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National Centre for Technology in Education
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The use of Network Management Software (AB Tutor) to aid Teaching and Learning

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T4 – Technology Subjects Support Service

National Centre for Technology in Education
Dublin City University
Glasnevin
Dublin 9
Tel: +353 1 700 8200
Email: info@ncte.ie
Web: www.ncte.ie / www.scoilnet.ie

T4 – Technology Subjects Support Service
Galway Education Centre
Cluain Mhuire
Wellpark
Galway
Email: admin@t4.ie
Web: www.t4.ie

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Please note

- Screenshots used in this manual may appear different to those on computer screens used by participants; variations in versions of the software and differing operating systems may be in use.
- The World Wide Web is constantly evolving and content and URLs (Universal Resource Locators - website addresses) change over time. It is possible that the content located at some of the URLs listed throughout this manual may change over time.
- Screenshots and software titles used throughout the manual are from a PC using Microsoft Windows XP®.
- Participants using other operating systems may encounter some differences in screen presentation and layout.

Throughout this module reference may be made to software titles and suppliers of Internet services. These references are made purely to illustrate or expound course content. Any such reference does not imply any endorsement by the NCTE of a product or company. The reader should be aware that typically there are many products and companies providing similar services in areas related to ICT. Participants should be as informed as possible before making decisions on purchases of ICT products or services.

The use of Network Management Software (AB Tutor) to aid Teaching and Learning

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Introduction

Modern school networks provide students with the world on their desktops. Keeping students on message while using computers in labs can be a daunting task and any help available in this task is welcome.

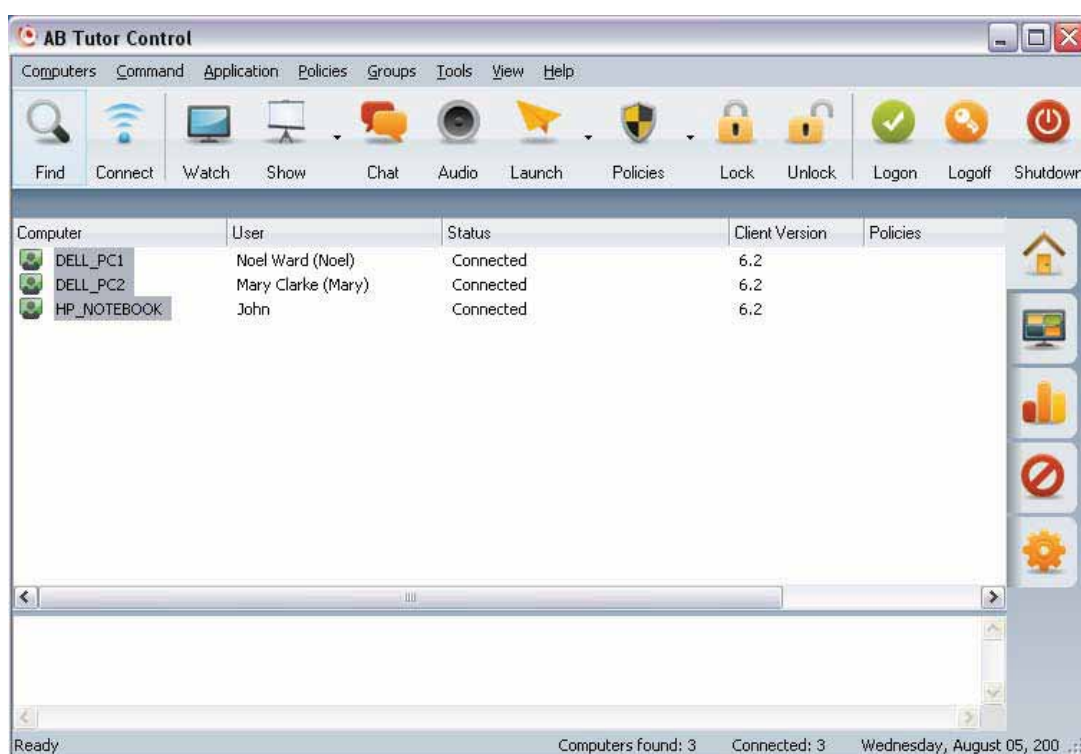
Classroom management software has two main functions:

- **Screen sharing:** This is used to enhance the learning experience. Teachers can observe student screens and also take control of them to demonstrate assignment procedures etc.
- **User controls:** These are used to guide the learning experience. Teachers can use these controls to manage student behaviour when using computers.

Classroom management software will typically allow:

- **Demonstrations** from the teachers computer to student computers
- **Annotating** demonstrations from the teachers computer
- **Remote control** of student computers from the teachers computer
- **Monitoring** of student computers in real time
- **Communication** between students and the teacher with chat sessions
- **Controlling** the applications that can run on student computers
- **Controlling** Internet access on student computers

AB Tutor Control fulfils all these requirements.



Part 1

Installation

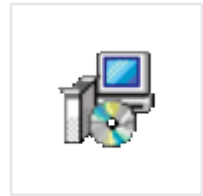


AB Tutor Control

Installing AB Tutor Control

AB Tutor Control is available from the AB Consulting website at:

<http://www.abtutorcontrol.com/html/download.html>



abtcsetup6.msi

An online form must be submitted and you will be emailed the download instructions.

Version 6 is the current version.

A **number of checks** must be made to ensure the proper installation and operation of the software:

- The computers must be on a working network
- Administrative rights must be available on the teacher and student computers to install the software
- The teachers computer must have an Internet connection to activate and update the software

The downloaded **abtcsetup6.msi** file can be used to install the **Tutor program** or the **Client program**.

Installing the Tutor Program

- **Double-click** the **abtcsetup6.msi** file. The welcome screen appears
- Click **Next**



- The **License Agreement** screen appears. Click the **I accept the terms** radio button
- Click **Next**



- Click the **AB Tutor Control** radio button.

As this is the **teacher computer**, the **tutor control version** is required. It is possible to install the **Tutor control and the Client versions** on a teacher computer, but its only really useful if there will be more than one computer lab and more the one teacher computer



- Click **Next** in the **installation folder** window



- Enter a **secure password** of up to **16 characters** in the **Password field** and the **same password** in the **Re-type Password field**.

This password will also be used when installing the software on the client computers. Otherwise, you will not be able to connect to them.

- Click **Next**



- Click the **Yes - install the Mirror Driver** radio button

This Mirror Driver works with the computers display driver. It controls the **mirroring of the teacher display** on the **student computers**. AB Tutor Control will operate without the Mirror Driver, but using the Mirror Driver greatly improves the mirroring speed.

- Click **Next**



- Click **Next** to begin the installation



- The software is installed onto the teacher computer



- Click **Finish** to complete the installation



- An **AB Tutor Control** icon appears on the **Desktop** of the Teacher computer



Installing the Client Program

The **Client version** of the software must be installed on **all the student computers** in the computer lab. This can be done by copying the installation file to a **USB Memory Key** and using the key to install the software on the student computers. Alternatively, a **shared folder** can be created **on the network** to hold **utilities**. If this shared folder is **mapped** to an **administration level account**, the installation file will be available in the **mapped folder** when you log on to the student computers using this account.

- **Double-click** the **abtcsetup6.msi** file. The welcome screen appears
- Click **Next**



- The **License Agreement** screen appears. Click the **I accept the terms** radio button
- Click **Next**



- Click the **AB Client Option** radio button.



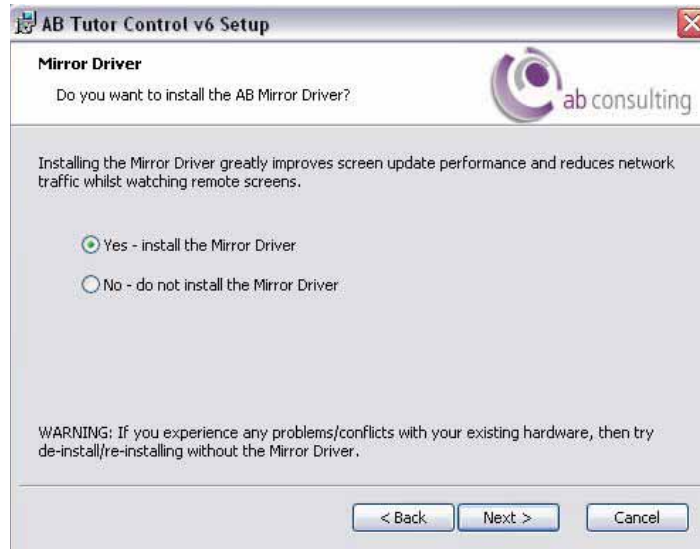
- Click **Next** in the **installation folder** window



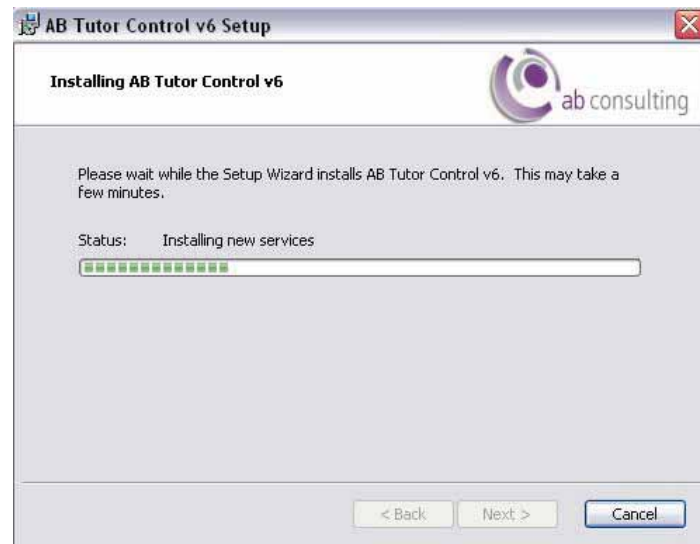
- Enter the **same password** used for the **AB Tutor Control** program
- Click **Next**



- Click the **Yes - install the Mirror Driver** radio button
- Click **Next**



- The software is installed onto the teacher computer



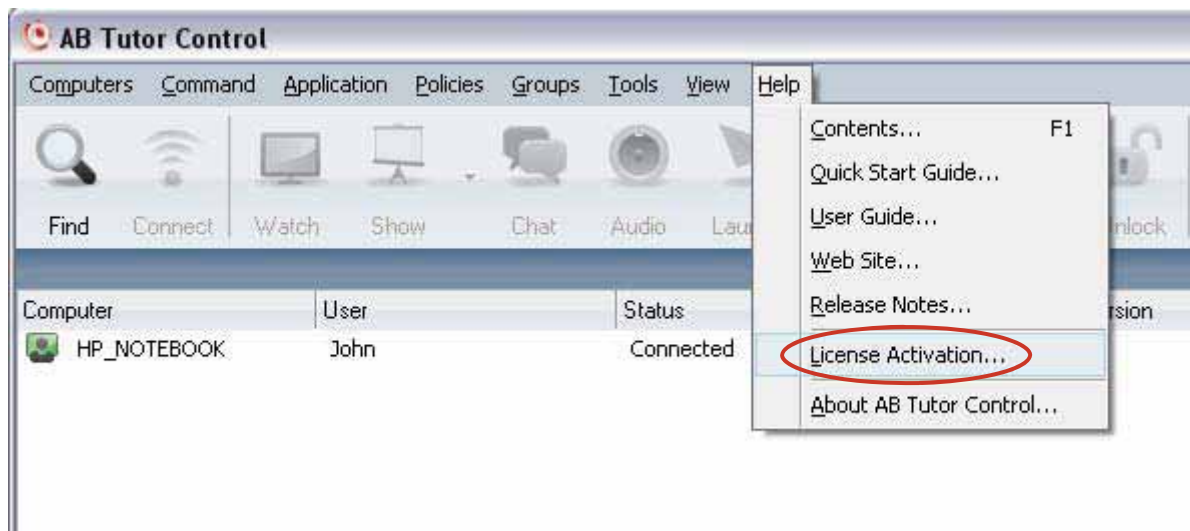
- Click **Finish** to complete the installation.
- **No Desktop icons** are created with the **client install**.



Activating the AB Tutor Control Software

The **downloaded version** of the software is **fully functional** but it times out after **30 days**. When the software is purchased - by purchase order, credit card etc - an **Account Serial Number** is emailed and this is used to activate the software:

- Start AB Tutor Control
- Click the **Tools** menu and select **License Activation**



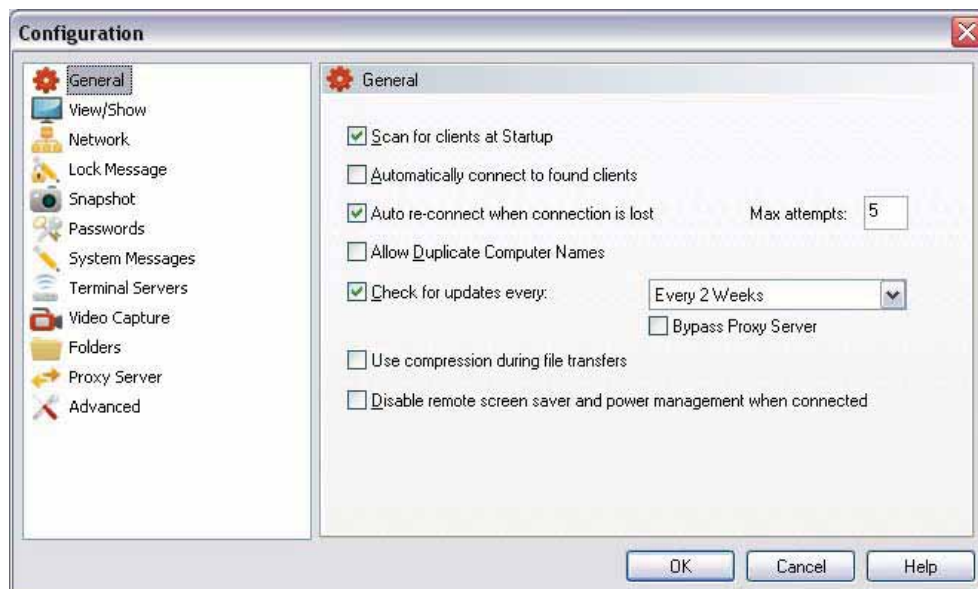
- **Enter the code** in the field as shown below.
- Enter a **name for the license**. The name of the teacher computer will automatically be entered here but it can be changed.
- Click **Activate**



- The software is activated. The software no longer shows the **Trial screen** at start-up.

