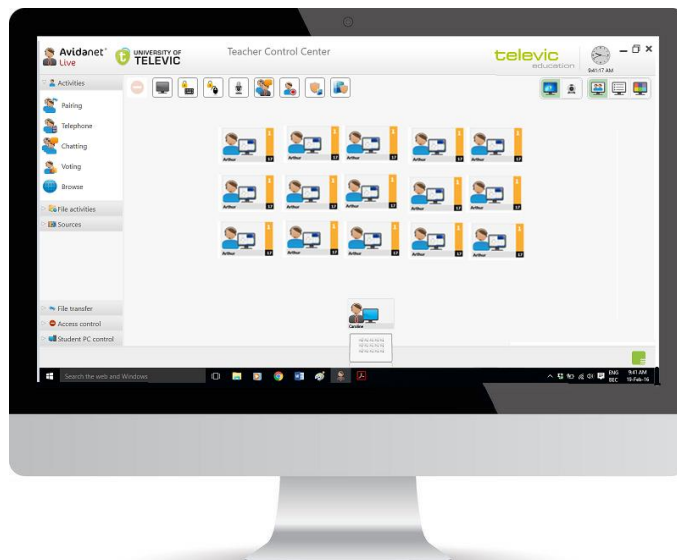


# User Manual

v4.1 – TCC version 2.12



**Avidanet**<sup>®</sup> Live



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## I. Introduction

### What is AVIDAnet® LIVE

AVIDAnet® LIVE is a classroom control software suite allowing a teacher to conduct lessons in a technology-enriched environment.

The teacher can distribute multimedia content to the students, monitor the students' progress and assist students when needed. Thanks to the possibility of self-paced learning and overall classroom control, differentiation of student learning is easy.

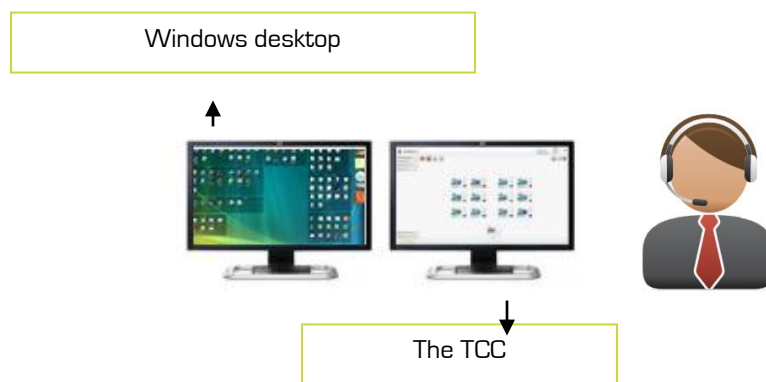
The AVIDAnet® LIVE software is not restricted to a particular subject or curriculum. It can be used for a wide variety of subjects and teaching methods. This is a tool which can be tailored to your teaching preferences as well as your student needs.

Looking at the technical level, AVIDAnet® LIVE consists of a teacher component and a student component to be installed respectively on the teacher computer and student computers. This is explained further below.

#### *The teacher station*

The teacher station consists of a standard Windows computer configuration with display, keyboard and mouse.

The AVIDAnet® LIVE software **can be used with a single or a dual screen set-up**. In the latter case, the picture below shows the screen configuration. Keyboard and mouse are active on both screens.



One of the screens (usually on the right hand side) displays the AVIDAnet® LIVE management interface (also called TCC: Teacher Control Centre). It allows the teacher to control the classroom, send files to the students, monitor their progress, etc.

The second screen displays the Windows desktop: the teachers can work on their documents or use the internet as they would normally do without the AVIDAnet® LIVE tool. Some of the possible functions, as will be detailed below, are also different to perform when you have one or two screens for the teacher's station.

This manual will detail the use of AVIDAnet® LIVE as follows: firstly, **the general components** of the software for both teacher and student will be explained from page 8 to page 10. Then, we will take a first look at the **main teacher application**: the TCC or **T**eacher **C**ontrol **C**entre, starting with an introduction of the general lay-out from page 11 to page 17.

On page 18, the section of this manual titled '**Classroom actions**' begins. Next to a subsection on interacting with the students, you will find a detailed step-by-step guide to the functions represented to the left of the TCC : Activities, Applications, File Transfer, and so on. Selecting students is key to any of these functions.

This user manual is only one of the user support options available for AVIDAnet® LIVE. Please contact us for more information on training and other resources.

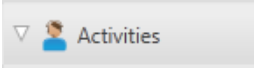



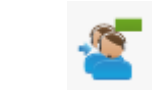


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## Terminology

To help you on your way into the AVIDAnet® LIVE manual, here's some common terminology as a reference:

<b>Activity</b>	Activities are typical classroom actions such as a Browsing activity, pairwork or conversation activity... All have these have specific settings for your ease of use, which open in a new activity tab once selected from the list (to the left of the TCC)	
<b>Activity group</b>	For all activities, an activity group is automatically created, each time indicated by a different colour in the student icons. These are the students you selected prior to launching the activity, or the whole class if you haven't selected any students.	
<b>Active icon</b>	Any icon you click in the TCC will become 'active' which the red frame around it indicates. Don't forget to deactivate any running functions by clicking the icon again.	
<b>Activity tab</b>	At the bottom of the TCC, in the middle of the screen, different <b>tabs</b> (or windows within the same program), will display your different classroom activities. Simply click on one tab icon to navigate from one to the other.	
<b>Client</b>	A client is a small service or application running on a computer, connecting that computer to the main application. In this case, connecting students to the TCC and logging in a Teacher into the TCC. More information can be found on page 9.	
<b>Instructions</b>	Every activity in the TCC allows you to send specific instructions to the students along with the task. It will be shown in their screens in the top right corner once the activity starts. You can resend instructions by clicking the icon in the activity tab next to the text, after the activity has started.	
<b>Starting an activity</b>	Every activity opens in a new activity tab. Once you have selected your preferred settings, you need to start or 'launch' the activity by clicking the 'Start Activity' icon in the top left of the activity tab in the TCC. When you do, a 'Stop' button will become available to end the activity.	
<b>Live Drive</b>	The Live Drive is the local computer space where all the files are stored which are being used through AVIDAnet® LIVE. More information can be found on page 10.	
<b>TCC</b>	The TCC or <b>T</b> eacher <b>C</b> ontrol <b>C</b> entre is the teacher application which is explained in this manual, from which all the classroom actions are guided and monitored.	

<p><b>VACS</b></p>	<p>The VACS is a digital audio/video player and a digital audio recorder dedicated to the multimedia classroom. It can be used as a separate application. However, VACS is no longer in use as it has been replaced by SONUS.</p>	
<p><b>SONUS</b></p>	<p>SONUS is the digital audio/video player and audio/video recorder which can be used in the multimedia classroom or as a separate application for independent learning. Its features are subtitling, bookmarking, comparative recording, wave form selection, targeted recording,.. More info on p. 55</p>	

## II. The AVIDAnet® LIVE software

Already mentioned above is that the AVIDAnet® LIVE software consists of two components, one for the teacher side, and one for every student. The teacher’s component includes the actual teacher application (the **T**eacher **C**ontrol **C**entre or TCC) and the teacher client. (The TCC will automatically launch the teacher client application.)

On a student computer, a Windows service will be automatically started. This service will launch the AVIDAnet® client application on the student computer. The client application will log on to the TCC and the student icon will appear in the TCC interface.

### The Teacher

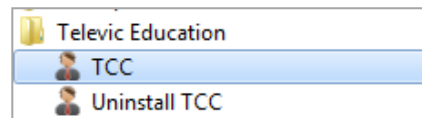
#### The TCC

Normally, the TCC (or **T**eacher **C**ontrol **C**entre) will be configured to launch **automatically** when the teacher’s computer starts.



If you have opted to start the TCC **manually**, please do the following.

The application can be launched using the Start Menu under Televic Education. Click on “All Programs” and scroll till you find Televic Education in the list.



If the icon has been copied onto your desktop, the application can also be launched by double-clicking on the TCC icon on your desktop.





### The Teacher client

Once the TCC has started, a client is necessary to log in a teacher into the program. The program (the TCC) needs to 'know' a teacher is there. This usually is an **automatic** process, as a teacher has already logged in to the computer.

When the TCC has launched, the teacher client will automatically log on to the TCC program, shown in the teacher icon of the program.



If the icon continues to show 'Not logged in', simply click it and the client should restart and login.

### The Student

On a student computer, a Windows service will be automatically started when a student logs in to the computer. This service will launch the AVIDAnet® client application on the student computer. The student's computer will connect to the teacher's computer, and the student icon will appear in the TCC interface.

From that moment on, the teacher can communicate, monitor, send files, etc. to the student.

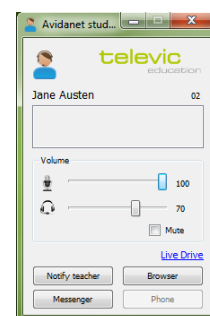


### The Student client

As suggested above, only the teacher computer will have the AVIDAnet® **T**eacher **C**ontrol **C**entre or TCC installed. The students do not have a specific program, but a client which connects them to the teacher computer.

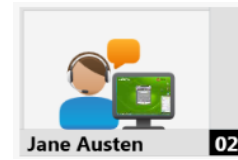
This client is a Windows service running in the background, which starts automatically when a student logs on to his or her computer. When maximised, the client will appear similar to the image on the right.

The name of the student will be shown, as well as the position number of the



computer. Volume controls can be adjusted individually on this client. Some more information on the other buttons is given on the next page.

When a student clicks 'Notify teacher' on his client, this will send a help message to the teacher, which will be displayed on the TCC with an orange text balloon in that student's icon (shown in the image on the right). There will also be an orange balloon with an exclamation mark at the bottom of the TCC. The teacher can then click this student's icon in the TCC, and start a conversation with that student in the Messenger (which is detailed further on page 18).



Alternatively, a student can click 'Messenger' on his client to immediately type in a question or help message, which will then be displayed in the Messenger once the teacher has clicked the orange balloon in the student's icon.

The button 'Browser' will allow the student to open the AVIDAnet® web browser.

This will allow the student to browse the internet safely, and only according to the internet access controls set by the teacher (please see 'Access Control' on page 27). If these access controls have been set in any way, other browser applications will be blocked (such as Internet Explorer or other).


The blue link above the button browser, referring to the 'Live Drive' can be clicked to access the local space with that student's Live Drive files and folder. For more information on the Live Drive, please continue reading below.

For more information on interacting with one student, please go to the relevant section of this Manual on page 18.

## The Live Drive

The Live Drive is the **local** computer space where all the files are stored which are being used through AVIDAnet® LIVE. For example, when a teacher sends a file from the TCC to the students, **a copy** of that file is made on the Live Drive of every student, so they can individually edit or read it. Another example: when a teacher starts a new recording activity with SONUS, every student's recording is saved on their Live Drive. The teacher can collect files from the students' Live Drives through the TCC.

The students' Live Drive can be accessed by clicking the blue link to the 'Live Drive' on their individual student clients. The Live Drive is, however, specific to a computer, not to a student. Your IT department can have the files on the Live Drives clear automatically, to prevent storage issues when the classroom is used often.

