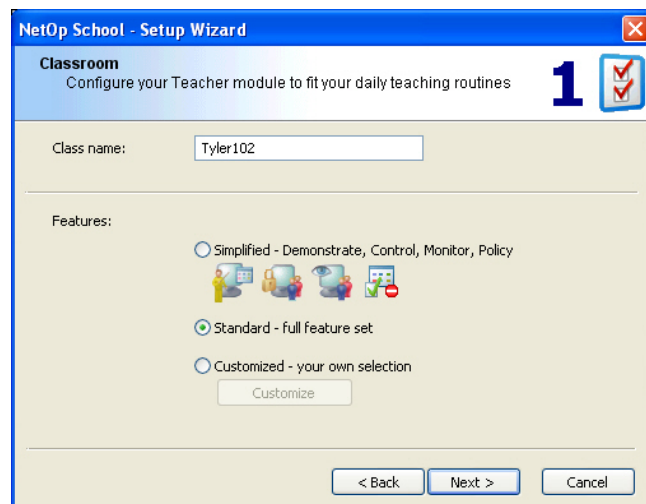
Launch the Teacher Program:

To run NetOp Teacher, go to:
"Start" > "All Programs" > "NetOp School" > "Teacher."

Create a Class:

1. The "NetOp School Setup Wizard" should automatically launch the first time you access the Teacher program on any tech cart.

    - If the Setup Wizard doesn't launch, go to "Tools" > "Run Setup Wizard."

    - If you wish to setup a class without using the Setup Wizard, you can exit the Setup Wizard, go to "Tools" > "Options," double-click on "Class" and enter the necessary information. You can then skip to *Setup Your Class* (Step #9).

2. Click "Next."

3. Enter your class name. (Suggestion: Use the room number as your class name. You will then use the same NetOp class for any class you teach in that room.)

4. Select "Standard – full feature set" and click "Next."

5. Select "Student Login Name" and click "Next."

6. Select "TCP/IP" from the drop-down box and click "Next."

7. Select "No, I do not want to register my NetOp license now" and click "Next."

8. Click "Finish."

Set Up Your Class:

The default view when you first load the Teacher program is the "Details" view. The first time you see your class in this view, it will be empty. Before you can control your classroom, you need to set up your class by adding students.

1. From the menu along the left hand side of the Teacher screen, select "Class Setup." (You may need to scroll down to find the "Class Setup" icon.)

2. Once you are in the "Class Setup View," you will see a list of "Available Students" at the bottom of the screen (displayed below). In this list, any computer which is powered on should display as a combination of the room number and computer number (e.g., TYL102-01, TYL102-02, etc.).
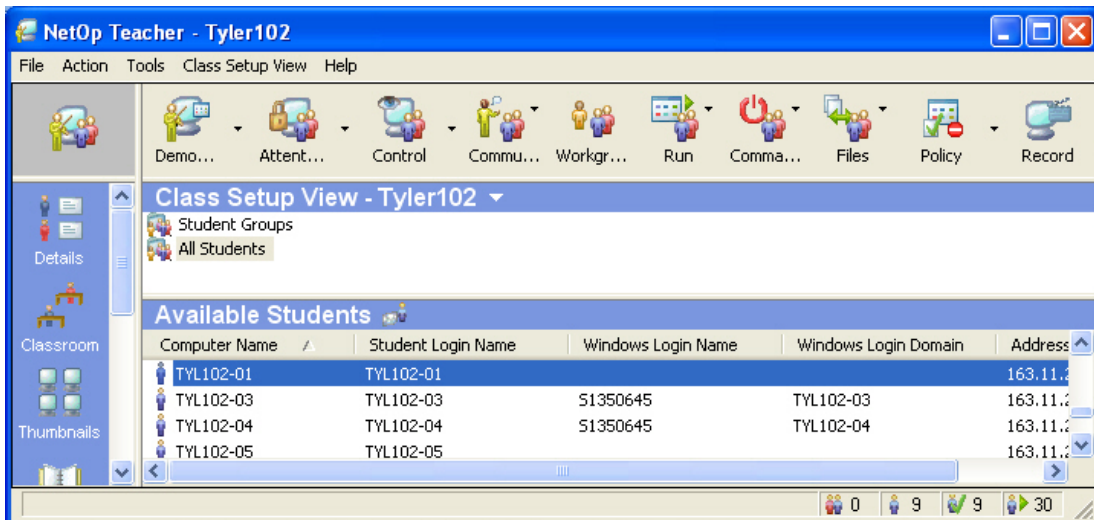

3. Select the student computer(s) from the "Available Students" display list that should be in your class. Hold down the [Ctrl] key while clicking to select multiple students.