Part 2

Configuration

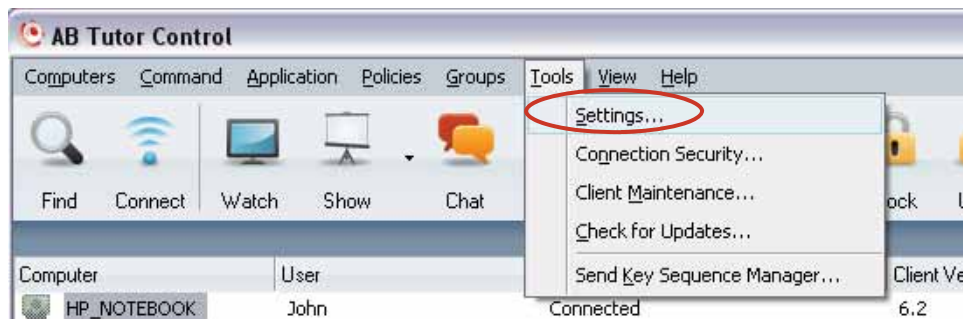


AB Tutor Control

Configuring AB Tutor Control

There are a number of settings you may want to change in AB Tutor Control:

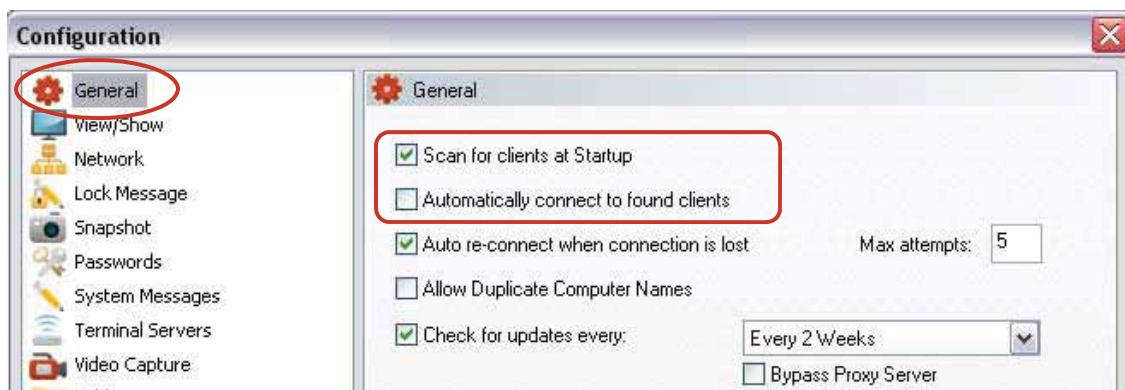
- **Start** AB Tutor Control
- Click the **Tools** menu and choose **Settings**.



A **dialog box** opens. There is a number of **categories** along the left side of the dialog box.

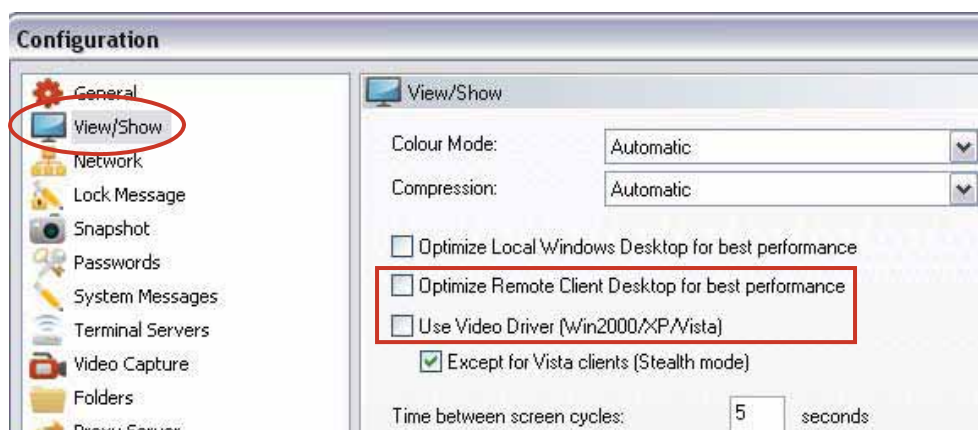
The **General** category is first up. Options include:

- Scanning for client computers at program start-up.
- **Automatically connecting** to clients - this is **off by default**



The **View/Show** category has two very important settings that **should be changed**:

- Optimize Remote Client Desktop for best performance
- Use Video Driver



The **Lock Computer** category allows you to set the **message shown on screen** if a client computer is **locked** by the teacher



The **Passwords** category allows the setting of the **Tutor** and the **Administrator** passwords. These **should be different** as the administrator password allows **full control of the tutor program**. The tutor password allows the necessary features to control the client computers, but not to change settings etc.



The **System Messages** category allows you set messages which will **appear on student screens** when they have been blocked from carrying out an action due to a policy restriction.



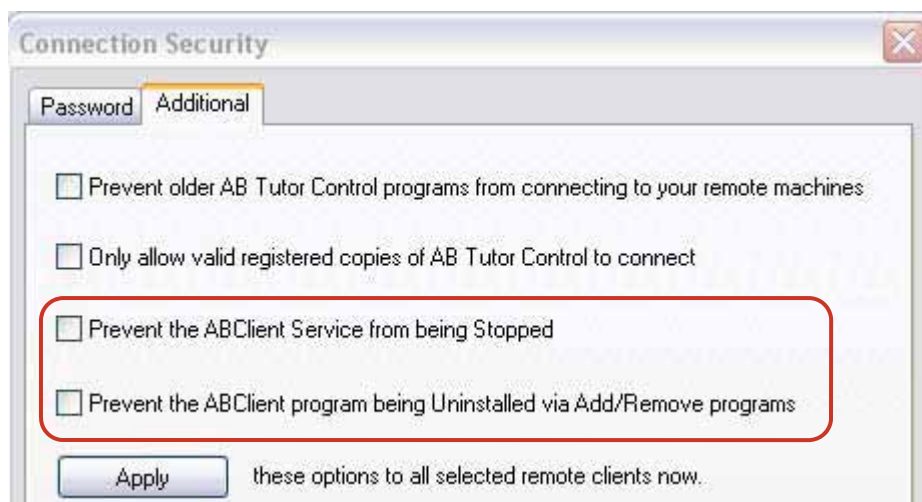
Connection Security Settings

- Click the **Tools** menu and choose **Connection Security**



There are **two** very important settings here:

- Prevent the ABClient Service from being Stopped. If this service is stopped on a client computer, the tutor computer can't connect to it.
- Prevent the ABClient from being uninstalled via Add/Remove Programs



Part 3

Using AB Tutor



AB Tutor Control

Using AB Tutor Control



Starting AB Tutor Control

- **Double-click the AB Tutor Control icon on the Desktop** If **no passwords** are set for **Tutor** or **Administrator** access, the following dialog box appears:
- Click **OK** to enter complete start-up



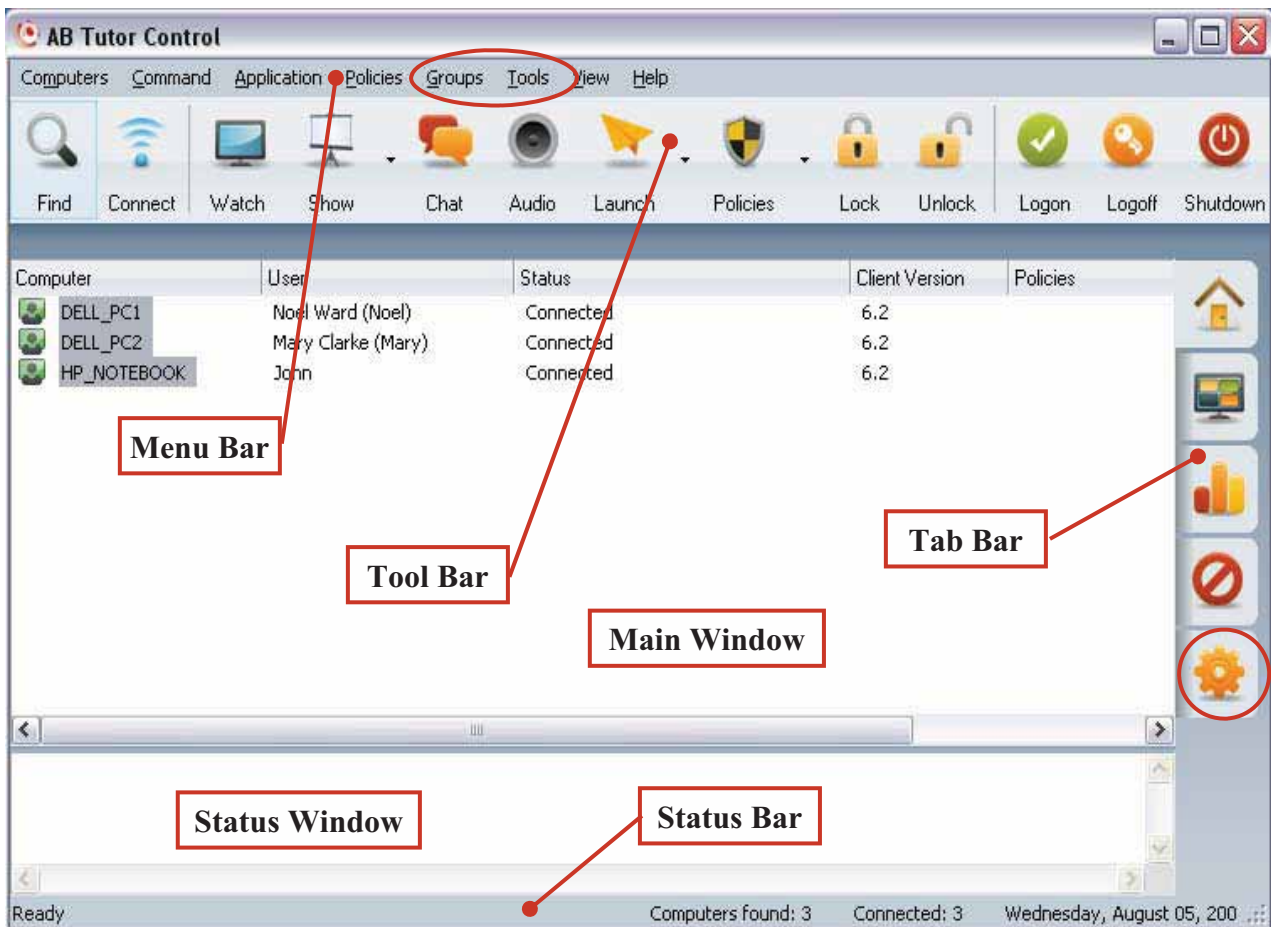
- If **passwords have been set** in the **configuration**, the following dialog box will appear:
- Enter a **Tutor** or **Administrator** password in the field provided
- Click the **OK** button



- The software starts up and you are presented with the control interface








The Interface

The interface changes depending on whether you logged into the software as an **Administrator** or as a **Tutor**. The **Administrator** interface is shown below.



- **Menu bar:** Categorical drop-down menus containing all the **commands** and the **configuration options**
- **Tool bar:** The toolbar contains the **most commonly used commands**. The toolbar can be customised to hold different commands. It can be **toggled** on and off using the **View menu**
- **Main Window:** Shows the **student computers found by the search utility**. It also shows the **connection status** of the found computers. It shows **what applications** they are currently running and if any **policies** have been applied to them. The **View menu** controls how the icons are displayed.
- **Tab bar:** Icons to show **Thumbnail views** of selected computers, **Polling** to send **simple questions** to students, **Event violations** and **Administration tools**.
- **Status Window:** Shows **status information** such as **error messages** about the connected computers.
- **Status bar:** Shows the **number of found computers** and the **number of connected computers**. Also shows the **date and time**.