 The teacher's Live Drive can be accessed by clicking 'Teacher Files' under 'File Transfer' in the TCC.



Every time the Live Drive is used for creating or sending files, a new **folder** is made with an automatically generated folder name, which is the date of the current day (yy\_mm\_dd).

It is easy to change these folder names when sending through files: simply name your folder (or subdirectory) before launching the activity or starting the application.

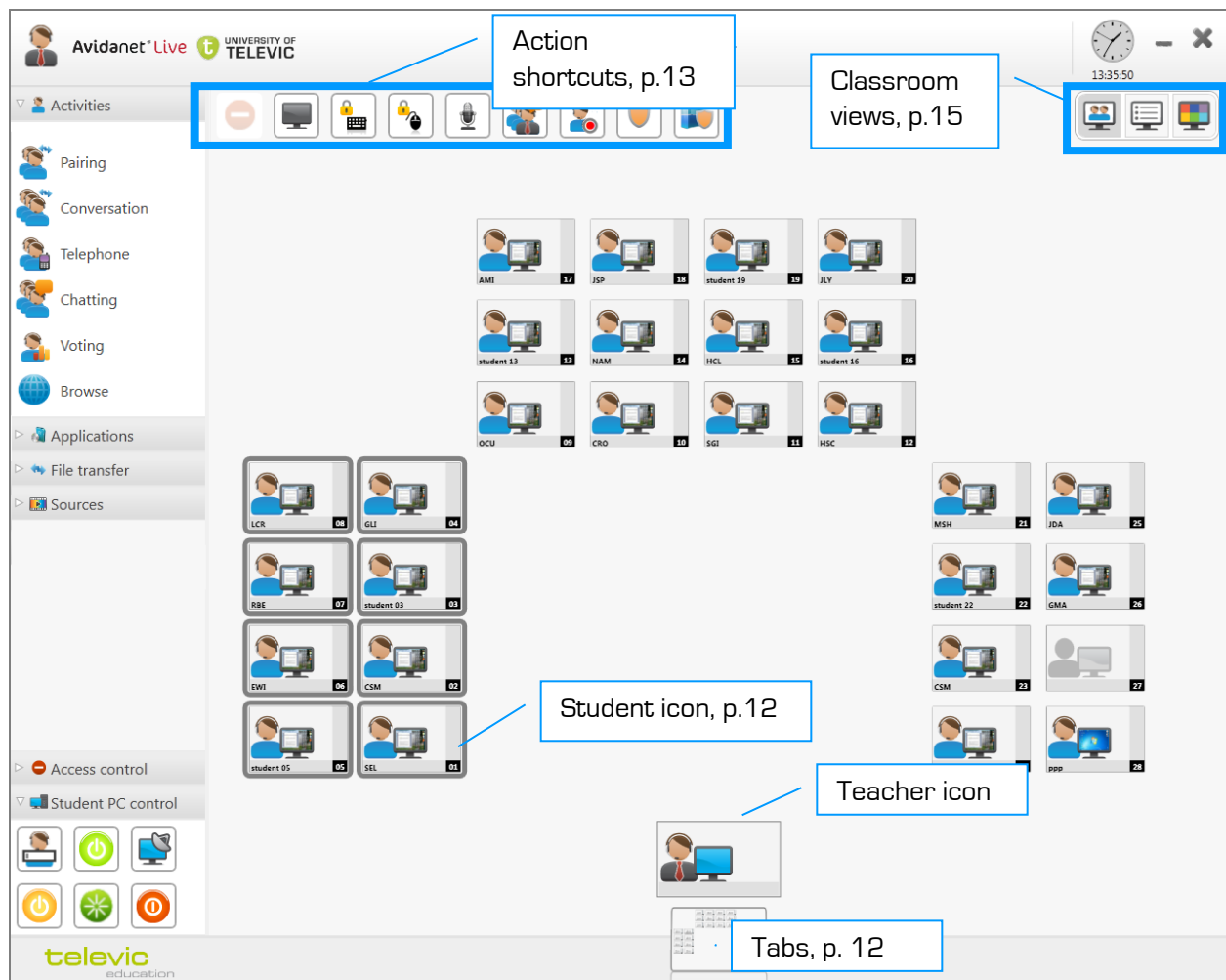
### III. The TCC

#### TCC interface

On the interface of AVIDAnet® LIVE, you can see the classroom layout in the centre of the screen.

- *To the left*, you can see the menu bar with possible **classroom actions**. Click on a menu title bar to see the possibilities within that menu.
- *In the top left corner*, you can see the standard icons for classroom actions that are directly accessible. These are the **action shortcuts**.
- *In the top right corner*, you have the possibility to switch to different **views** for the classroom canvas: Class view, List view and Mosaic view.

At the bottom of the screen, different **tabs** or windows within the same program, will display your different classroom activities, allowing you to differentiate and multitask through different classroom events. If no activity has been launched yet, this will only show the general classroom tab.



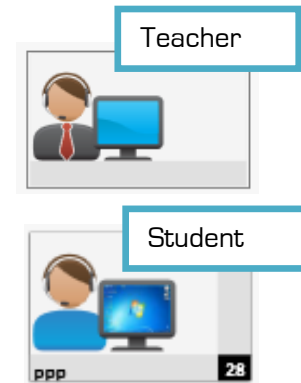
## The icons

The **classroom layout** consists of two icon types: the icon used for representing the teacher, and the icons used for representing the students.

Both icons have two elements in common: a person representation and a computer screen representation.

Both teacher and students need to log in at their computers. Their icons will be greyed out as long as the student computer has not been started yet or as long as the student software has not logged on to the TCC (as shown on page 7 in this manual).

When the student is logged on, you will see a live miniature version of the student's screen displayed in the student's icon. Clicking a student's icon will allow for interaction and other functions detailed on page 18. Functions when clicking the teacher icon is explained on page 21.



## The tabs

Tab windows allow you to differentiate your lessons in different activities, or the same activities with different groups of students, and easily multi-task and switch between them.

The classroom tab is always there, and gives you the main overview of your class (though different views can be chosen, please see page 15 on how to do this).



When you launch an application or start an activity, a new tab opens showing the icon of this activity. For example, a Browse activity. Remember you can always click the classroom tab to see the classroom view to select the same students for another activity, or other students for a different activity!

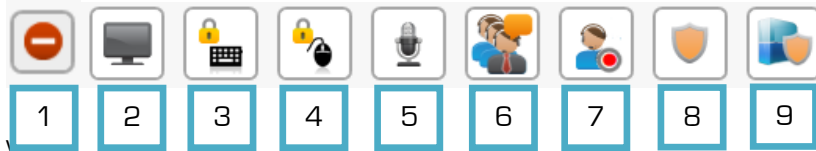


A third tab will open when you, for example, start a chatting activity. There are now three tabs : your general classroom view, the tab for the Browse activity, and a third tab for the chat activity. You can click either to navigate through the activities and different selections of students. When hovering over one, a close button appears which allows you to close this tab and the activity.



## Action shortcuts

In the top left of the TCC interface, you can see the following action shortcuts:

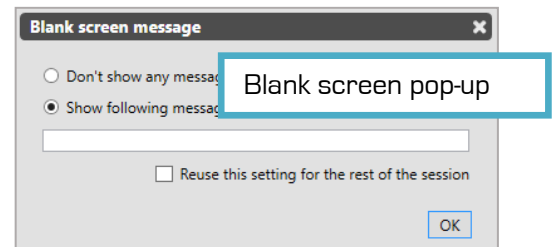
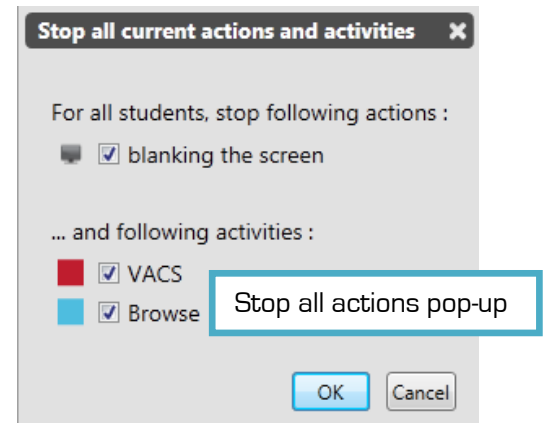


- Button 1: **Stop all actions**. This will close any activity or application, remove blank screen, etc. A pop-up will show you the list of current actions and activities. Untick the ones you want to keep running. Click 'OK' to stop all other activity.

This button will only be deactivated (greyed out) when no activities or actions are running.

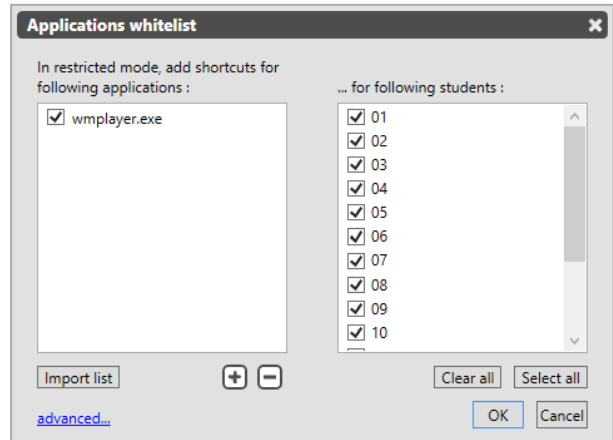
Clicking this button (stopping all actions) will NOT :

- Remove any blocks in 'Access Control'
  - Remove restricted mode
- Button 2: **Blank screen(s)**. This will blank the screen of everyone in the classroom, or a selection of students (page 22). This means the students are not able to see or do anything on their computers (other than the message, if you choose to display one). Click again to stop blanking the screens.
  - Button 3 and 4 : **Lock keyboard / Lock Mouse**. This works individually, for the whole class, or for a selection of students (selecting students: page 22).
  - Button 5: **Talk to the class**. This will allow you to speak to everyone in one click. (The students can only listen, not reply.) When you have finished, click the button again to deactivate your microphone. If you have a webcam installed, the students will also see you!
  - Button 6: **Open chat window** for a text conversation between you and (a selection of) students
  - Button 7: **Record** (a selection of) student desktops. Click once to activate: the icon will be framed in red, and a flashing red dot in the student icons will appear. To stop the recording, click the icon again. A pop-up window will show the recordings - click the blue link to 'Collected files' to view their location on your computer.  
Please note the red dot will also appear in student computers which are not connected to the TCC, though the recording will only start when a student logs on (automatically).
  - Button 8: **Restricted mode**. This will restrict the students from using the computer freely. They will only be able to interact with the actions and activities you launch from the TCC. Combined with blocked internet access (see further in this manual), this is a powerful tool to boost concentration or control exam sessions effectively.



- Button 9: **Application Whitelist.** In Restricted mode, students can only access programmes which have been launched from the TCC. With this button, you can still allow the students to launch specific programmes themselves, even though they are in restricted mode.

When you click this button, the “Application Whitelist” pop-up will open. Click the + icon to add programmes. Browse to find the .exe file linking to the programme. Then click ‘OK’.



You can see the list of allowed programmes to the left, and the students for who this whitelist applies to the right. You can untick as desired. Click “OK” to apply.