4. Release the [Ctrl] key and drag and drop the selected students into the "All Students" list above.

To add additional classes at another tech cart, return to step 1. For all subsequent program launches, you will have the opportunity to choose your class upon startup.

Managing Your Classroom

There are two menu bars in the Teacher program. The blue vertical menu bar along the left-hand side of the screen provides you with several different options for viewing your classroom and setting up some of NetOp's more advanced features (such as testing).

The horizontal menu bar along the top of the Teacher program provides you with tools for managing your classroom. These buttons are known as action buttons, and several of the most commonly used action buttons are explained below.
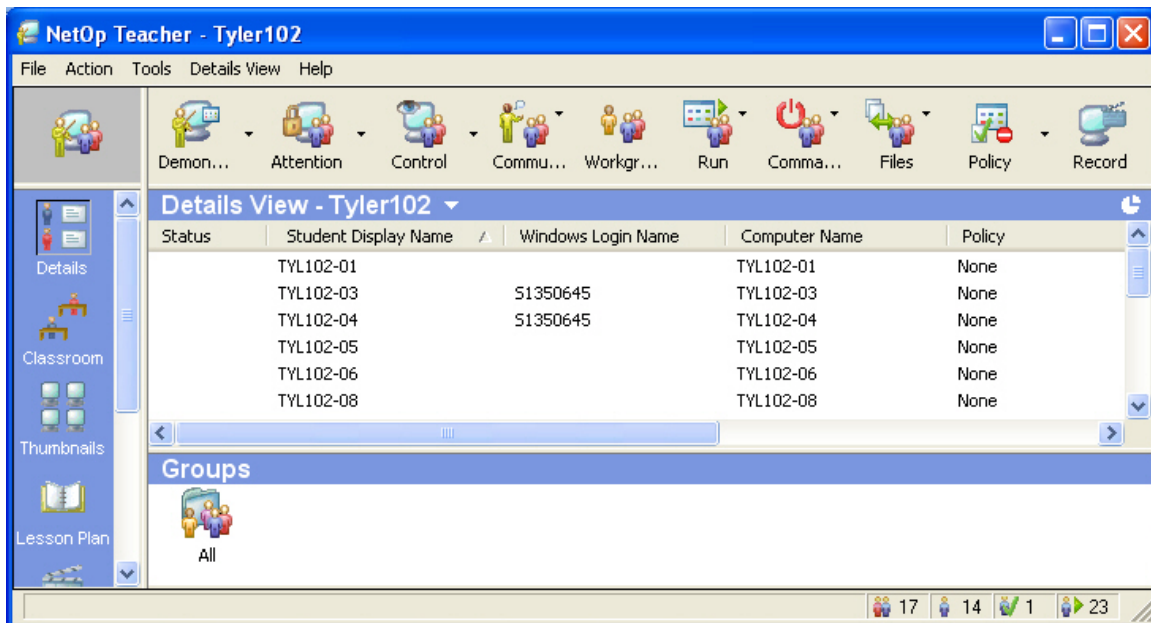
Understanding the View Buttons

Details

The "Details" view (shown above) displays all the information for a given computer, including the student's Status (an icon displays), Student Display Name, Windows Login Name, Computer Name, and any settings you have applied.

Classroom

Select the "Classroom" view to see your students as little "people" icons. Drag the icons around the viewing screen to arrange them as they appear in your real-life classroom.

Additionally, if you have a bitmap image of your classroom layout, you can import that as the background image to give a visual representation of your classroom.

Thumbnails

This view allows you to see your student screens as thumbnail images in your window (right).

- Properly displaying screens will display just as your students see them.

- Screens with blue lines through them indicate that the student is not logged in to the NetOp Student Program.

- White screens with "None" in the center are logged in to NetOp but have no student activity occurring.
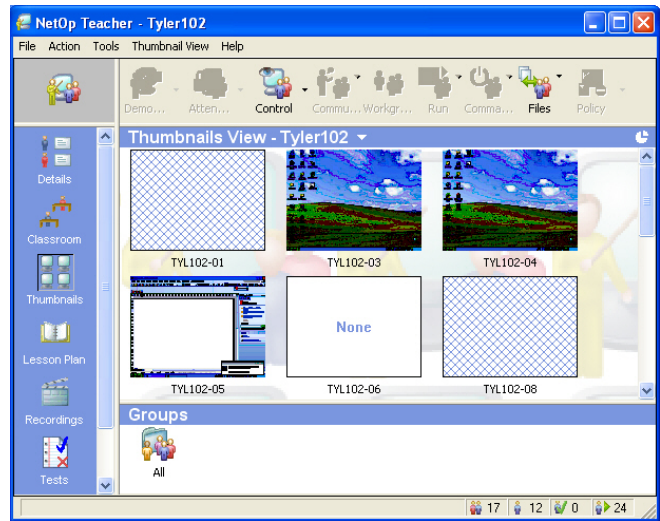
The default refresh rate of the thumbnails is 5 seconds. To change the refresh rate, right click in the Thumbnail View window and go to "Thumbnails" > "Customize." In the "Update Interval" box, you can select the number of seconds that you want it to refresh by.