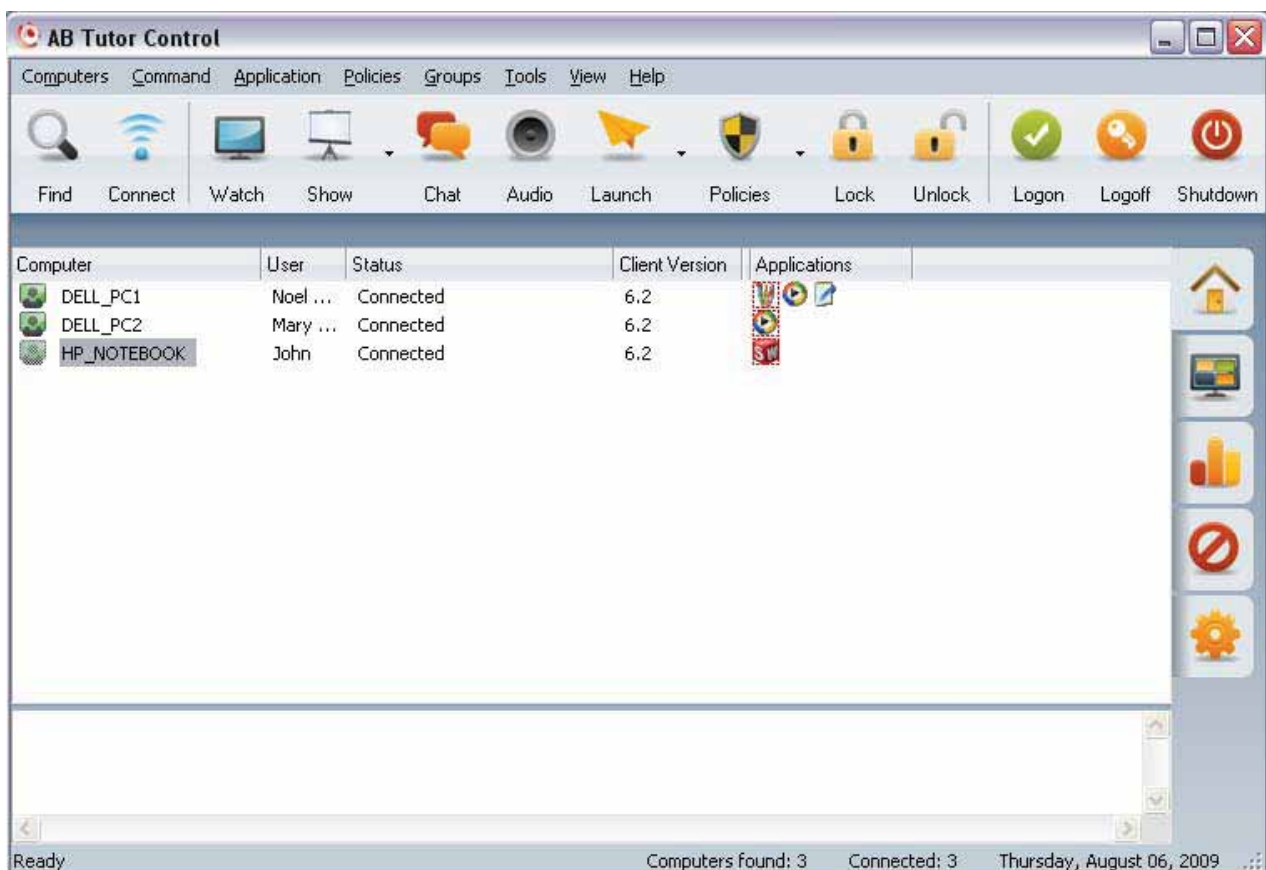
Icons in the **Main Window** change to show the **status** of the **student computers**:

Computer	User	Status	Client Version	Applications
 DELL_PC1		Found, but not connected yet		
 DELL_PC2		Connected	6.2	
 HP_NOTEBOOK	John	Connected	6.2	   

- The **grey screen** shows the computer is found, but not connected
- The **blue screen** shows the computer is connected, but no user is logged on
- The **green screen** shows the computer is connected and a user (John) is logged on
- The window also shows what applications user John is currently using:
 - **SolidWorks**
 - **Microsoft Publisher**
 - **Mozilla Firefox**
 - **Nero Burning Rom**

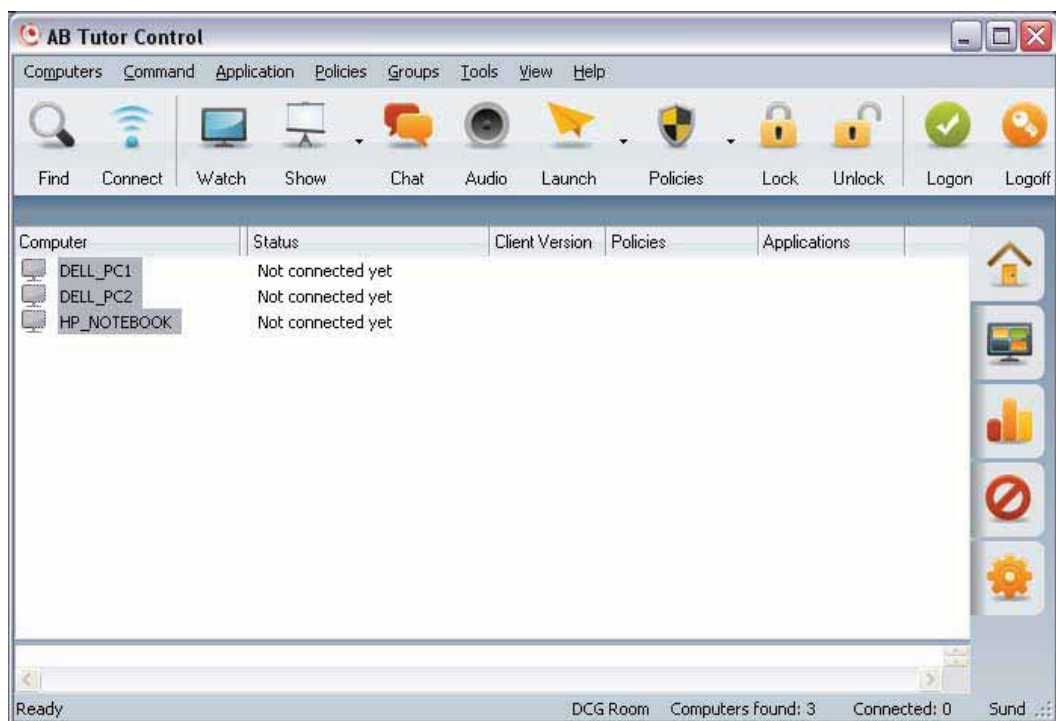
The **Tutor interface** is almost identical to the administrator interface, except for the following:

- The **Groups tab** is missing from the **Menu bar**
- The **Tools tab** is missing from the **Menu bar**
- The **Administrator icon** is missing from the **Tab bar**



Part 4

Managing the Main Window



AB Tutor Control

Managing the Main Window

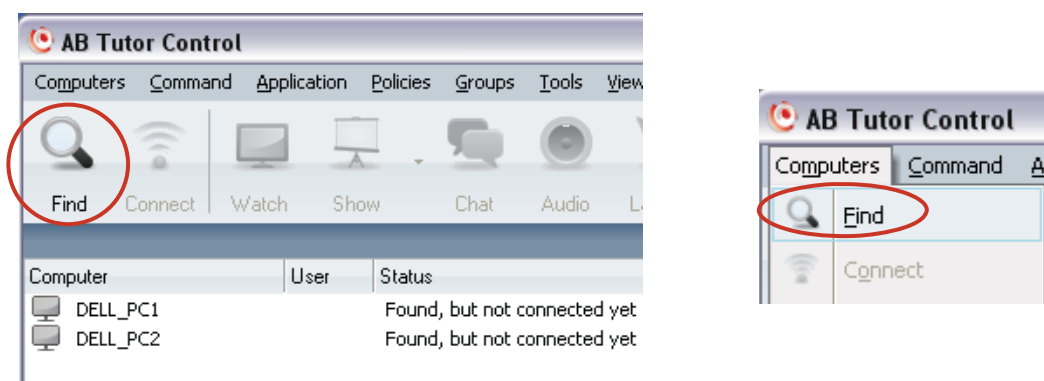
The Find command



The contents of the **Main Window** remains **static**, even if computers are **turned on or off** during the session. The **status** of computers turned off will change, but they will not be removed from the main window list. Computers turned on during a session will not be found.

The **Find command** is used to **refresh** the list and **Add** any new computers found.

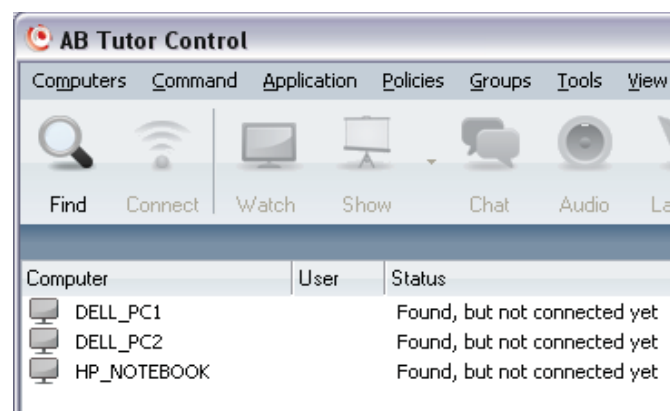
- Click the **Find command** on the **Tool bar**, or
- Select the **Computers menu** and choose **Find** from the drop-down list



- The **Search utility** scans for new computers



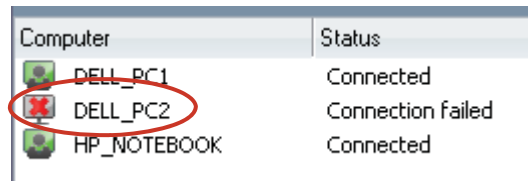
- The list is updated in the **Main Window**



The Remove command

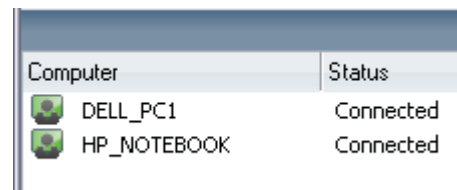
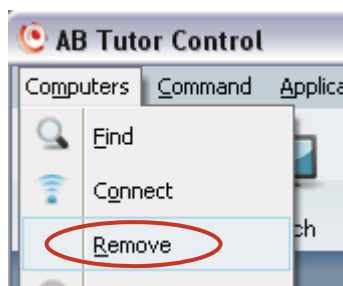
Computers turned off remain on the **Main Window** list. To remove a computer or computers from the list in the main Window:

- Select the required computer or computers in the main window



Computer	Status
DELL_PC1	Connected
DELL_PC2	Connection failed
HP_NOTEBOOK	Connected

- Select the **Computers menu** and choose **Remove** from the drop-down list. The computer is removed from the list.

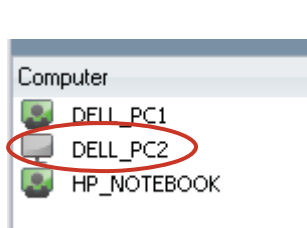


Computer	Status
DELL_PC1	Connected
HP_NOTEBOOK	Connected

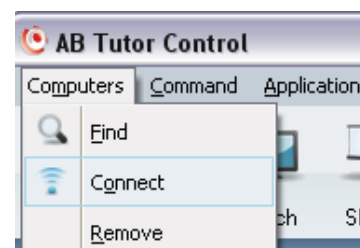
The Connect command

This command connects found computers

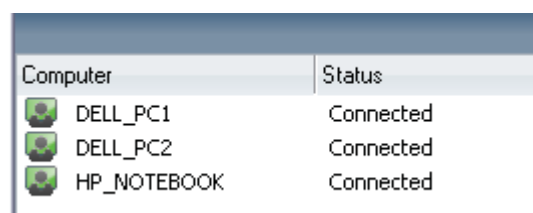
- Select the computer or computers to be connected.
- Click the **Connect command** in the **Tool bar**, or
- Select the **Computers menu** and choose **Connect** from the drop-down menu



Computer
DELL_PC1
DELL_PC2
HP_NOTEBOOK



- The computer is connected



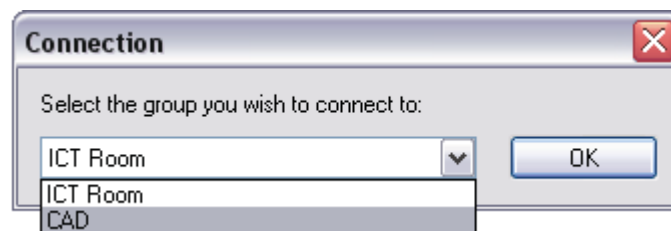
Computer	Status
DELL_PC1	Connected
DELL_PC2	Connected
HP_NOTEBOOK	Connected

Groups

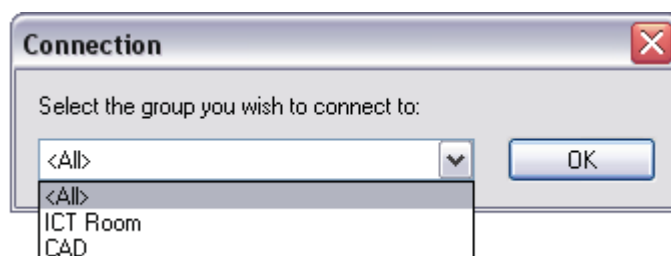
If you have only **one computer lab**, groups are not important. If, however, there are more computer labs in the school, the **search utility** will find **any computer** with a **client program installed**.

Groups allow you to control the selection of client computers. They can be separated into **classroom groups**, each controlled by a tutor program.

When the **Search utility** or the **Find command** is operated, a dialog box appears. This dialog box allows the tutor to select the required group from a **drop down list**.



Only the client computers added to the chosen group will be found in the search. This makes the administration of multiple computer labs a much easier task.