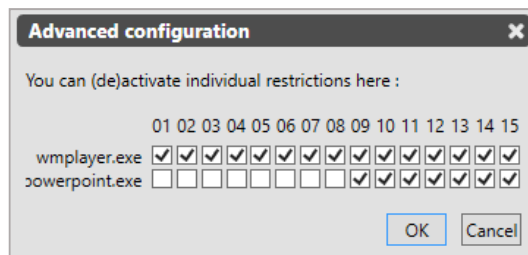
The ‘Restricted mode’ icon will now show a whitelist is in place. When restricted mode is activated, small shortcuts will appear at the top of the students’ screens.



As done above, this whitelist will apply to the whole class or selection of students that you made. You can also specify a different whitelist for different students by clicking ‘advanced’.

**Advanced** application whitelist : to specify different whitelists for different students. In the pop-up shown above, click ‘advanced...’ (bottom left corner).

In the example image shown below, everyone is allowed to use Windows Media Player in restricted mode, but only half the class is allowed to use Powerpoint. Click ‘OK’ to apply.



*Advanced whitelist. You can hover over the computer numbers to see the name of the student sitting there*

## The different views

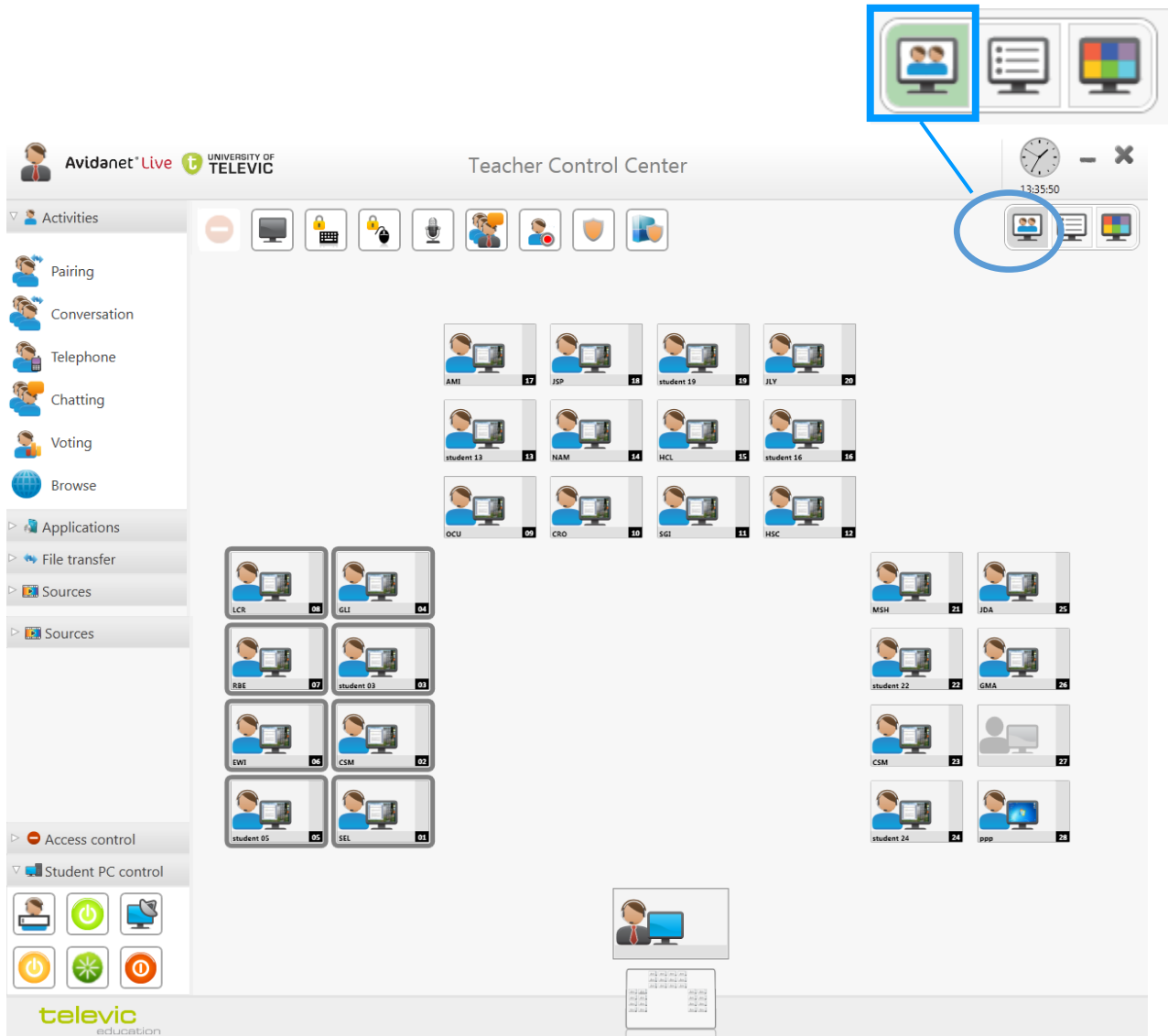
The classroom can be viewed in three different ways.

### 1. Classroom view

The first classroom view is **the class view**. This is the default view when the TCC opens.

This view can also be activated by clicking on **the leftmost icon** of the classroom view icons list.

All students will appear to your specific classroom lay-out, which has been configured on installation.



The teacher's icon (central, at the bottom of the screen) will always be present and it will remain in the same position in the classroom layout. The student positions will be configured according to the physical classroom layout. (This is something which will be set on installation of the system, and it can be adjusted in the administrator mode. To login as administrator, please see page 21.)

## 2. List view

The second classroom view is **the list view**. All students will appear in a sorted list. This view can be activated by clicking on the middle icon of the classroom view icons list.

Sorting the list of students differently is possible by clicking on the column header, or applying a filter (which can be done by clicking the green icon next to every column header). The sorting order can be ascending or descending. The order can be changed by clicking again on the column header or by clicking on the arrow icon next to the column header.

Position	Login	Status	Name	Current activities
01			Tablet 01	assessment
02			Tablet 02	assessment
03			Tablet 03	assessment
04			Tablet 04	assessment
05			Tablet 05	assessment
06			Tablet 06	assessment
07			Tablet 07	assessment
08			08	assessment
09			09	browse
10			10	browse
11			11	browse
12			12	browse
13			13	browse
14			14	browse
15			15	browse
16			16	browse
17			17	browse
18			18	browse
19			19	browse
20			20	browse
21			21	pairing
22			22	pairing
23			23	pairing
24			24	pairing
25			25	pairing
26			26	pairing
27			27	pairing
28			28	pairing



Note that the list view allows you to save or print an attendance list! You can do this by clicking the printer button in the top left of the activity tab.

### The columns

- *Column 1* shows the colour of the student's activity group (if any), *Column 2* the student position.
- *Column 3* shows whether a student is 'present' or not, e.g. whether the client is running on that computer and successfully connected to the TCC.



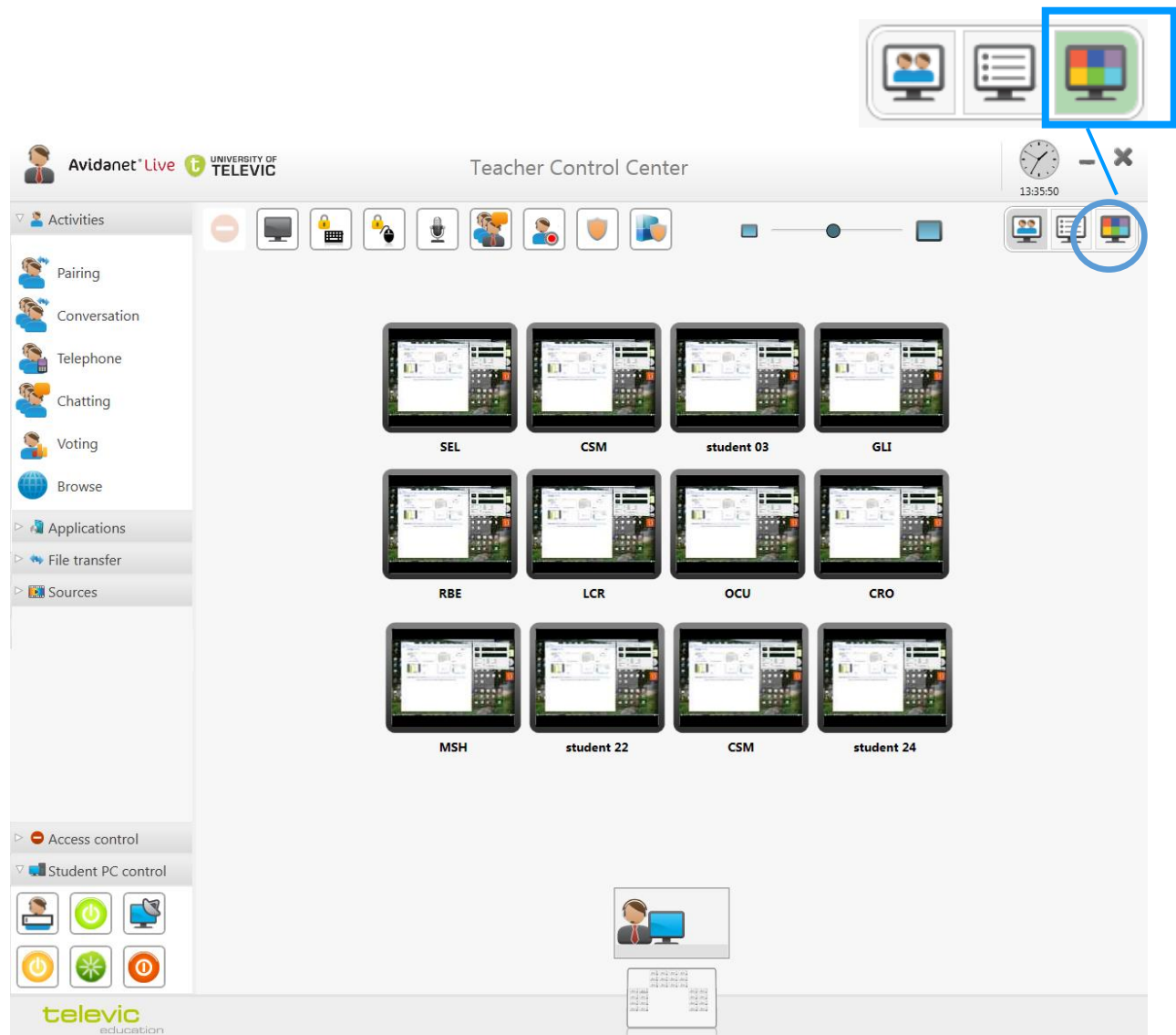
- *Column 4* shows the 'Status' of all pending teacher notifications. A teacher notification is sent by a student when they have clicked 'Notify teacher' on their clients or activated the Messenger with a question or help message.
- *Column 5*, "Current activity", will show the ongoing activities for each student.

In this view, the administrator can also see the version of the installed client software, service and Sonus per student computer. (To login as an administrator, see page 21).

### 3. Mosaic view

The third classroom view is **the mosaic view**.