Tests
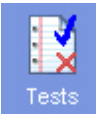
The "Tests" view provides you with the tools necessary to set up tests and surveys for distribution on the student computers. Right-click in the Test View window and select "New" to create a test. Select the "Run" action button to distribute them to the student computers once they are created.

Class Setup
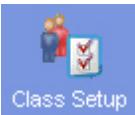
Use the "Class Setup" view to set up your classes as indicated under *Set Up Your Class* (steps 9-12, above).

Using the Action Buttons

To apply an action to a student, <u>select that student's computer before selecting one of the action buttons</u>. To select multiple students, hold down the [Ctrl] key while clicking. To select all students in a class, type [Ctrl] + [A].

Each of the action buttons has a default action that occurs when you press the button. You can modify the default settings for any of the buttons by selecting its respective drop-down arrow and choosing "Options."

Understanding the Action Buttons

Demonstrate

This button is used for demonstration purposes, and <u>the default setting will display the contents of your screen on the student screen(s)</u>. Click the arrow beside the button for a drop-down menu from which you can choose other options for displaying on student screens. Generally, the demonstration originates from the Teacher, except the "Student Desktop" option, which will let the class see a selected Student's screen.

Attention
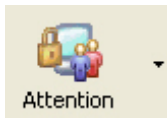
The "Attention" button will blank the students' screens and suspend their control of their systems. The default setting will display a bitmap image on their screen. Select the Attention drop-down arrow and choose "Options" to customize your own image or text displays.

Control
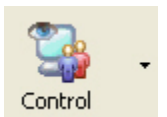
This button allows you to monitor and/or control your students' computer remotely. The default behavior of the button is to start a "Remote Control" session. You may want to select the drop-down arrow, choose "Options," and select the checkbox beside "Lock student keyboard and mouse" so you are not "fighting over" the mouse and/or keyboard during a remote control session.

The down-arrow button reveals two different ways to assist students:
1. Remote control a student. Up to ten students can be remote controlled at the same time.
2. Display selected students' screen images sequentially with the option to switch to remote controlling the student whose screen image is displayed.

Communicate

The "Communicate" button provides a number of ways to communicate with the Students, one of which is not possible with our current computer classroom configurations.

The drop-down arrow provides the following two options which our network does support:
1. "Send Message" gives the Teacher the possibility to send short messages or instructions to Students.
2. "Chat" allows for the Teacher and Students to communicate online in formatted, line based text mode (like an IM window).

Run
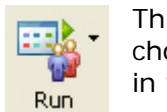
This button allows you to run tests, surveys, or other programs of your choice on the student computers. (If no tests or surveys have been created in the "Test" view, the icons under the drop-down arrow will be grayed.)

Policy
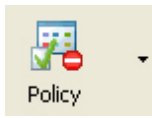
This button allows you to control what programs your student does or does not have access to during the class. When in the "Details" view, the "Policy" column indicates what policy is set. (By default, no policy is set.) You can set different policies for different students.

- To allow a student access to all the programs on the computer system, you can either leave the default "None" or select the drop-down arrow and choose "Allow all."

- To set a policy which denies the student access to every program on the computer system, select the drop-down arrow and choose "Deny All."

- To create your own custom policy:
  1. Select the drop-down arrow and choose "Options."
  2. Click "New."
  3. Enter a descriptive name for your new policy and click "Continue…"
  4. There are two tabs in the "Edit Policy" box. Select "Applications" and/or "Internet" as desired.
  5. Select the basis of your policy by choosing the radio button beside "Allow all" or "Deny all."
  6. Select the exceptions to your policy.
     a. To create an exception in the "Applications" tab, click "Rescan" and browse through the program list to find the program of your choice.
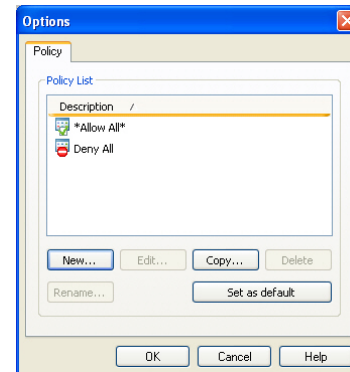
        WARNING: The programs are NOT listed by their common names. You must find and choose the executable file (with a ".exe" extension) which opens the program. For example, to allow your students access to Microsoft Word, you must select "WINWORD.EXE," the actual executable file to launch Microsoft Word.