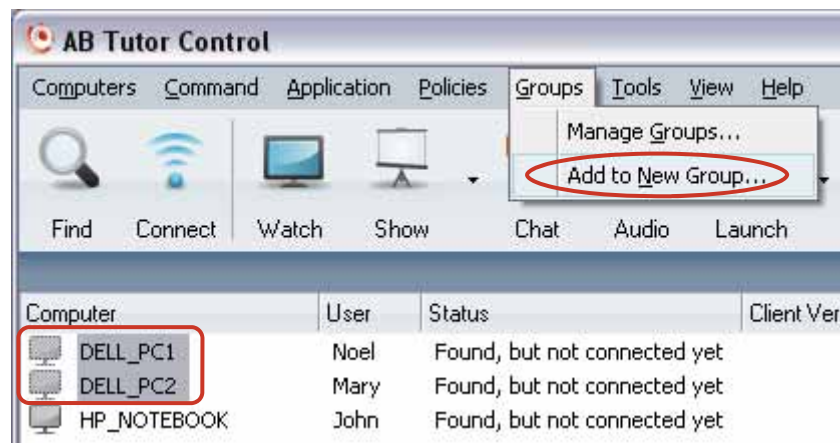
The **All option** is only available when an **Administrator** logs in. This allows all the client computers to be found for **group maintenance** etc.

Creating a Group

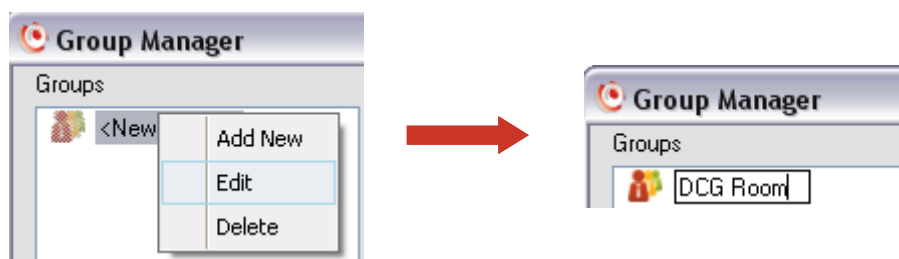
- Log in as an **Administrator**



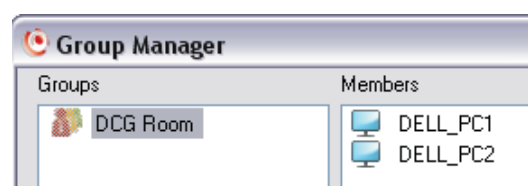
- In the **Main window**, select the **client computers** required for the group
- Select the **Group menu** from the **Title bar**
- Choose **Add to New Group**



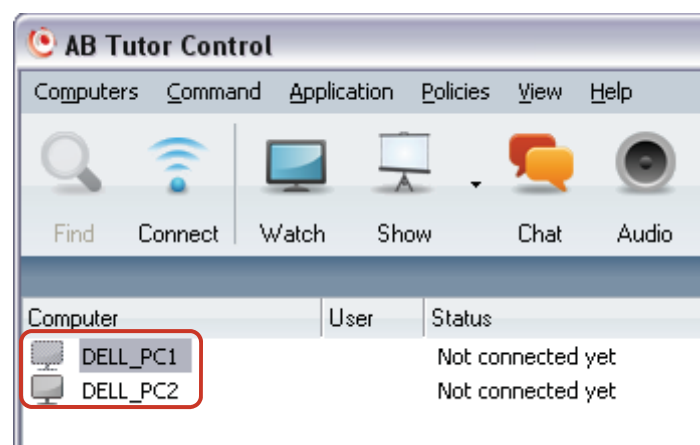
- Open the **Group Manager**
- **Right-click** the new group and choose **Edit**
- Name it **DCG Room**



The DCG Room group shows the client computers belonging to the group in the **Members** area.



- Log on with a **Tutor account**. Only the computers added to the group are available



The Power On command



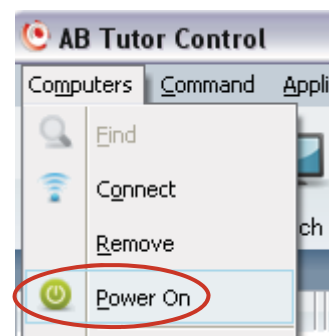
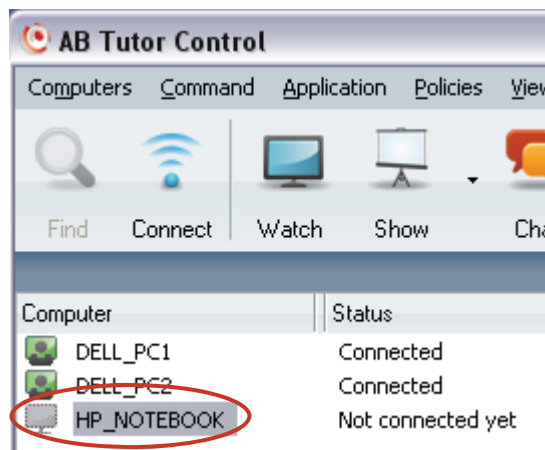
It is possible to power on computers using AB Tutor Control. The student computers must be setup to allow the management software start them.

A setting in the computer's **system setup (BIOS)** must be **enabled**. This is usually found in the **Power Management** section and is called **Wake On LAN**.

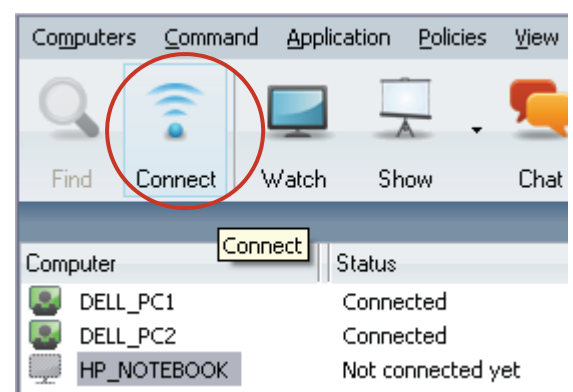


Next, As the search utility will not find computers that are powered off, the computers must be added to a **Group**. They can then be seen even if they are powered off.

- Select the student computer/computers you want to power on in the **Main Window**
- Select the **Computers menu** and choose **Power On** from the drop-down list

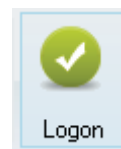


- The computer now needs to be connected.
- Select the computer/computers in the **Main Window**
- Click the **Connect button** in the **Tool bar**, or
- From the **Computers menu**, click **Connect**

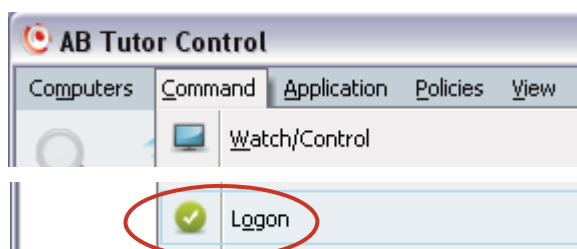


The Logon command

Some teachers may use a **common user account** for all students. If this is the case, all the computers can be logged on at the same time. It is also useful for **Administrators** who log on to student computers to install software or perform maintenance.



- Select the required computer/computers in the **Main Window**
- Click the **Logon button** in the **Tool bar**, or
- Choose **Logon** from the **Command menu**



- Enter a **Username** and **Password** and click the **Logon** button

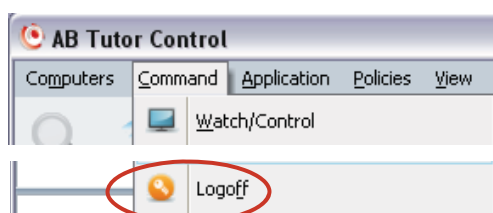


The Logoff command

At the end of a session, students frequently forget to log off from their computers. This command is very useful for logging off all the computers if necessary.



- Select the required computer/computers in the **Main Window**
- Click the **Logoff button** in the **Tool bar**, or
- Choose **Logoff** from the **Command menu**
- A **warning message** appears on the student screens. The **time to logoff** can be set at the bottom of the dialog box



The Reboot command

After installing software etc. on student computers, it is advisable to Reboot them. The reboot command allows all the student computer be rebooted at the same time if necessary

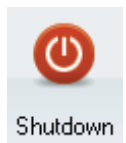


- Select the required computer/computers in the **Main Window**
- Click the **Reboot button** in the **Tool bar**, or
- Choose **Reboot** from the **Command menu**
- A **warning message** appears on the student screens. The **time to reboot** can be set at the bottom of the dialog box



The Shutdown command

At the end of the teaching day, it is very useful to be able to power off all the computers at the same time.

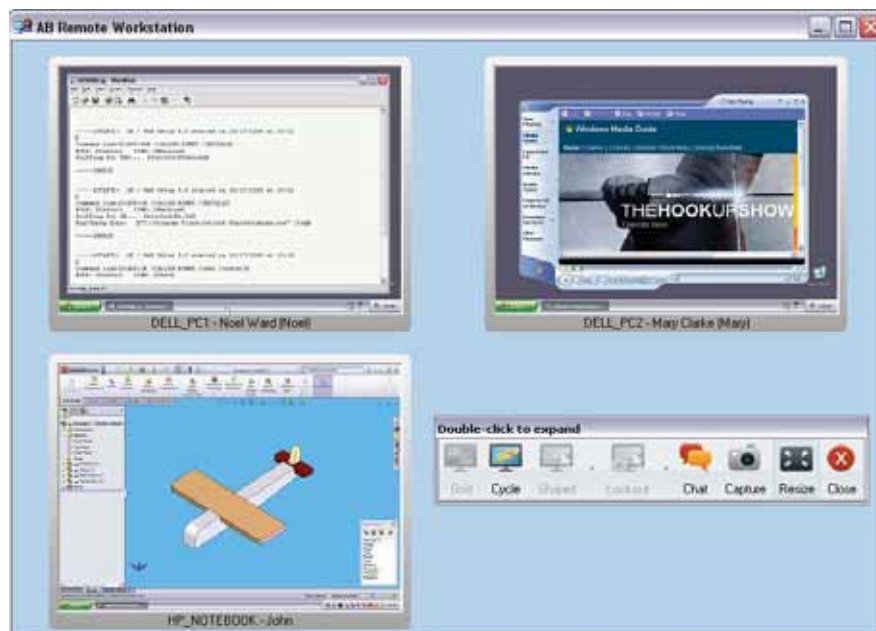


- Select the required computer/computers in the **Main Window**
- Click the **Shutdown button** in the **Tool bar**, or
- Choose **Shutdown** from the **Command menu**
- A **warning message** appears on the student screens.
- The **time to shutdown** can be set at the bottom of the dialog box



Part 5

Screen Sharing



AB Tutor Control

Screen Sharing

AB Tutor Control has extensive facilities for sharing screens. These include:

- Teacher can watch student screen or screens as required
- Teacher screen can be shown on a student screen or screens
- Annotating the screen while demonstrating to students
- Exhibit a student screen to other students
- Send text messages to student computer or computers
- Send files to student computers
- Collect files from student computers

A Watch Session

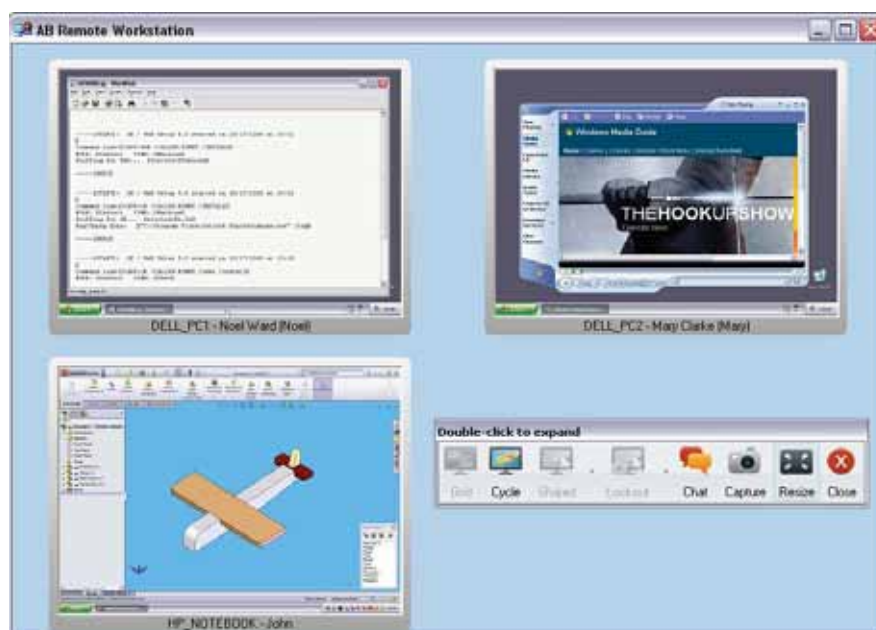
The teacher can watch student computer screens in real time.