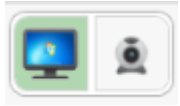
This view can be activated by clicking on the right-most icon of the classroom view icons list.



The microphone in the bottom right corner of every student thumbnail allows you to speak to that student instantly. The headset allows you to listen to what is said or playing on that student's computer.



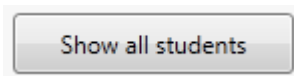
If you have webcams installed, you can switch between monitoring the computer screens and the students' webcams with these icons at the top of the screen.



The mosaic view has a slider on top of the window. You can use this slider to adjust the size of the student thumbnails. If you increase the size so that all student thumbnails do not fit any longer in the window, a scrollbar will appear on the right-hand side.



If you have selected students prior to activating the Mosaic view, only the selected students will show. However, you can click the button in the top left to switch between displaying 'all students' or only the previously selected ones.

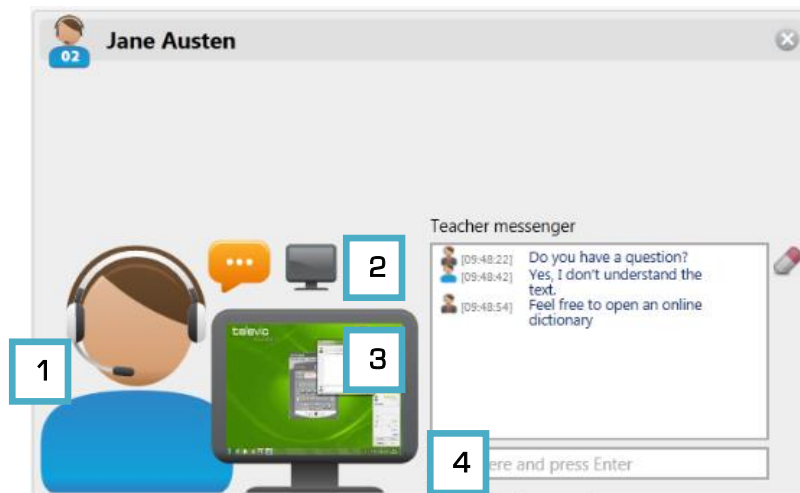


## IV. Classroom actions

### Interaction

#### Interacting with one student

In the classroom view, click on one student's icon, OR double click the student in the list view. The following student detail screen will open:



*In the miniature screen, you will see what that student is doing. You will also hear what the student is saying, as well as whatever is playing on his or her computer. If the student has a webcam installed, you will also see the student at this point!*

- 1) You can **speak to that student** by clicking the microphone. Don't forget to click again once you're done to deactivate the microphone!
- 2) You can **blank the student's screen** by clicking the little black screen on top. You can still type a message to the student, which will be the only thing displayed on top of the blanked screen.
- 3) You can **see an enlarged version of the screen** by clicking the computer screen itself. This will activate more options, which are explained below.
- 4) You can **write a message** to that student by typing something where it says 'Type here and press Enter'

As explained in the section on the student's client on page 9, the student can 'Notify' you or leave a message in the 'Messenger'. Both actions will display an orange balloon in the student's icon. Clicking the student's icon will open this window, after which the teacher can then help the student by clicking on either the microphone (1) or responding to the message in the messenger (4). The notification or help message needs to be deactivated by the teacher by **clicking the orange balloon in this window** (next to (2) the blank screen icon)



If you have webcams, then clicking the microphone will also activate the student's and the teacher's webcam, so you will see each other!

You can **close** this interaction window by clicking the grey cross in the top right corner or pressing the ESCape key on your keyboard. You will then return to the classroom overview.

If, however, you have clicked on the miniature computer screen to see an enlarged version (3), you will see the following:



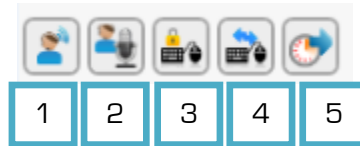
This screen will show you what that student is doing. It is a live view, though you will not see the cursor moving. The blue arrows on top of the screen allow you to navigate easily to the next or previous student.

In the top right corner, you can click the 1:1 icon to see a sharper, enlarged version of the screen.


In the top left corner, you can see two series of action buttons : one horizontal, one vertical. These are explained below.

 Every button you activate will be displayed in a red frame to show you it is active :

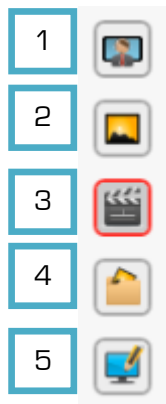
Don't forget to deactivate when you're done by clicking the button again




- 1) **Intercom** : you can speak with that student
- 2) **Send student voice to class** : the student can speak to the class
- 3) **Lock keyboard and mouse** of that student
- 4) **Share keyboard and mouse** with that student
- 5) **Auto monitor** will automatically display the next student's screen for you after a given amount of time. Click this button and set the interval time to your preferences.

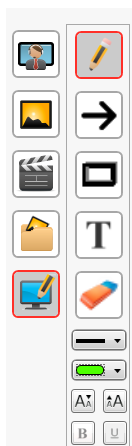
 **To take over a student's keyboard and mouse:**

activate 'Share keyboard and mouse' (4), but also activate 'Lock keyboard and mouse' (3)



- 1) **Show screen to class** means that student's screen will be shown to all other students
- 2) **Take screen snapshot** allows you to take a picture of that student's computer screen  
When you click this button, a window will pop up asking you where you want to store the picture. Click 'Browse' to navigate to the folder of your choice, then click 'OK'
- 3) **Start screen recording** : to make a recording of that student's screen.  
When you click this button, a window will pop up asking you where you want to store the recording. Click 'Browse' to navigate to the folder of your choice, then click 'OK'. The recording will be stored as an .avi file. Once you've clicked 'OK', the recording will start, indicated by the flashing red dot in the top right corner of the student's screen.
- 4) **Open the folder** where you have saved the screen recording.

 The student is not aware that you are making a screenshot or a recording of his or her screen.



5) **Screen annotations** (Only available when the teacher's computer has two screens)

When you click the bottom button, the screen annotation tool will open.

This allows you to make indications on that student's screen

- There are four types of annotations using a **pencil**, an **arrow**, a **square** or **text**. Simply choose one of these four and draw on the student's screen, or click where you want to start typing.
- The **eraser** allows you to wipe out an annotation (click the annotation you've made with the eraser tool)
- The bottom two options allow you to choose a **weight** and **colour** for the annotation, as well as the possibility to change the **font size**, **bold** or **underlined** font for the text

annotations. This does not change the annotations already made, only the ones you are going to make.

Closing the annotation tool (clicking the button again) will also clear the annotations you've made on the student's screen.

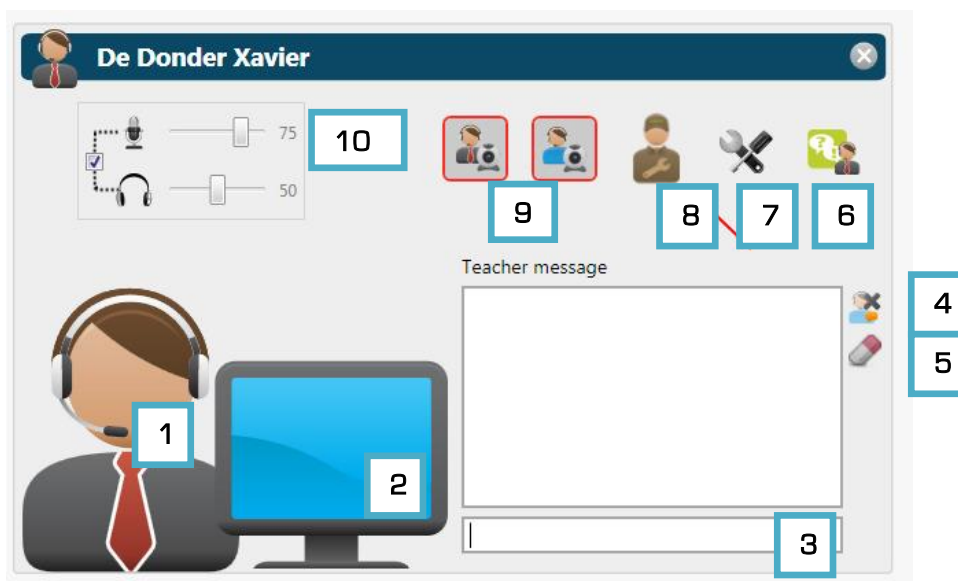


Combined with 'Intercom' (first of the horizontal line), this is a valuable guiding tool for the learners! Combine with 'Send student screen to class' and 'Talk to class' to reach out to everyone.

### Interacting with more than one student

To interact with more than one student, click on the teacher icon in the classroom view.

- If your interaction involves **all students**, you do not need to make a selection first
- If your interaction **only includes some students**, you need to select them first before continuing. More about selecting students is explained in this manual on page 22.



- 1) **To speak to all/some students** : click on the teacher's microphone  
This is also possible using the action shortcut explained on page 13.
- 2) **To show the teacher's (left) screen to all/some students** : click the computer screen
- 3) **To send a message to all/some students** : type in a message where it says "Type here and press Enter"
- 4) **Close the messenger** on the students' computer after you have sent a message by clicking the top icon next to the conversation window. This will also erase the conversation from your screen.
- 5) **Erasing the messages** without closing the messenger on the students' computers can be done by clicking the eraser tool to the right of the conversation window.
- 6) From this window, the teacher can also go straight into **Edumatic** : see page 56.
- 7) The **tools** icons are settings in the backoffice, meant for technical support staff.

- 8) To log in as administrator, click here. It is password-protected.
- 9) If you have **webcams** installed, you can turn the use of them on and off here.
- 10) **Volume** controls for your microphone and headset, which are set automatically.

To return to the class view, click the grey cross in the top right corner or press the ESCape key on your keyboard.



The students' icons always tell you if there is a function active. F.e. A vertical blue bar means that they are engaged in a browsing activity (p.33), a small teacher icon on the students' screen icons means you are speaking to a selection of them (p.22), a greyed out student means nobody has logged on,...

## Selecting students

For an action that only applies to a selection of students, select these students first. If no students have been selected, the action will apply to all students in the classroom.

There are several possibilities to select students, which can be done through the Class view or the List view. The Mosaic view does not allow selecting students, this is for monitoring purposes only.

### Selecting students in the Class view

#### Selecting an individual student

You can select **an individual student** by left clicking once on the **horizontal bar** at the bottom of the icon. When selected, a border will appear around the student icon.

When simply hovering the cursor over the horizontal bar (not clicking the icon yet), a glow will appear around the student who will be selected.

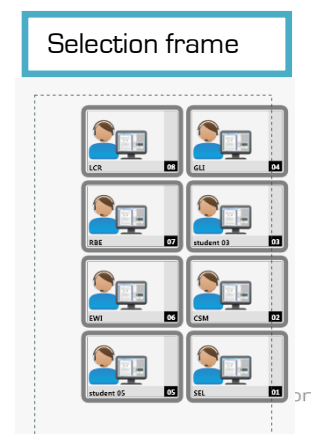


A selection can be undone by clicking on any empty zone in the classroom canvas.

#### Selecting multiple students

You can also select multiple students in different ways.