        Here are some common programs you might wish to use and the name of the executable file you need to look for:

Adobe Acrobat	ACROBAT.EXE
GroupWise	GRPWISE.EXE
Internet Explorer	IEXPLORE.EXE
Microsoft Word	WINWORD.EXE
Microsoft Excel	EXCEL.EXE
Microsoft Access	MSACCESS.EXE
Microsoft PowerPoint	POWERPNT.EXE
Microsoft Publisher	MSPUB.EXE
Mozilla Firefox	FIREFOX.EXE
WordPerfect Office 12	WPWIN12.EXE

b. To create an exception in the "Internet" tab, right-click on the "User Defined" folder and select "New." Type in an internet address in the following form: **http://www.cedarville.edu**

7. Select the program or internet address and drag and drop it to the "Except:" list to the left of the Applications or Internet list (see picture at right). You may select as many programs or internet addresses as you wish for any policy.

8. Click "OK" twice.

9. Your policy will now appear when you select the drop-down arrow beside the "Policy" button.
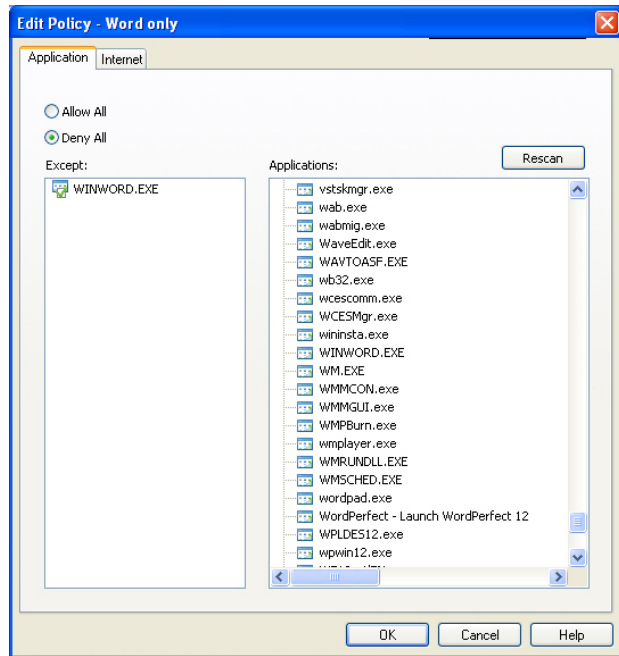
- To select your own custom policy as the default policy (so that it will be used when you simply click the "Policy" button):

1. Select the drop-down arrow and choose "Options."

2. Choose the policy of your choice and click the "Set as default" button.

3. Click "OK" to exit.

Troubleshooting

If a computer does not show up on your list or has a red X beside the display name (as in the picture at right), the student computer has either exited your NetOp class or has exited the NetOp program all together.

To reestablish a connection, try the following:

- Reannounce the class by going to "Tools" > "Reannounce Class."

- Click the name of the disconnected system, select the "Command" action button, and choose "Rejoin."

- Restart the student computer.

- Restart the tech cart computer.
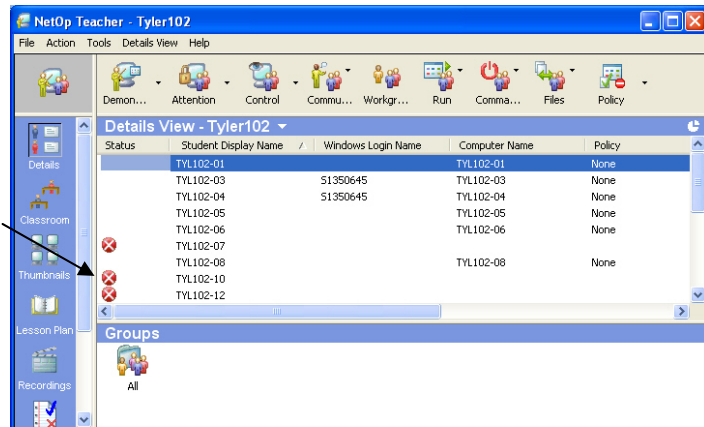
If these steps are not successful, please submit a Computer Service Request.

Cedarville Classrooms with NetOp

13 classrooms where NetOp is currently available:

- Alford 107
- Callan 202
- Library 032 (Computer Classroom) & Language Lab
- Tyler 101, 102, 106 & 210

- Apple 116 & 119
- ENS 151 (CAD lab)
- Milner 140 & 142

2 additional classrooms where NetOp will eventually be available:

- ENS 242 & 243

Additional NetOp Resources

NetOp Help: Within the Teacher Program, go to "Help" > "Contents."

Website with NetOp demo: http://www.crossteccorp.com/netopschool/

Computer Services Help Page: *NetOp School Classroom Management Software* (contains this handout as well as two videos): http://www.cedarville.edu/help/NetOp+School+Classroom+Management+Software