- Select the computer/computers you want to watch in the **Main Window**
- Click the **Watch** button in the **Tool bar**, or
- Select the **Command** menu and choose **Watch/Control** in the drop-down list

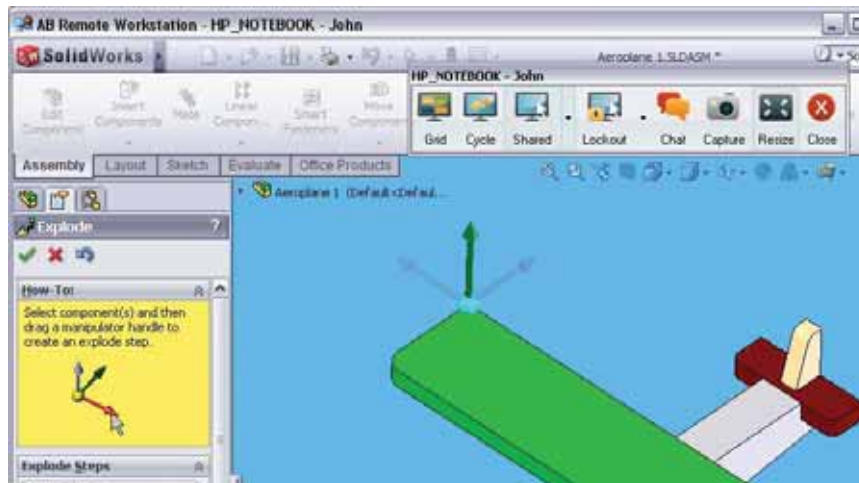


- The student computers are arranged as **Thumbnails** on a **Grid** on the screen
- A **control toolbar** is included in the screen

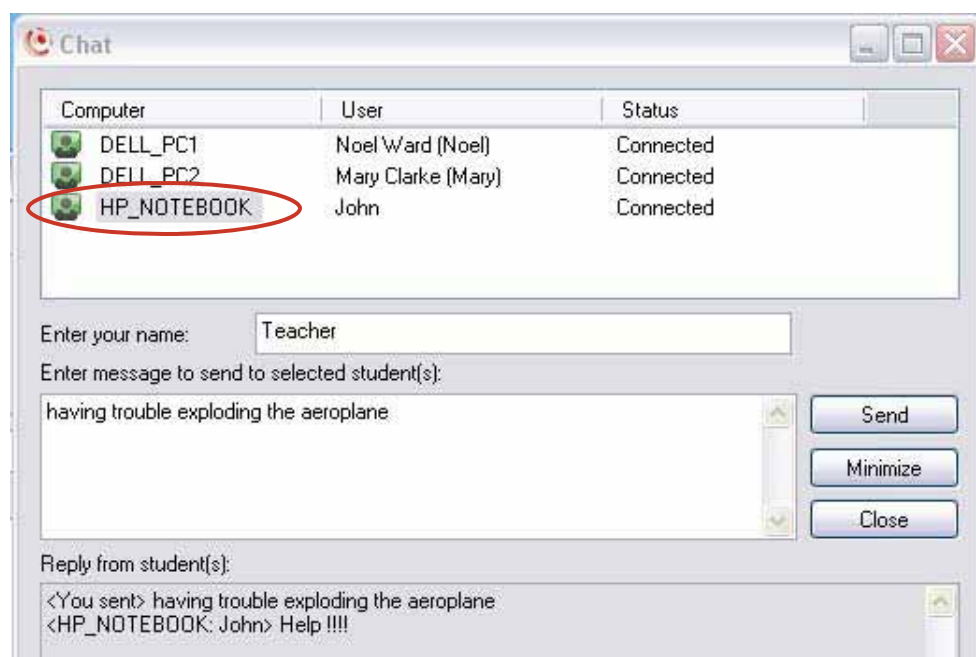




- The **Cycle** option automatically cycles through the selected screens using a **time interval** set in the **Settings** menu
- The **Grid** option returns you to **Thumbnails** of **all** the selected screens
- The **Shared** option allows the teacher **share control** of the **currently viewed** student computer with the student

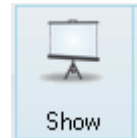


- The **Lockout** option locks the students keyboard and mouse during the sharing. It is a toggle
- The **Chat** option allows you to **sent and receive text messages** with the selected student computer or computers



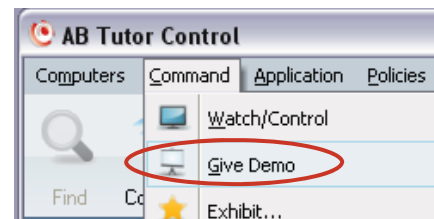
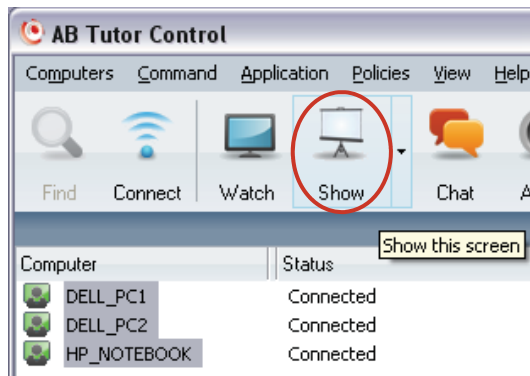
- The **Capture** option captures the current screen as an **image** and saves it to a folder
- The **Resize** option toggles between full screen and a window on screen
- The **Close** option ends the **Watch** session

A Show Session

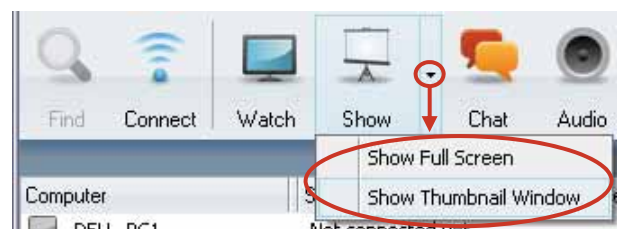


A teacher can use this feature to **Demonstrate** to a selected number of student computers or to a complete computer lab.

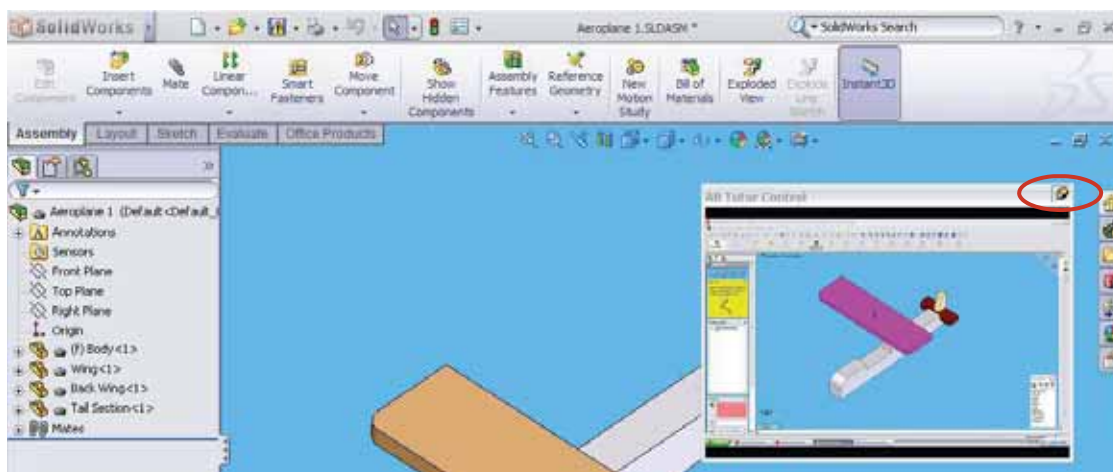
- Open AB Tutor Control
- Select the **computer/computers** you want to **Show** to in the **Main Window**
- Click the **Show button** in the **Tool bar**, or
- Select the **Command menu** and choose **Give Demo** in the drop-down list



The AB Tutor Control window is **Minimized** to the **Taskbar** during the show session. Clicking the **minimized icon** in the Taskbar will **end** the show session.



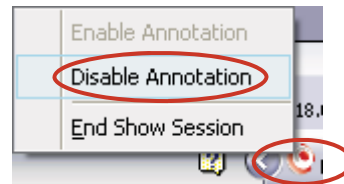
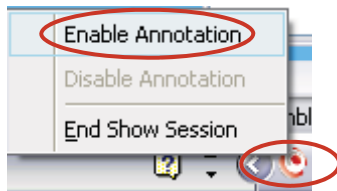
- What is seen on the students screen can be controlled when the **watch session is started**. You can select **Full Screen**, which **locks** the students **keyboard** and **mouse**, or **Thumbnail view**, which allows the students continue working while watching the demonstration.
- The students can control the **position** and **size** of the **thumbnail window**
- The **Pushpin** at **top-right** in the **thumbnail** view is used to ensure the thumbnail window stays on top of other applications



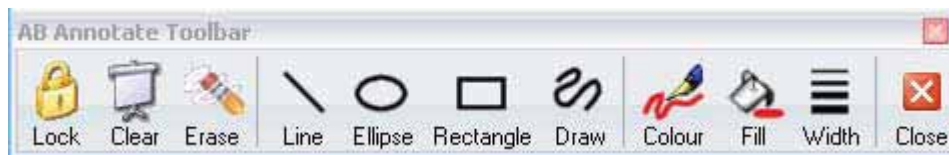
Annotation a Show Session

Screen annotating is a useful facility during a show session. As the AB Tutor Control window is minimized during a show session, the annotation feature is started from the **System Tray**.

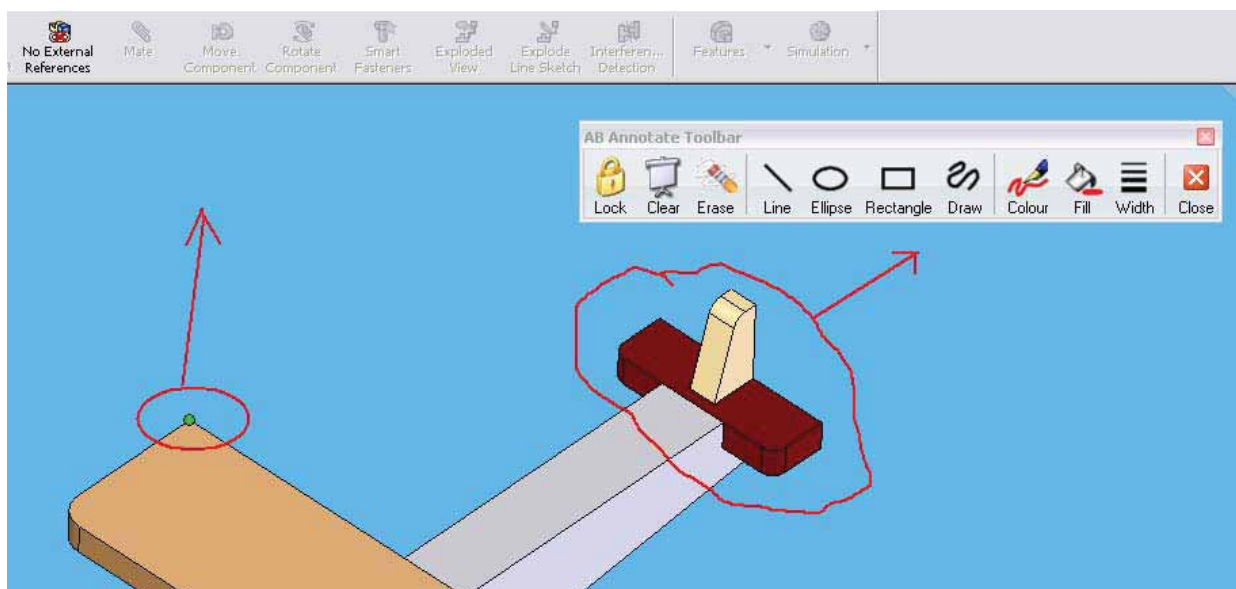
- Click the **AB Tutor Control** icon in the **system tray**
- Select **Enable Annotation** in the pop-up menu (you can also **Disable Annotation** here)



- The **Annotate Toolbar** appears on screen.



- **Line:** Used to draw straight lines on screen in the current colour and width
- **Ellipse:** Used to draw ellipse shapes on screen in the current colour and width
- **Rectangle:** Used to draw rectangular shapes on screen in the current colour and width
- **Draw:** Used to draw freehand shapes on screen in the current colour and width
- **Lock:** Locks the tool in use so multiple lines or shapes can be drawn
- **Erase:** Erases drawn objects
- **Clear:** Clears all drawn objects from the screen
- **Colour:** Select the colour of the drawn objects
- **Fill:** Set to **no fill** to draw hollow shapes, or to a **colour** to draw filled shapes
- **Width:** Sets the width of the drawn objects
- **Close:** Closes the annotate toolbar and clears all drawn objects from the screen



An Exhibit Session

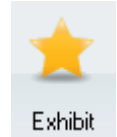
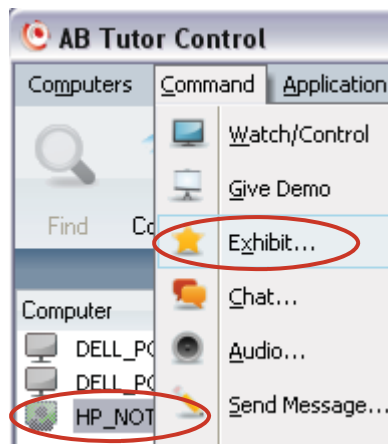


Exhibit is used to show a student's screen on other students' screens.