**Blocks of students can be selected by using a frame.** To do so, left click on an empty spot next to the first student you want to select (on the classroom background, not on the student) and move your mouse without releasing it. You can see a selection frame is activated. All computers within that frame will be selected.



You can also select several students by clicking their icons and holding down the 'CTRL' key on your keyboard to add more students. This will allow you to select more than one student, and yet selecting each one individually.

Clicking again while holding the 'CTRL' key down, will **remove the student** from the selection. This method can be used at any time to add or remove students to an existing selection.

To entirely remove all selected students, simply click on any empty zone in the classroom canvas.

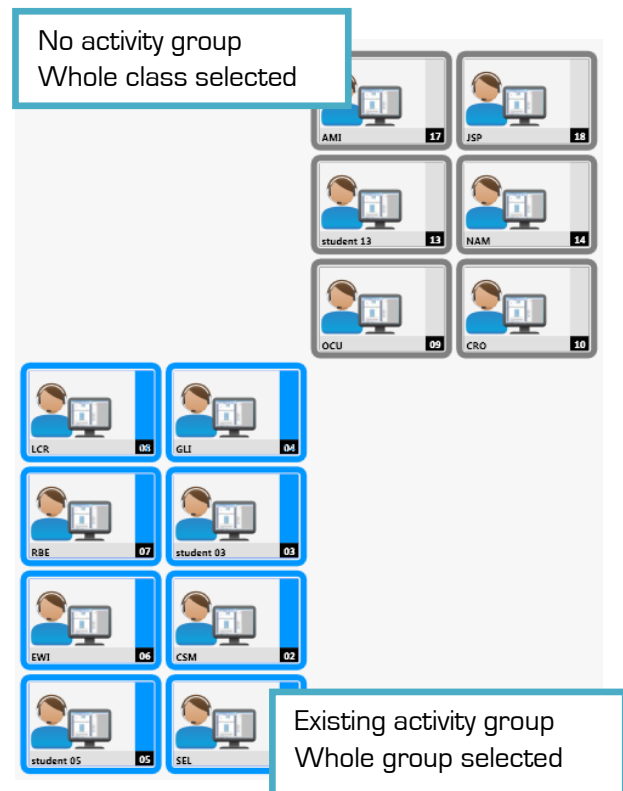
### Selecting a group of students

If you have already launched an activity on a selection of students, a group will have been created.

You can select an entire group by clicking on the vertical bar to the right of any student icon belonging to the group. This will automatically select all students assigned to that group.

If there is no group, clicking on the vertical bar will select the entire classroom.

You can still add other computers, even from different groups, to your selection by holding down the 'CTRL' key on your keyboard and clicking on each student icon individually or other entire groups.



Please notice the difference between clicking on the horizontal bar at the bottom of an icon as opposed to clicking on the vertical bar to the right of the icon.

Clicking the horizontal bar will select that student icon individually.

Clicking the vertical bar will select all students belonging to the group.

Left or right click makes no difference in this case.

### Selecting all students

To select all students computers, simply press '**CTRL + A**' on your keyboard.

Or, if there are no existing groups, **click the vertical bar** in the student's icon.

If an action is launched without a selection, the action will also be performed on all students in the classroom.

### Selecting students in the List view

You can select **one student** by clicking on a line in the list view.

**Individual students** can be added to the selection by holding the **'CTRL' key** and clicking on the student you want to add.

**A block of students** can be added to the selection by holding the **'SHIFT' key** and clicking on the first and last student of the block you want to add.

**To remove a student** from a selection, hold down the **'CTRL' key** and click on the student you want to remove from the selection.

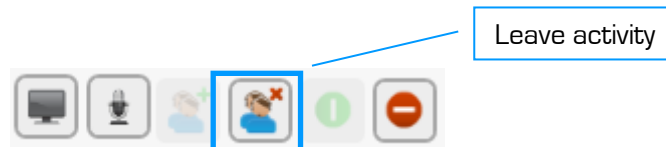
**To completely remove a selection**, click on an empty zone in the list view.

### Adding or removing students while activity is launched

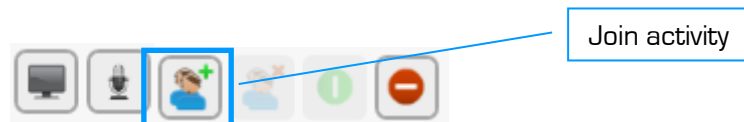
To the left of any activity tab, you can see a list of students included in that activity.

Your selection of students before launching an activity is not absolutely definite. Students can still be added or removed while an activity is already defined or started.

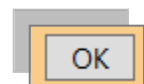
**To remove a student(s)**, select the student(s) in the "Student participants" list and click on the "Leave activity" button.



**To add a student(s) to an application**, select the student(s) in the Class view or List view and click on the "Join activity" button.



For both of these functions, a pop-up screen will open displaying the class view of students. Select which students to join/leave (by the selecting actions explained on the previous pages) **and click OK** at the bottom of this screen. The students will then join/leave the activity as you determined.



Note that the same activity may be launched on different groups of students. This allows differentiation; make sure to select the correct group first before performing the actions.



### Adding or removing students for the action shortcuts

Your selection of students before activating any of the action shortcuts: **talk to the class, blank screen, or restricted mode** is not definite. Students can still be added or removed for this action.

If you have activated 'talk to the class', 'blank screen', or 'restricted mode' on a certain selection:

**To remove a student(s)** from the active 'talk to the class', 'blank screen' or 'restricted mode' action,

- simply select that/those student(s) (as detailed above)
- then click the icon of the action shortcut again

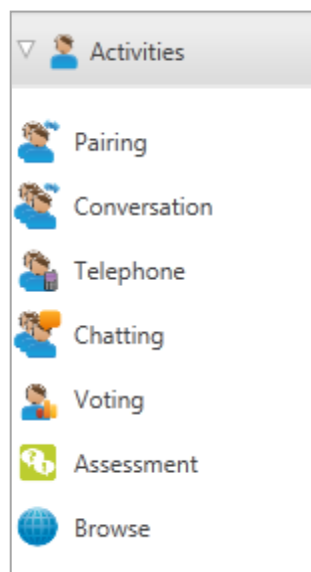
The student will be removed from the action, without deactivating the action for all other students.

**To add a student(s)** to the active 'talk to the class', 'blank screen' or 'restricted mode' action,

- simply select that/those student(s) (as detailed above)
- then click the icon of the action shortcut again

The student will be added action, without deactivating the action for all other students.

## Activities



### Quick Guidelines for activities

- 1) Select students *(page 22)*
- 2) Select activity
- 3) Choose activity settings
  - Audio/Video *(page 32)*
  - Browse *(page 33)*
  - Pairing *(page 33)*
  - Conversation *(page 29)*
  - Chatting *(page 30)*
- 4) Leave 'Instructions' so the students know what to do
- 5) Start activity *(page 26)*

The green dots next to the student names will indicate if the activity has started correctly on their computers.
- 6) Stop activity *(page 26)*



With the icon 'resend instructions' you can change the instructions showing on the students' screens even while an activity is going on! (This icon is right next to the text of the instruction)

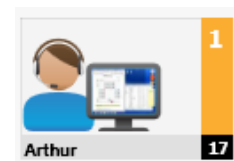
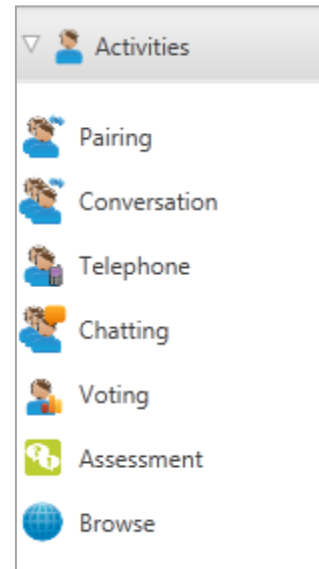


## Launching Activities

Activities relate to typical classroom actions. The image to the right of this page may not correspond to what you see on your TCC – the list of activities can be customised and are chosen on installation.

Every activity will open a new tab (or window within the TCC) with the functions specifically related to that type of activity.


- In order to launch an activity, the students on which the activity should be launched need to be selected first. (If you haven't selected anyone, the activity will apply to the whole class.) Please follow the steps as explained on page 22 to **select students**.
- After you have selected the proper students, click on 'Activities' (the first function in the menu bar on the left of the TCC). **Then select the activity** you want to launch. Two things will happen:
  - A group will be automatically created for the activity, based on your selection of students. Each group will have a distinct colour, which is automatically selected.
  - A new window will open. This new window or 'tab' is also displayed at the bottom of the TCC, showing the icon of the activity and/or the group's colour. (For more information on tabs, please see page 12.) This tab window automatically contains the possible functions for that particular application. Note that this screen will be different for every application, as explained below.



- For every activity, there will be specific functions. Some of the more common activities are explained below. **Configure these settings** before you go on to the next step, 'Launching the activity'.
- You can leave some **instructions** for the students. There is always a general suggestion made, but it's worth adapting this to your class activity so the students know what to do.

**Pairing**

Please look at the picture and describe what to you see to another student.

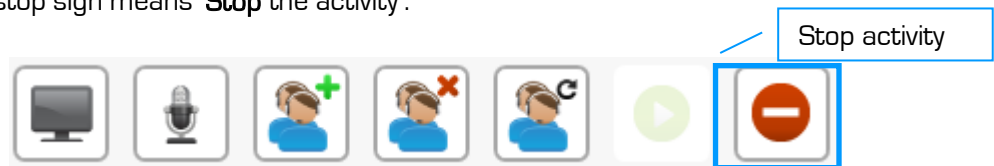


*Instructions are shown like this on the students' computers, in the top right corner.*

- When this new tab has opened, the activity is not yet launched on the student computers. After you have set the activities' settings, you need to **start** the activity by clicking the green icon to 'Launch the activity'. You can find this icon in the top left corner of the activity tab.



- After you have started the activity, this icon will grey out and the icon next to it will become active. This red stop sign means '**Stop** the activity'.



### Relaunching an activity

While an activity is running, you can relaunch it by clicking the 'Relaunch activity' icon at the top of the TCC.

A pop-up screen will show you the class view. Select for which students you want to relaunch the activity and click 'OK' in the right bottom corner. (Selecting students is explained on page 22).