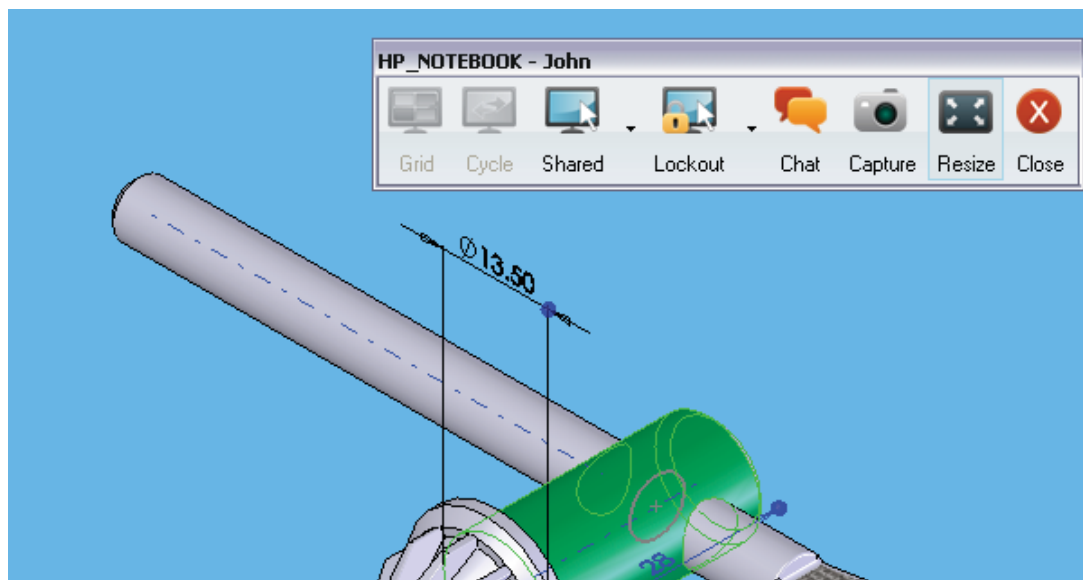
- Select the **computer** you want to **Exhibit** in the **Main Window**
- Select the **Command** menu and choose **Exhibit** in the drop-down list



- Select the student computer/computers you want to **exhibit** to and click **Start**



- A **Show session** starts and the **Show Toolbar** is available. The teacher sees the exhibited screen and can **Take Control**, **Annotate** etc.

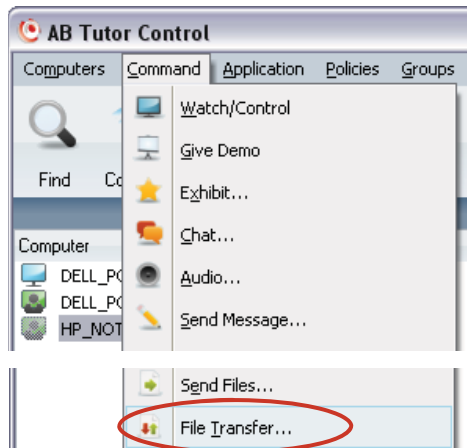


Transfer Files

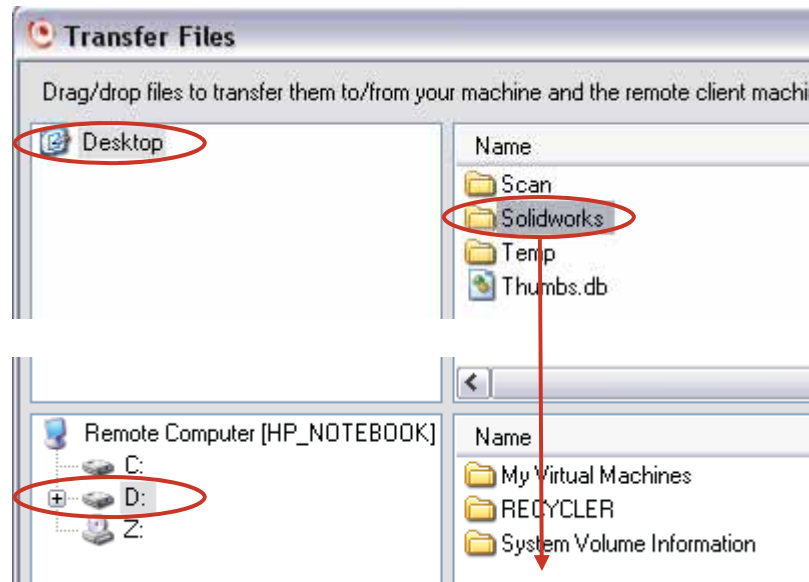


The teacher can use this facility to send files to student computers.

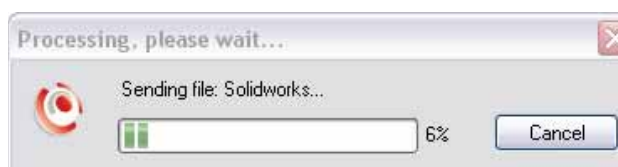
- Select the **computer/computers** you want to **Transfer Files** to in the **Main Window**
- Select the **Command** menu and choose **File Transfer** in the drop-down list



- **Navigate** the **Explorer** window to find the **files/folders** you want to transfer
- Select the **Destination Drive or Folder**
- **Drag** the **files/folders** as shown below



- The files/folders are transferred to the **chosen destination**



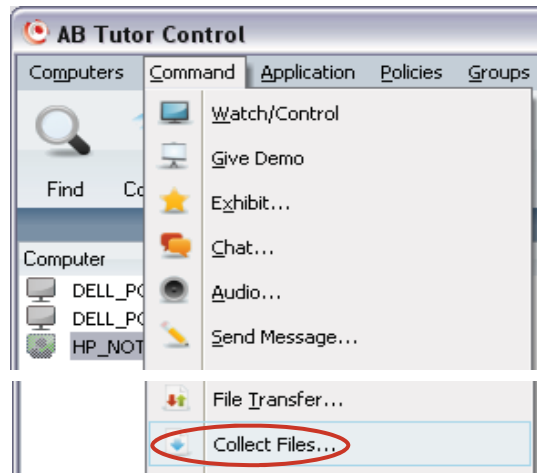
- The transfer can be in **either direction**

Collect Files

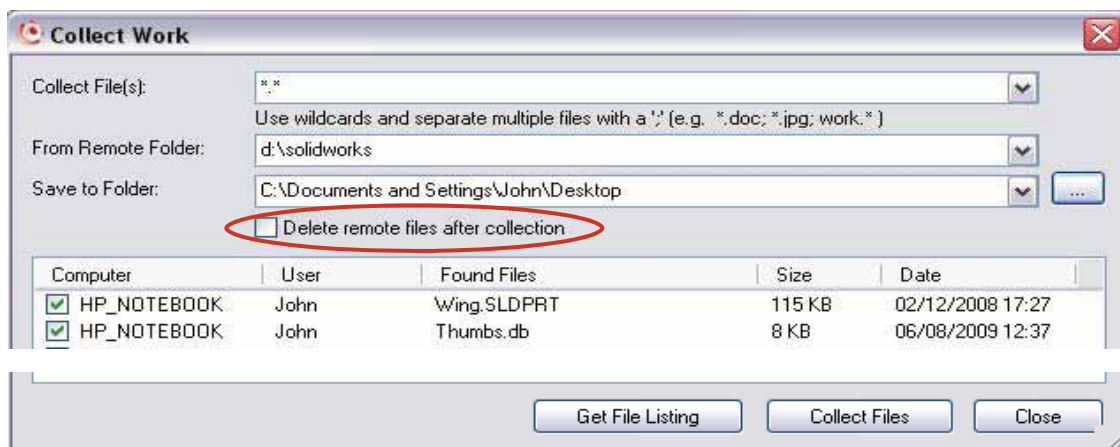


The teacher can use this facility to collect files from student computers.

- Select the **computer/computers** you want to **Collect Files** from in the **Main Window**
- Select the **Command** menu and choose **Collect Files** in the drop-down list



- Type the **file types** to be collected in the **Collect Files** field. (*. * implies **all files**) You can list more than **one file type**, separated by a **semicolon**.
- Next, type in the **Path** to the folder you want searched e.g. **D:\Solidworks**
- Next, type in the folder on the **teacher computer** where you want the files **saved to**
- Click the **Get File Listings** button at the bottom of the dialog box
- **Un-tick** any **unwanted files** from the found list
- Click the **Collect Files** button at the bottom of the dialog box.



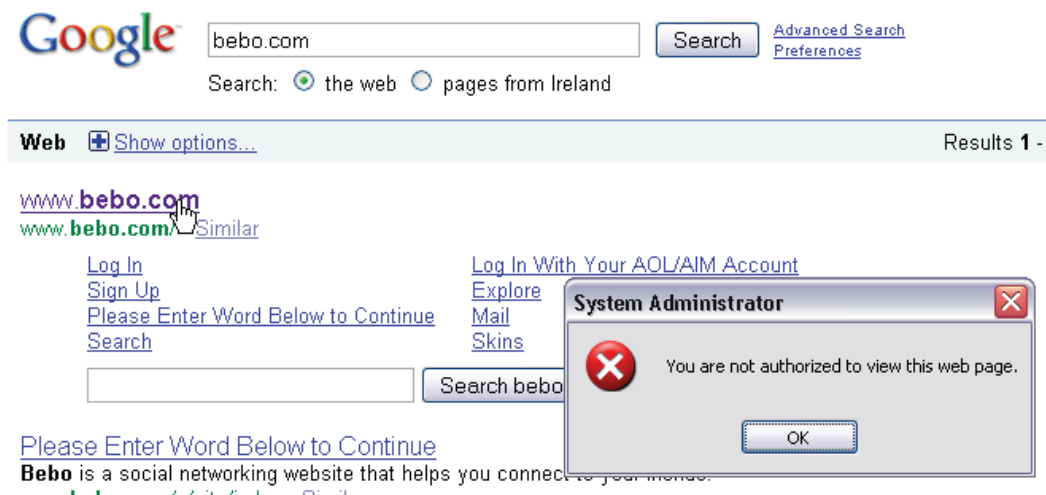
- Ticking the **Delete Remote files** box deletes the files from the student computers as they are copied to the teacher computer.

Note: There are **2 variables** that can be used for specifying **Remote Folders**:

- **%desktop%** and **%mydocuments%**
- **Examples:** %desktop%\solidworks - %mydocuments%\exercises etc.

Part 6

Controlling Users



AB Tutor Control

Controlling Users

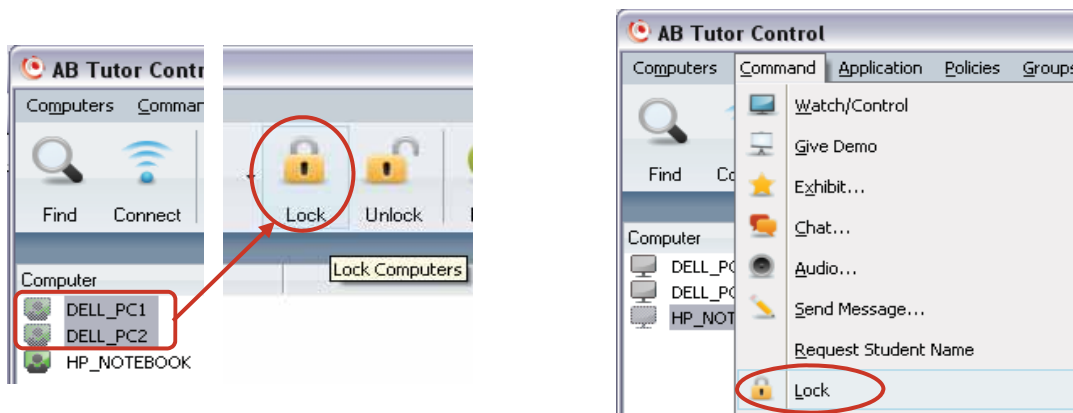
User controls are used to guide the student learning experience. Teachers can use these controls to manage student behaviour while using computers.