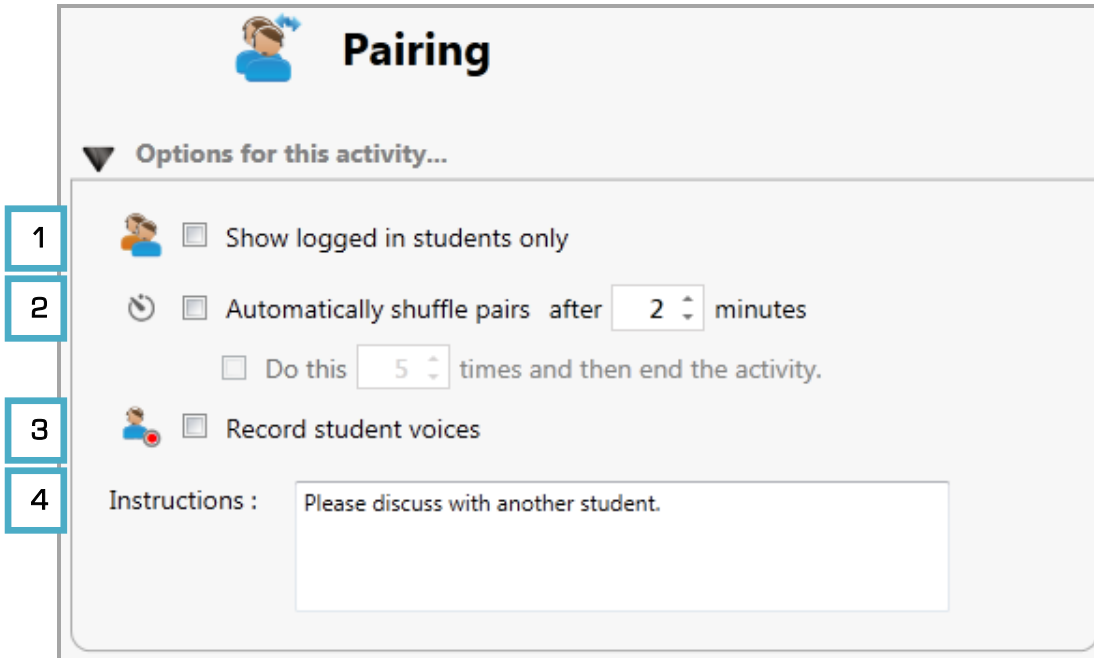
For file activities, you will have the option to *Relaunch without resending the file* or *Resend the file and relaunch*.

### Adding or removing students while activity is launched

Please see a detailed explanation on page 24.

## Pairing

Pairing allows students to speak to each other in groups of 2, with or without recording.



- 1) You can see the list of students to the left of the screen. If not all computers are occupied, you can tick this box to only show logged in students, so the group sizes are even,



In case of an uneven number, there will be one group of three students. This is done automatically.

- 2) You can choose to **automatically shuffle the pairs** after a given amount of time. (This will activate a timer). If you like to randomise the pairs manually, you have to do so now, before starting the activity. Click the button 'Shuffle' at the top of the screen to do so.



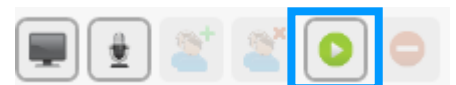
You don't have to shuffle all the groups if you want to switch a few students around. In the list of groups on the left of this tab, click and drag student A to another group, on top of student B. Student A and student B will switch groups.

- 3) You can immediately **record** the student voices when starting the activity. Remember to choose an appropriate folder on the Live Drive and name for the file if you tick this box. You can choose to save the recording as a .wav or .mp3, and you can also automatically collect the recordings from the students' to the teacher's Live Drive. (If you're not sure what the Live Drive is, have a look on page 7.)

- 4) Type in your instructions so the students know what to do.

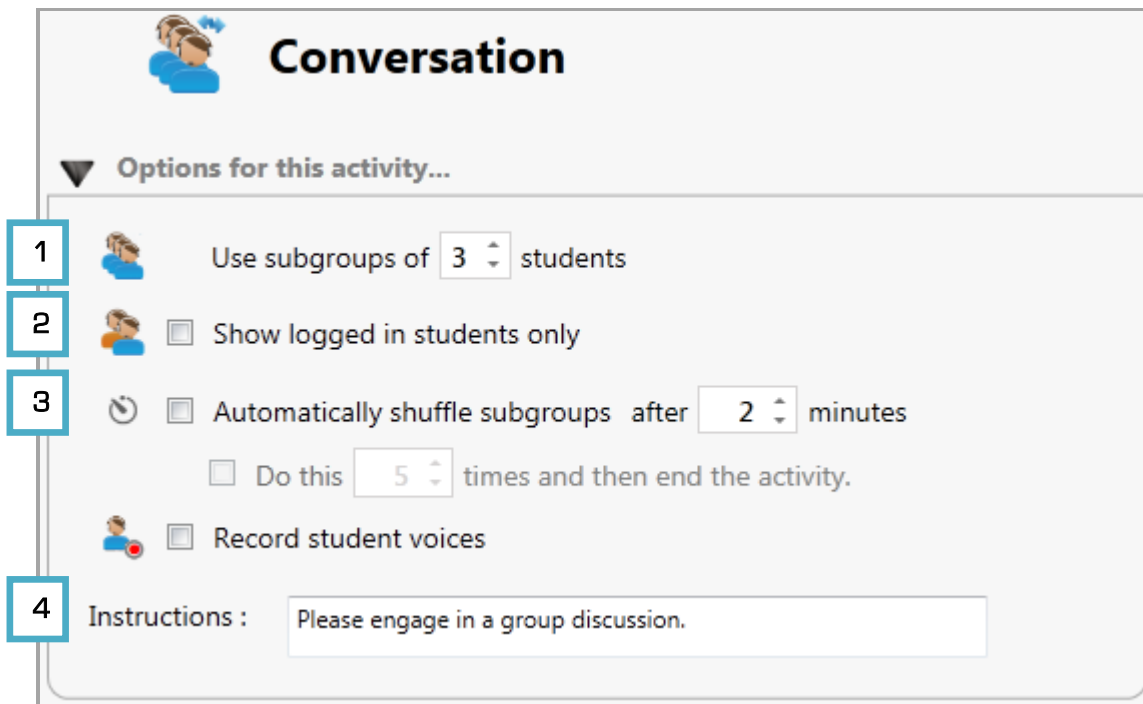



For every activity, **don't forget to start** once everyone's ready (click the 'Start activity icon' in the top left corner of the TCC)



## Conversation

Conversation is similar to pairing, but with 3 up to 7 students grouped together.



- 1) Determine the **size** of your group by moving the arrows up or down. Minimum 3, maximum 7 students in one group
- 2) You can see the list of students to the left of the screen. If not all computers are occupied, you can tick this box to only show logged in students, so the group sizes are even,
- 3) You can choose to **automatically regroup** the students after a given amount of time. (This will activate a timer.) You can do this **manually** by clicking the button 'Shuffle Subgroups' at the top of the screen. 



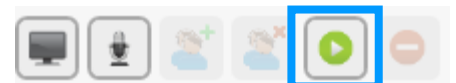
You don't have to shuffle all the groups if you want to switch a few students around. In the list of groups on the left of this tab, click and drag student A to another group, on top of student B. Student A and student B will switch groups.

- 4) You can immediately **record** the student voices when starting the activity. Remember to choose an appropriate folder on the Live Drive and name for the file if you tick this box. You can choose to save the recording as a .wav or .mp3, and you can also automatically collect the recordings from the students' to the teacher's Live Drive. (If you're not sure what the Live Drive is, have a look on page 7.)

- 5) Type in your instructions so the students know what to do.

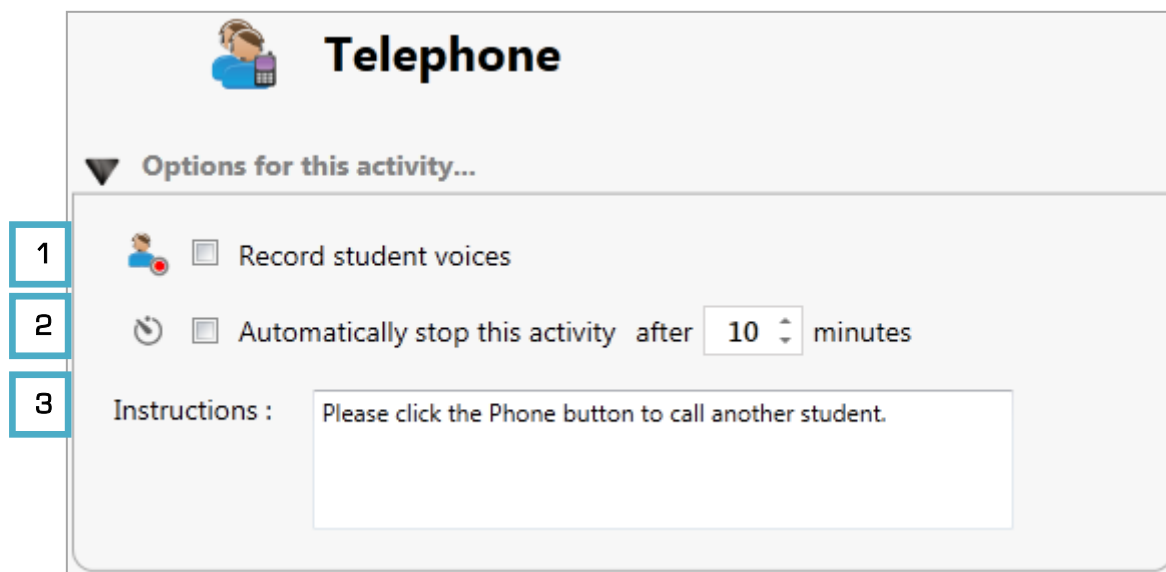


For every activity, **don't forget to start** once everyone's ready. (Click the 'Start activity icon' in the top left corner of the TCC)




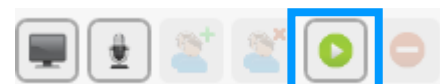
## Telephone

The telephone activity allows students to make phone calls to each other's computers (audio only).



- 1) You can choose to **record** the phone conversations by ticking this box. Remember to choose an appropriate folder on the Live Drive and name for the file if you tick this box. (If you're not sure what the Live Drive is, have a look on page 7.)  
If you tick this box, you can also automatically **collect** those recordings, and/or delete them from the students' computers after collecting.
- 2) You can choose to **automatically stop** the activity after a given amount of time. This will activate a timer. If you choose to do so, tick this box and adjust to the preferred duration.
- 3) Type in your instructions so the students know what to do.

 For every activity, **don't forget to start** once everyone's ready. (Click the 'Start activity icon' in the top left corner of the TCC)



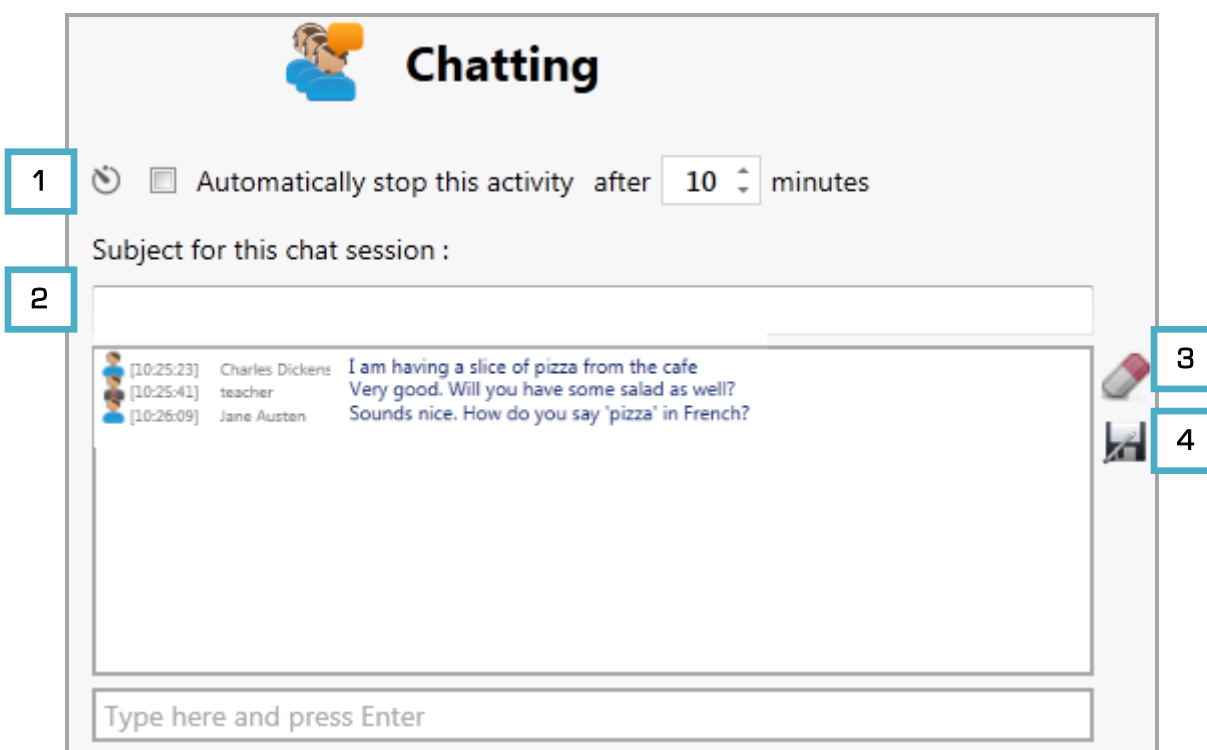
The students can then click the button 'Phone' on their client and select another student from the dropdown list. (Unless that student is already making a phonecall him/herself!)  
The other student can then 'Answer the phone' by clicking the same button. A notification of calls will appear on their screens, in the top right corner.

As a teacher, you can monitor who is calling who in the 'caller' - 'callee' list on the TCC. By clicking the little headset icons next to the names, you can either 'listen' to the conversation or join yourself.


After you stop the activity (by clicking the red stop button), and you've chosen to collect the files automatically, a list of the collected files will be shown. You can also find them on the teacher's Live Drive. (Where? See page 7)

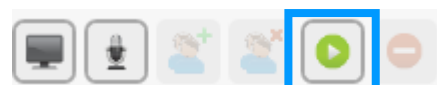
## Chatting

Chatting is a guided text conversation which the teacher can monitor or direct.



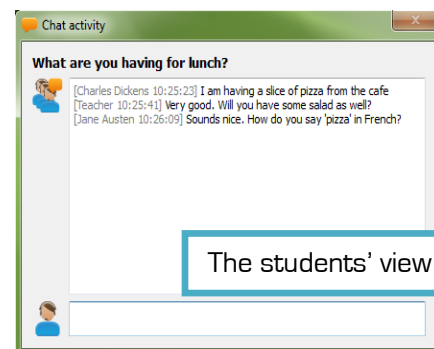
- 1) You can choose to **automatically stop** this activity after a given amount of time. Tick this box and enter the time you want this activity to last. Leave this box unticked if you would like to stop the activity **manually** (by clicking the red stop button at the top).
- 2) You can type in a **subject** for the conversation, which helps to orientate the students.


 For every activity, **don't forget to start** once everyone's ready (click the 'Start activity icon' in the top left corner of the TCC)



If you want to write a message yourself, type this in the bottom box where it says 'Type here and press Enter' on the TCC activity tab. Your message and any student responses will come up in the larger middle box.

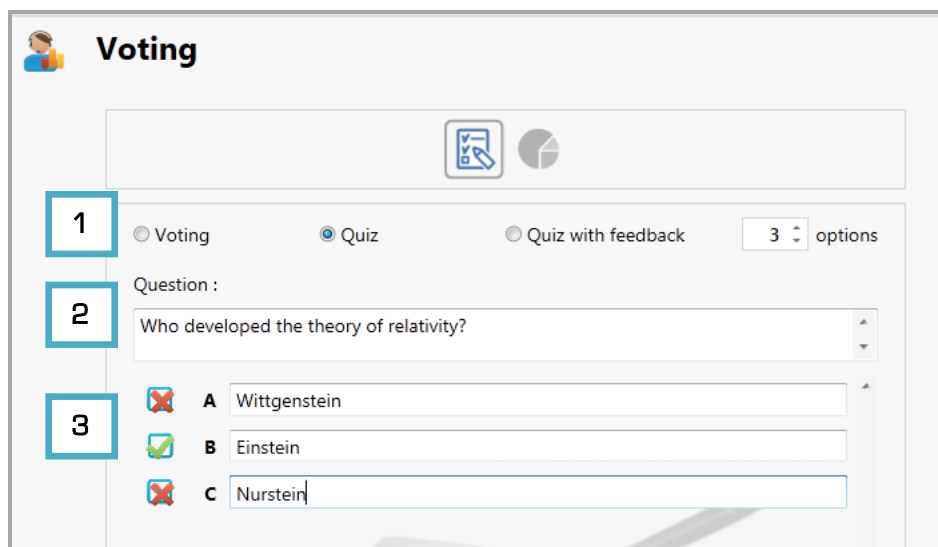
- 3) On the right next to the conversation, an eraser is shown: clicking this will wipe out the current conversation, to start with a blank screen again.
- 4) Under this eraser, you can click the 'Save' icon to save the conversation to a .txt document.



 The students cannot close the chatroom.

## Voting

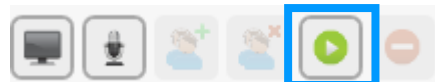
Voting is a way of delivering on-the-spot voting or quiz items to the students, and displaying instant results.



- 1) Choose your **question type**: voting, quiz, or quiz with feedback  
Also choose the **number of answer options** (minimum 2)
- 2) Type in a question
- 3) Type in the answer options  
For 'quiz' and 'quiz with feedback': make sure the correct answer is ticked green (if it isn't yet, click the red cross in front of the correct answer).  
There is no correct answer for 'voting'.  
For 'quiz with feedback': also type in the feedback for each answer option, which will be displayed on the students' screens once they have submitted an answer
- 4) You can choose to **automatically end** the voting activity after a given number of seconds.  
Tick this box at the top, and enter the time after which you want the question to disappear.
- 5) Personalise the **instruction** at the top if you prefer something other than the suggested one



For every activity, **don't forget to start** once everyone's ready (click the 'Start activity icon' in the top left corner of the TCC)



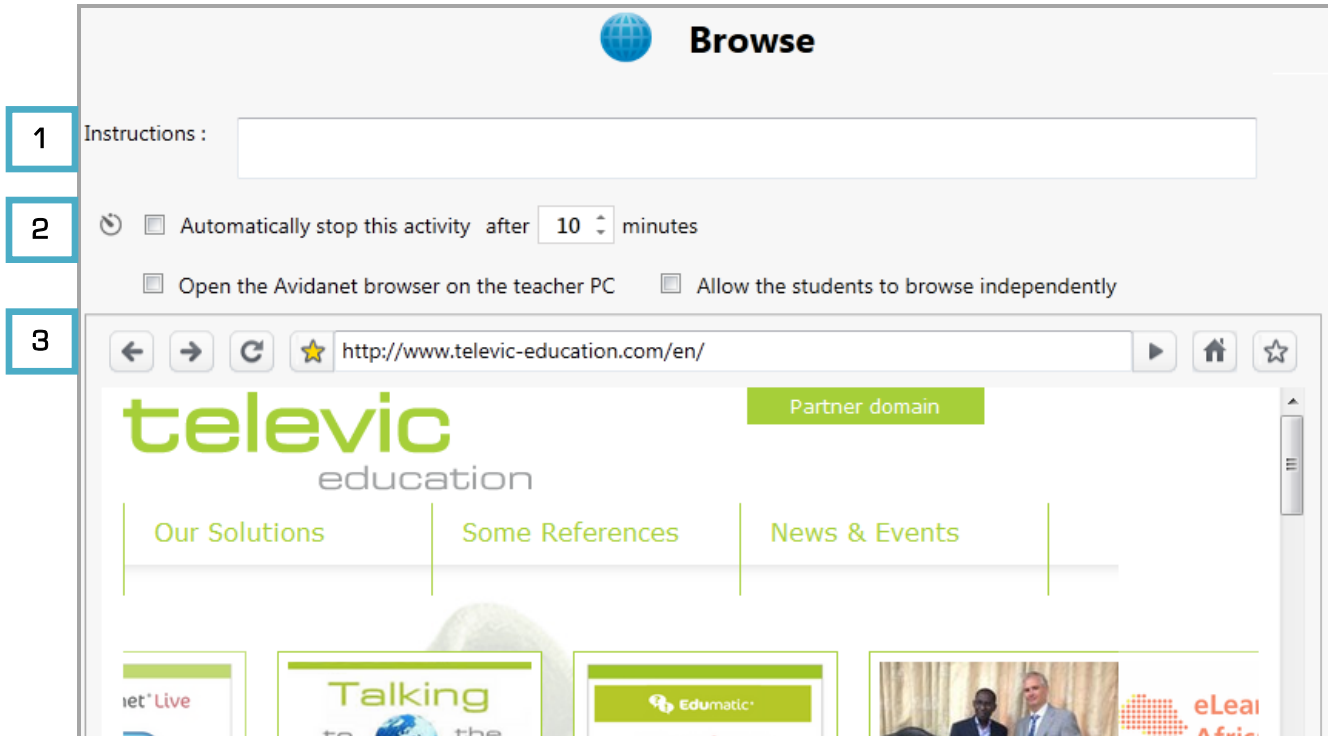
Results display instantly on your screen while the students are giving their responses.  
**Once you stop the activity** (manually or automatically), an icon in the bottom right corner of the activity tab becomes active. Click this icon to **display the voting results to the students**.



## Browse

Browsing makes use of the worldwide web in a guided way.

Once the students have been selected, click 'Browse' from the list of activities to open the following tab:



1) You can leave certain **instructions** for your students which they will see when the website opens.

2) You can choose to automatically end the activity after a given amount of time. Tick this box, and adjust to your preferred duration.

3) Type in a URL to navigate to the appropriate website, where the current URL of the Televic Education website is shown : <http://www.televic-education.com/en/>, then press the 'Enter' key to display it.



By starting the activity without changing any of the settings in this tab, students will not have any control over the website. You are simply showing them this website.

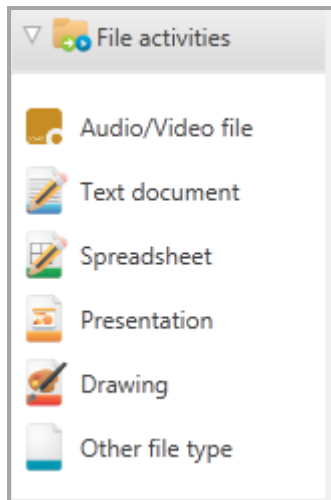
- Tick the box 'Allow the students to browse independently' (on top of this tab) before starting the activity so they can navigate through the website themselves. (This option disappears after you started the activity. To give them control afterwards, please restart the activity.)
- Tick the box 'Open the AVIDAnet® Browser on the teacher PC' if you would like to browse separately from the TCC. This can be done at any time.