Lock

The Lock command disables the keyboard and mouse on the selected student computers and displays a message on their screens



- Select the **computer/computers** you want to **Lock** in the **Main Window**
- Click the **Lock icon** in the **Tool bar**, or
- Select the **Command menu** and choose **Lock**

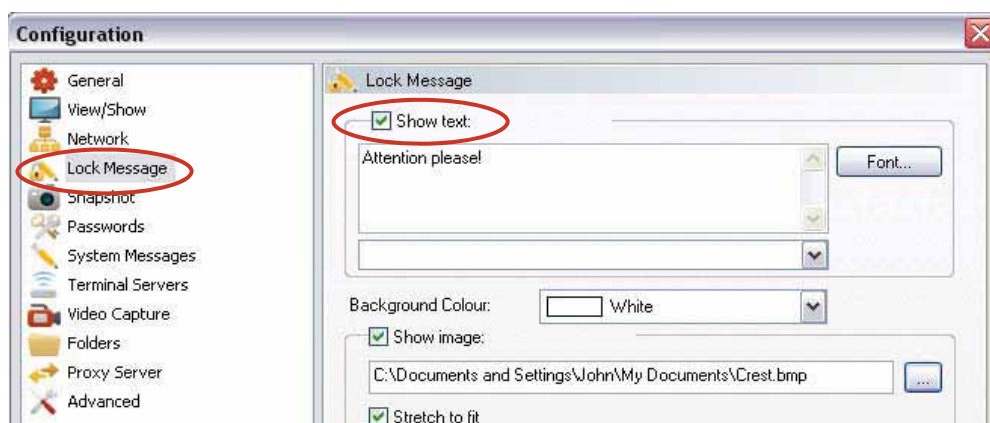


- The student computers are shown as **locked** in the **Main Window**

Computer	Status
DELL_PC1	Locked
DELL_PC2	Locked
HP_NOTEBOOK	Connected

What is displayed on the students computer screens is set by the **Administrator**:

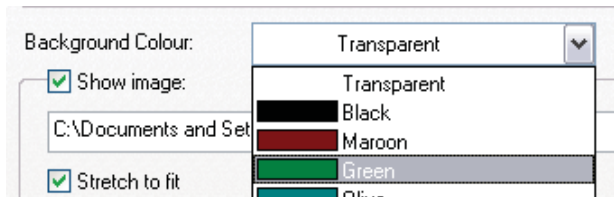
- Select the **Tools** menu and choose **Settings**
- The **Show Text** option allows you to **set a message** to be displayed on the students computer screens. **Attention Please** is the default message, but this can be changed



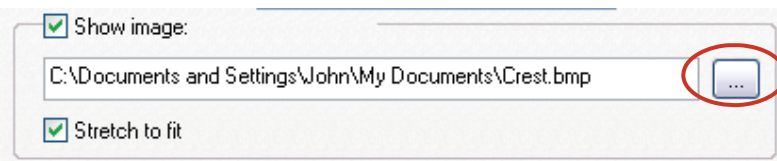
- The **message colour** can be changed by clicking the **Font button** and setting the **colour**



- The **colour** of the **background** can be set from a drop-down list. The **default colour** is **White**, but **Transparent must be set** if you want to set an **image and text**

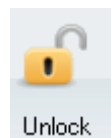


- An **image** can also be shown. In this case it is a **school crest** and it is **stretched** to fill the student screens
- Click the button as shown below and **navigate** to the image you want displayed

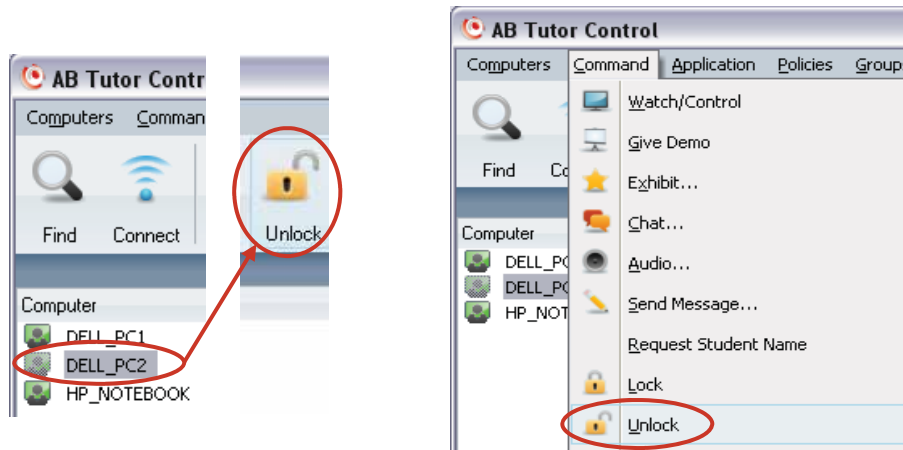


Unlock

The Unlock command unlocks student computers which were previously locked



- Select the **computer/computers** you want to **Unlock** in the **Main Window**
- Click the **Unlock icon** in the **Tool bar**, or
- Select the **Command menu** and choose **Unlock**



- The selected student computer is unlocked

Thumbnail View



Thumbnail view is a very useful feature for **monitoring student computers**. It allows you **group** student computers into **Named Tabs** for monitoring. The monitoring is **not** in **Real Time** as in a **Watch session**. Instead, the thumbnails are **Refreshed** at an **interval set by you**. As a result, it uses much less **network bandwidth**.

- To start **Thumbnail view**, click the **Thumbnail view icon** in the **Tab bar**
- To **turn off** Thumbnail view, click the **Main View icon** in the **Tab bar**



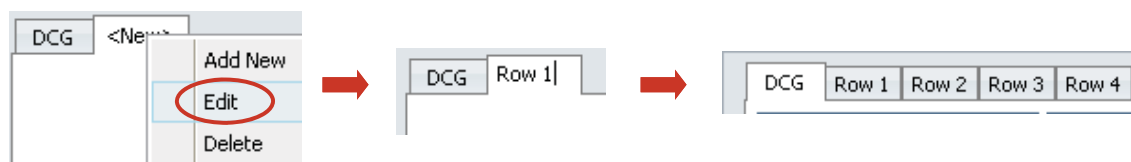
Create a new Tab

- **Right click** an **existing tab** in thumbnail view, select **Add New** and press the **Return** key on the **keyboard**



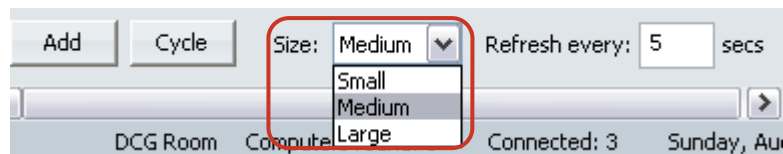
Edit a Tab

- **Right-click** an existing tab and select **Edit**
- Type the **tab name** and press the **Return** key on the **keyboard**



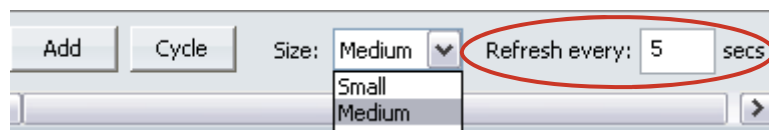
Thumbnail Size

- The size of the thumbnails can be set by clicking the **Size** drop-down list at the **bottom** of the **thumbnail view window**
- The thumbnails can be set to **Small**, **Medium** or **Large**



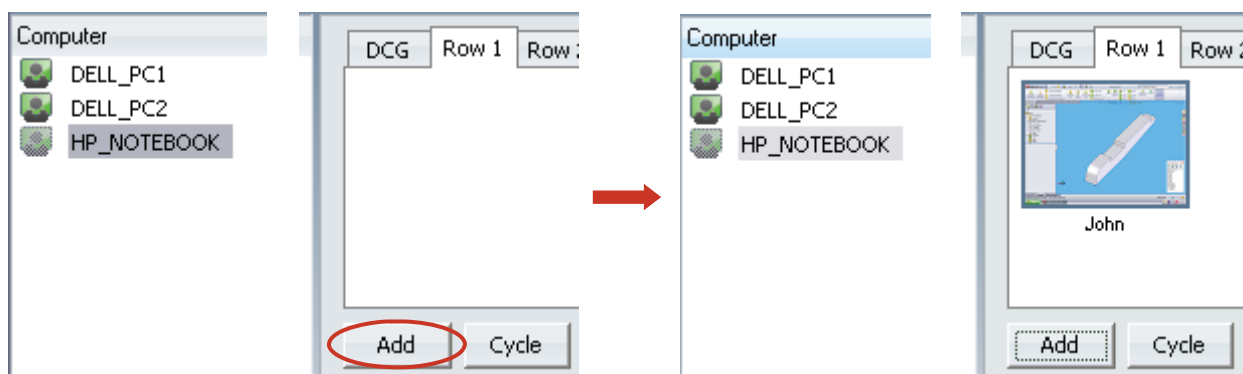
Refresh Interval

- The refresh interval can be set at the **bottom** of the **thumbnail view window**



Adding Computers to Thumbnail View

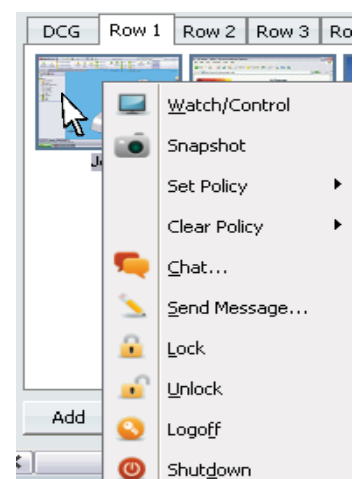
- Select the required computer/computers in the **Main Window**
- Click the **Add button** at the bottom of thumbnail view
- The computer/computers is **added** to the **selected tab**



Note: The **Cycle button** at the **bottom** of **thumbnail view** cycles through the thumbnails when there are **more thumbnails** than can be viewed in the window at any one time

Double-clicking on a thumbnail in the thumbnail view window starts a **Watch session** on that student computer

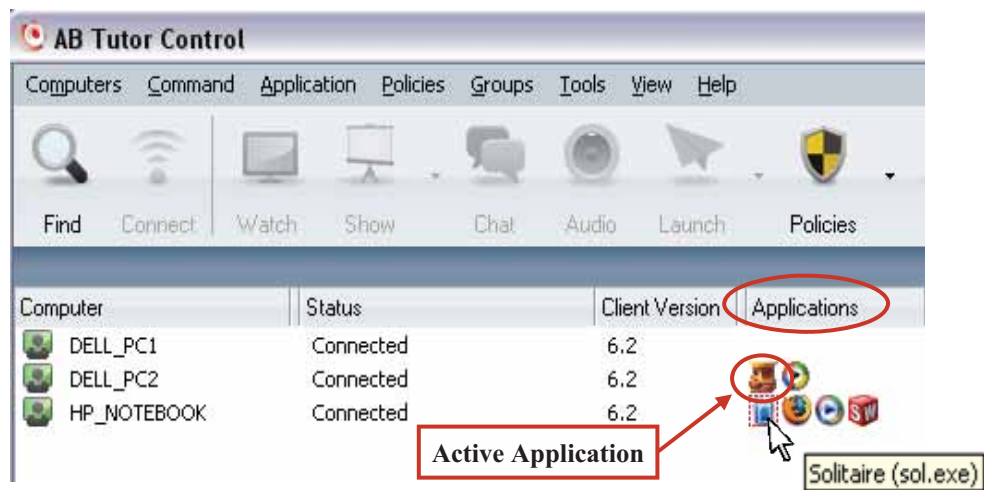
Right-clicking a thumbnail in the thumbnail view window gives you a drop-down menu containing relevant commands



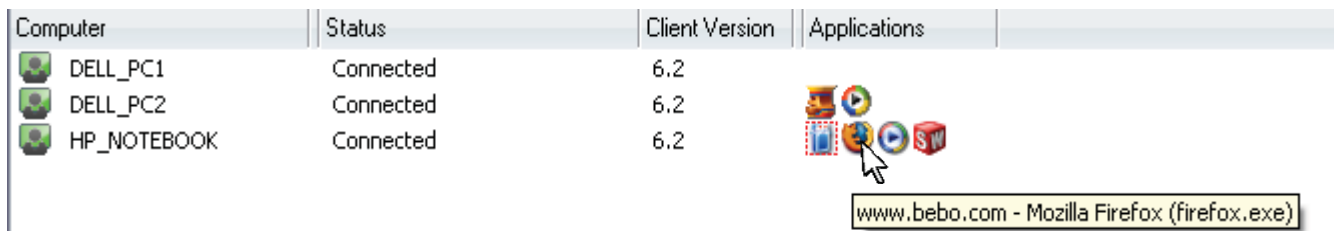
Application Monitoring

AB Tutor Control shows all running applications related to each student under the **Applications** tab in the **Main Window**:

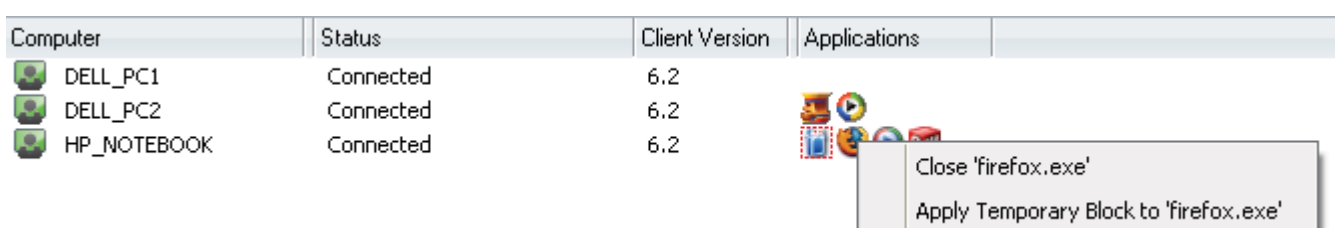
- The application on the **left** of **each row** is the **Active Application**.
- The **Active Application** has a **Red Dotted border**
- **Holding the mouse** over an application will reveal its **name** in the pop-up window



- If an **application** has a **file open**, the **file name** will be displayed in the pop-up window
- Similarly, a **web browser** will display the **URL** of its **current web page**



- **Right-clicking** an application icon gives the teacher the option of:
 - **Closing the application** - the student will be given **5 seconds** to save any open files. After this, the application will be **forcibly closed** with the loss of unsaved work
 - **Applying a temporary block to the application** - this will temporarily prevent the student from restarting the application



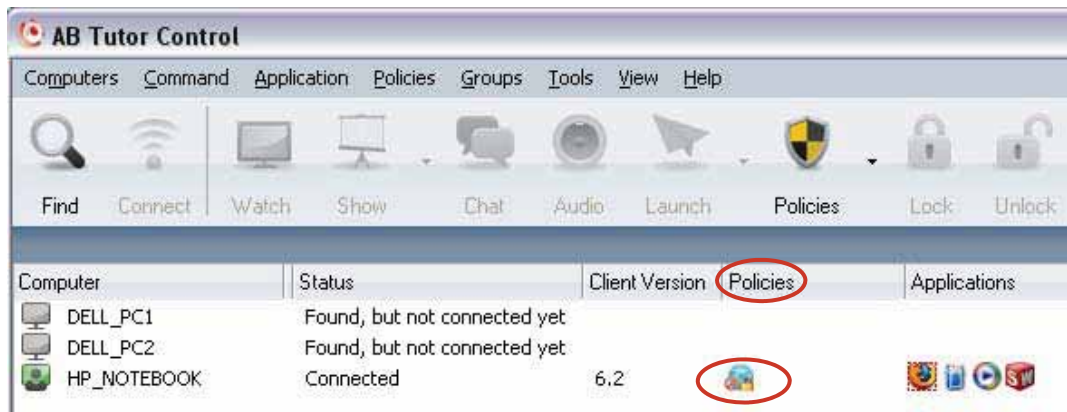
Policies



Policies are applied to student computers to :

- Block applications from running
- Control Internet behaviour
- Control access to computer drives
- Control access to printers etc.

The **HP_Notebook** student computer shown below has a **policy** applied to it.



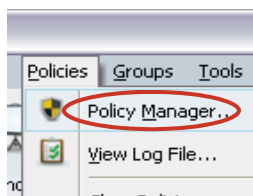
Who Controls Policies?

- **Policies** can only be **created** by an **Administrator**
- **Policies** can be **applied** by a **Teacher**
- **Policies** can be **cleared** by a **Teacher** (unless **set as Permanent** by the **administrator**)

Policy Manager

Policies are **created**, **edited** etc. using the policy manager.

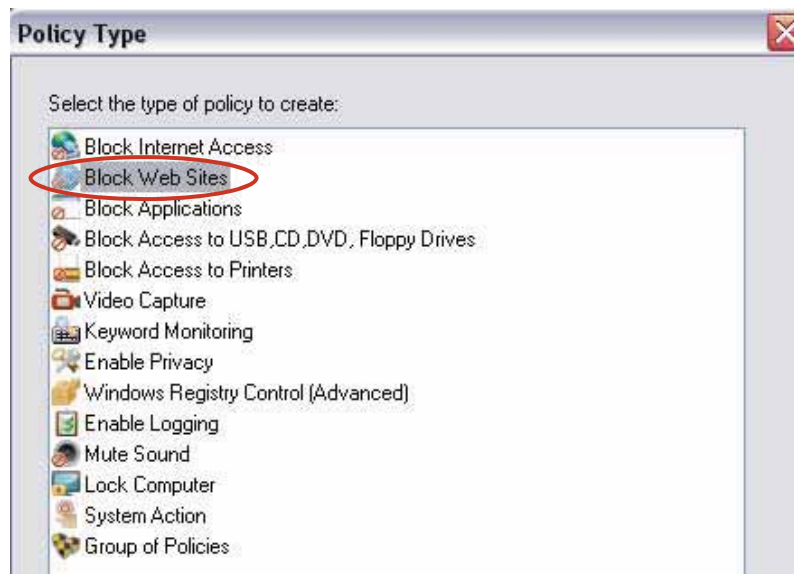
- Select the **Policies menu** and choose **Policy Manager**



- The **Policy Manager** window opens
- Click the **Add new** button



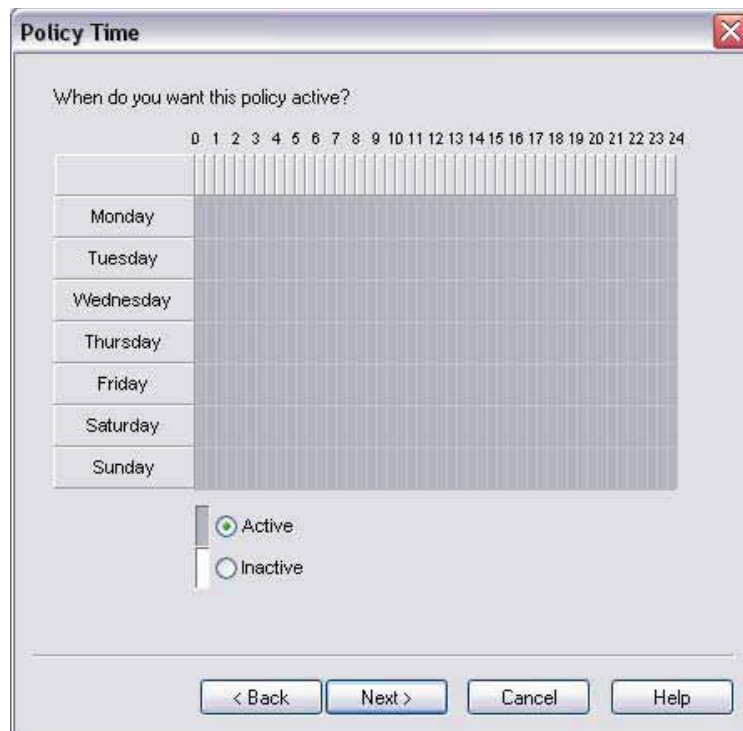
- The **Policy Type** window opens
- Select a policy type - in this case it is a **Block Web Sites** policy
- Click **Next** at the bottom of the dialog box



- The **Policy Name** dialog box opens
- The policy name is added in the top field - in this case the name is **Bebo**
- There is an option to **add a button** to the **Tool bar**. You can **choose a button** from the drop-down list and **add text** for the button, if required.
- The **policy duration** is next. This can be for a **Specific Time**, or **Permanent**. If this is required for a class period etc, choose specific time. In this case, it is being applied on a permanent basis.
- Click **Next**



- The **Policy Time** window opens. As it is a **permanent policy** in this case, the dialog box is left **unchanged**. It can be **edited** for periods of time when the policy is **Active** or **Inactive**
- Click **Next**



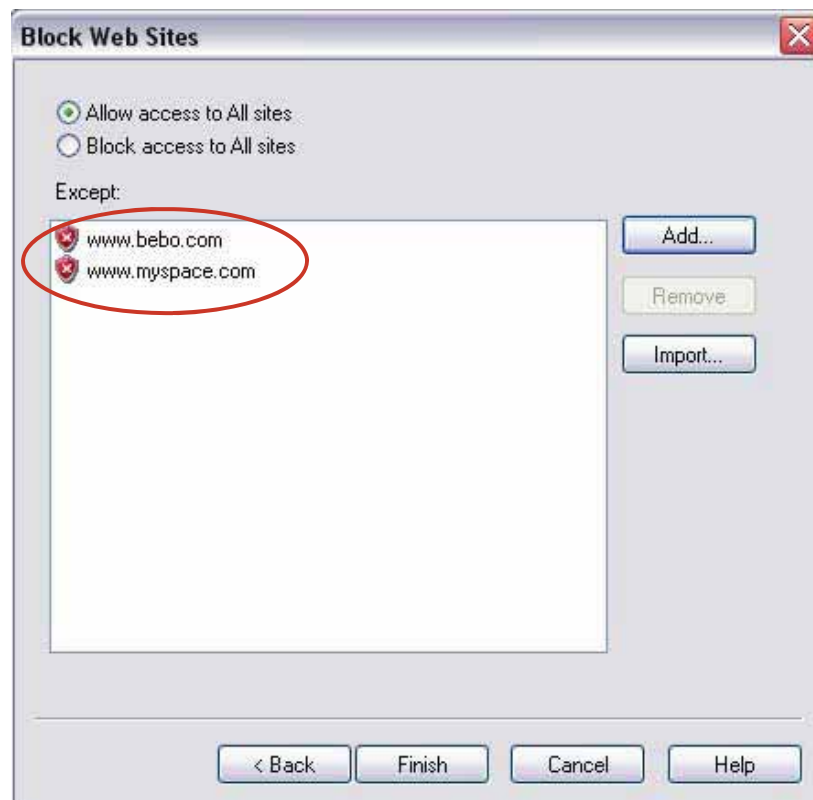
- The **Block Web Sites** dialog box opens.
- Leave the **Allow access to All sites** radio button ticked
- Click the **Add** button



- The **Add/Modify Web Link** box opens.
- Enter the **URL** of the site you want to block - in this case it is **www.bebo.com**
- Click **OK**



- The **Block Web Sites** dialog box returns.
- The **Add** button can be clicked again and **more sites** added to the **blocked list**
- Click **Finish** when you are finished adding sites



- The **Policy** is added to the **Policy Manager**
- Click **OK** to close the Policy Manager



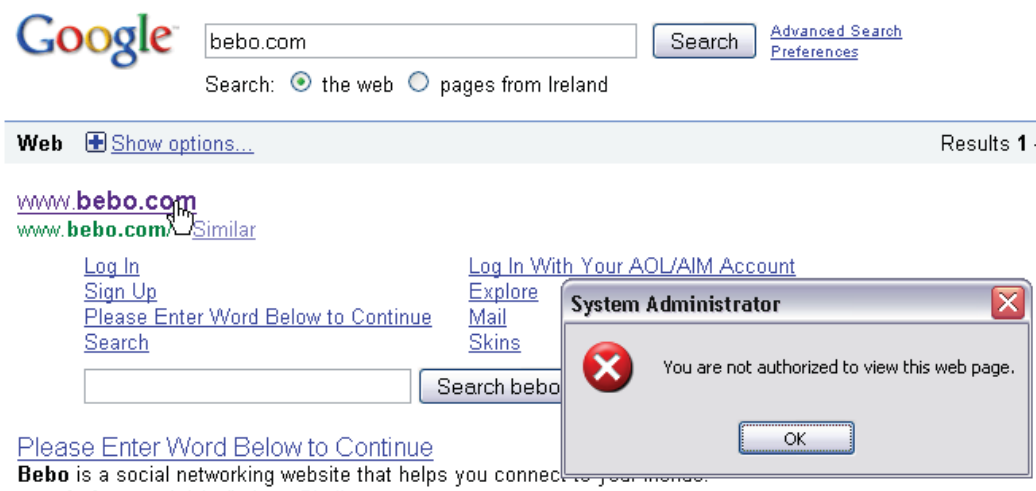
- This **procedure is repeated** to create the **required policies**.
- The **completed policies** can be **exported** as a **file** and **imported** into other **tutor installations** policy managers

Applying Policies

- In the **Main Window**, select the required student computer/computers
- Click the **drop-down** list beside the **Policy** button in the **Tool bar**.
- Choose the policy you want to set from the drop-down list - in this case - **Bebo**

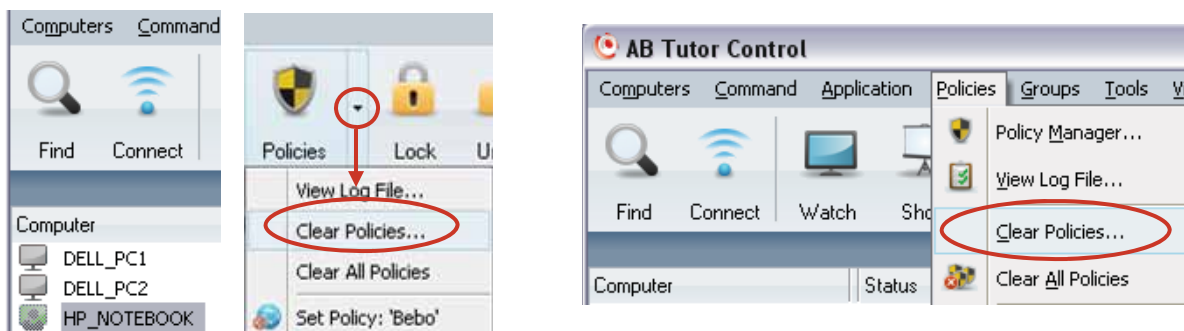


- The **HP_Notebook** student computer **fails** to connect to the **www.bebo.com** web site
- The **permanent policy** applies to the computer and it effects **all users** who log on to it.



Clearing Policies

- In then **Main Window**, select the required student computer/computers
- Click the **drop-down** list beside the **Policy** button in the **Tool bar**, or
- Select the **Policies menu** and choose **Clear Policies**



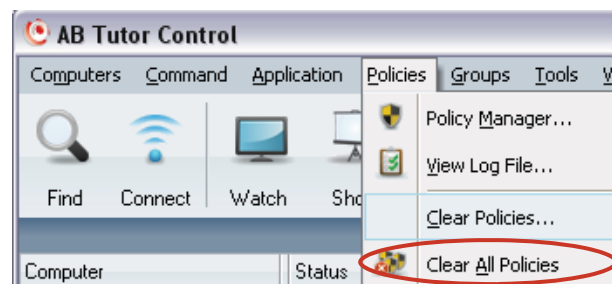
- The **Clear Policies** dialog box opens
- Select the policy you want to clear - in this case - **Bebo**
- Click **OK**



- The policy is cleared from the student computer.

Computer	Status	Client Version	Policies	Applications
DELL_PC1	Found, but not connected yet			
DELL_PC2	Found, but not connected yet			
HP_NOTEBOOK	Connected	6.2		

- It is also possible to **Clear All Policies** from the drop-down menus, if none have been set as **Permanent** by the **Administrator**



Policy Categories

- **Block Internet Access:** No Internet access allowed
- **Block Web Sites:** Block specified web sites
- **Block Applications:** Control what applications can be run
- **Block USB, DVD etc:** Block access to selected drives
- **Block Printers:** Block access to selected printers
- **Video Capture:** Record a student screen
- **Keyboard Monitoring:** Monitor keystrokes & report set keywords, if typed
- **Enable Privacy:** Informs the student/students if the teacher is watching
- **Enable Logging:** Log application use, web use etc
- **Mute Sound:** Mute the sound on student computers
- **Lock Computer:** Screen locks at a specific preset time etc.
- **System Action:** Any of five systems actions set to execute at a specific preset time - Log off, Reboot, Shutdown, Launch Application and Close Application