Please remember the student can start browsing activities independently by clicking the button 'Browser' on their client. For more information, please see page 9.



The AVIDAnet® browser allows you to set easy yet precise internet access controls, which will prevent using any other browsing application such as Internet Explorer or other. This is further explained on page 51.

## File Activities

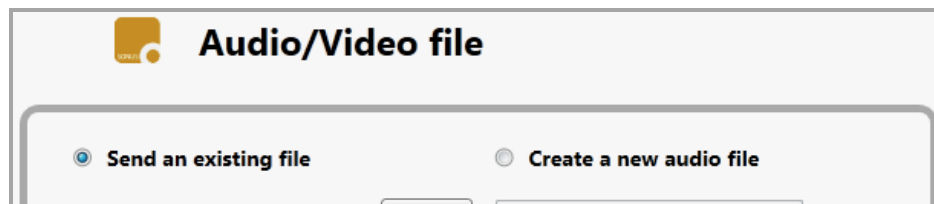


### Quick Guidelines for File Activities

- 1) Select students *(page 22)*
- 2) Select which file activity
  - Audio/Video File: .avi, .mp3, .wav,... *(page 34)*
  - Text Document: Word, Write,... *(page 35)*
  - Spreadsheet: Excel, Access,... *(page 35)*
  - Presentation: Powerpoint, ... *(page 35)*
  - Drawing: pictures, drawings,... *(page 35)*
  - Other/Any file type
- 3) Select a file to send
- 4) Tick the boxes to choose automatically collect or delete the file, and whether to stop the activity automatically
- 5) Leave 'Instructions' so the students know what to do
- 6) Start activity *(page 26)*

The green dots next to the student names will indicate if the activity has started correctly on their computers.
- 7) Stop activity *(page 26)*

### Audio/Video File



This screen might also show **'Open the latest stream'** - which means the latest file streamed through one of the 'Sources' in record live or copy live mode. See page 38 for more information.

As you can see, there are two options in the Audio/Video File Activity tab:

- **Send an existing file**  
If you have a sound or video file which you would like to students to listen to, watch, or record into. In that case, click on the little folder icon to the right of the screen and select the file you want to send them. (To choose a specific Live Drive folder, click on 'Options for this Activity'. If you're not sure about the 'Live Drive', have a look on page 7.)

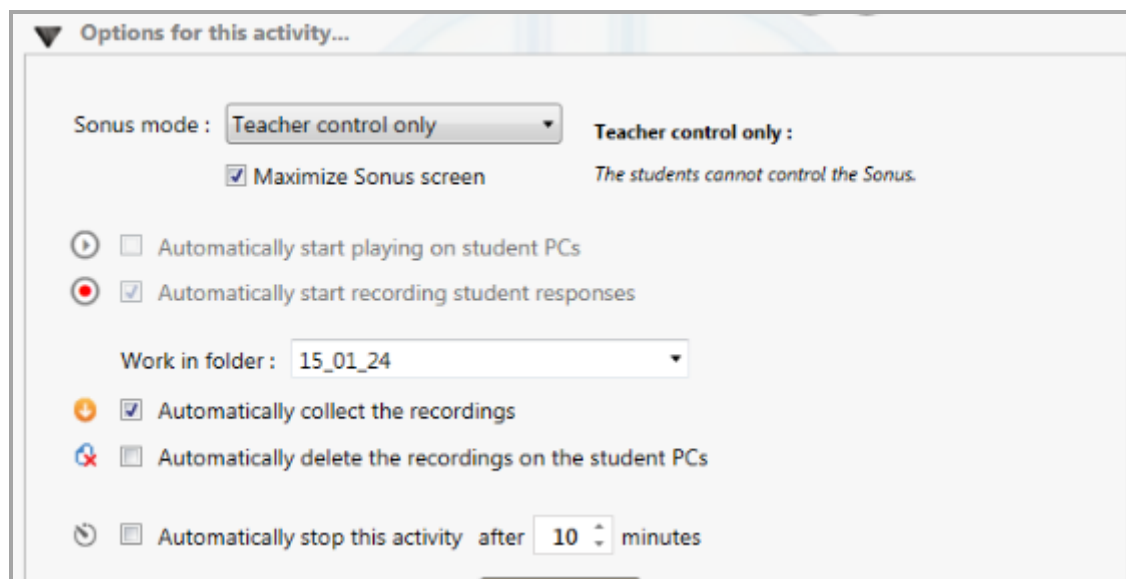
- **Create a new audio file**

If you would like the students to start a blank recording. Tick this option and give this new recording a name. It will by default save as an .mp3. (To choose a specific Live Drive folder, click on 'Options for this Activity'. If you're not sure about the 'Live Drive', have a look on page 7.)



With these icons you can control the audio or video file on the students' computers.

Then, there are also additional options which you can see if you click '**Options for this activity**':



As you can see, you can start SONUS in different modes. An explanation is given to the right of these four modes. **Normal mode** allows all freedom to students (but you are still able to control their recordings too by using the buttons pictured below), and **Teacher control only** takes all control away from the students. **Restricted mode** is most recommended for exam situations.

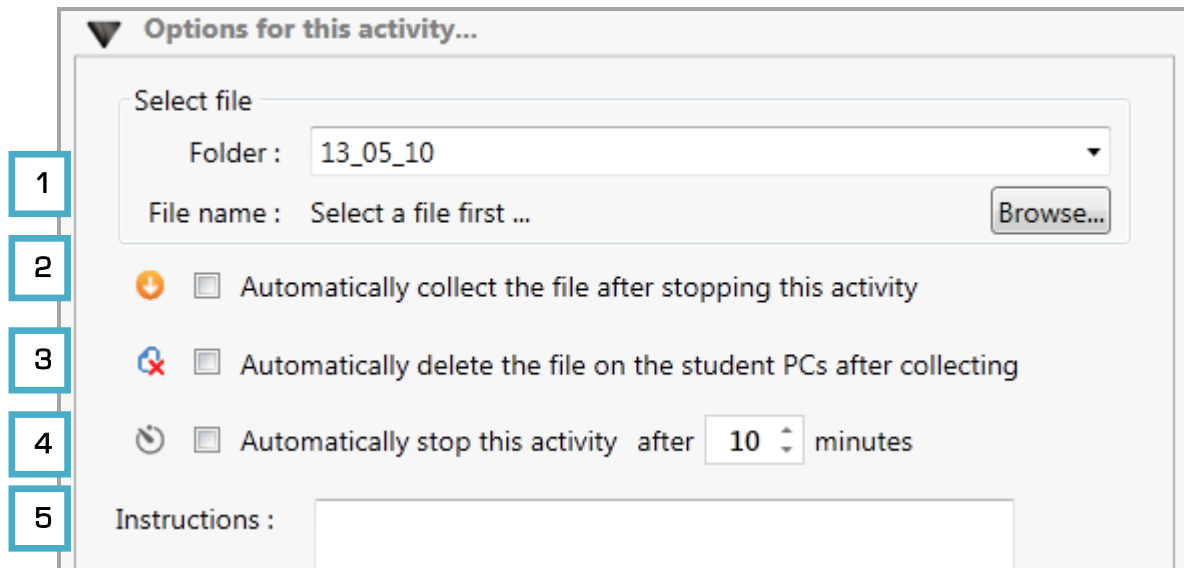
You can then choose a number of automatic actions by ticking the appropriate boxes: automatically play the file if you're sending an existing sound or video file, record if you don't want them (or yourself) to manually press the 'record' button,... Collect or delete the recordings if this was not a listening exercise, or automatically stop the activity after a given amount of time.

You can also leave **instructions** for the students which are shown when the activity starts.

### *Text, Spreadsheets, Drawings or other Files*

To send files other than audio or video files, simply choose the appropriate File Activity. For example, 'Text Document' for any .doc files, 'Drawings' for all pictures, 'Other File type' for PDF,...

The settings of these activities all look the same. Once you've clicked on them, the activity page opens:

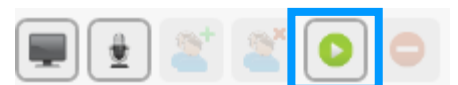


You can see the list of students to the left of the screen to which the file will be sent. If you don't want to send a file to the whole class, make a selection first - see page 22 on how to do that.

- 1) Choose which file to send by clicking the small folder icon to the right of the screen and selecting the file. Select or create an appropriate folder on the Live Drive to send this file to. (If you're not sure what the Live Drive is, have a look on page 7.)
- 2) You can **collect** the files, if the students have made any changes. For more information on this, see page 46
- 3) You can also **delete** the files from the students' computers.
- 4) You can choose to automatically **stop** the activity after a given amount of time. Tick this box, and adjust to your preferred duration.
- 4) You can type in your **instructions** so the students know what to do. Let them know, for example, how much time they have before you will collect their work.

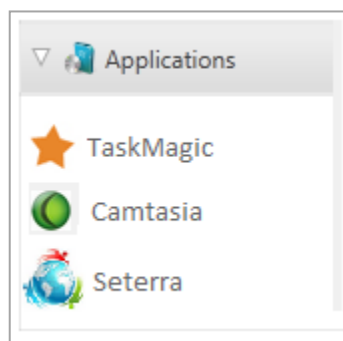


For every activity, **don't forget to start** once everyone's ready (click the 'Start activity icon' in the top left corner of the TCC)



This will send the file to the students, it will open automatically on their screens and show your instructions in the top right corner.

## Applications



### *Quick Guidelines for applications*

- 1) Select students *(page 22)*
- 2) Select application
- 3) Choose application settings
- 4) Start activity *(page 26)*
  - The green dots next to the student names will indicate if the activity has started correctly on their computers.
- 5) Stop activity *(page 26)*

### *Launching Applications*

This allows you to start any program on the students' computers from the teacher's computer. The list of applications shown in this menu can be entirely customised.

Remember to select students first if you don't want to start this program for the whole class. (More information on selecting students can be found from page 22 onwards.)

Once you've clicked on one of the programs in the list, the settings shown below will appear. You can leave instructions for the students which are displayed as soon as the program starts, and you can choose to close the program automatically after your preferred duration.



- At this point, the application is not yet launched on the student computers. You need to **start** the activity by clicking the green icon to 'Start the activity'. You can find this icon in the top left corner of the activity tab.



- After you have started the activity, this green icon will grey out and the icon next to it will become active. This red stop sign means 'Stop the activity' which will close the program for all students.



With the icon 'resend instructions' you can change the instructions showing on the students' screens even while an activity is going on! (This icon is right next to the text of the instruction)



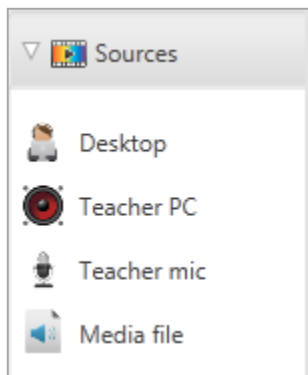
## Adding or removing applications

The list of available applications may be different to what you see in this manual. The applications you see were configured on installation, but they can still be changed at a later time.



Please note that adding or removing applications changes the program for everyone, not just when you log in to the computer. Please check with other teachers or your IT department to agree which applications can be removed / added.

## Sources



### Quick Guidelines for sources

- 1) Select students *(page 22)*
- 2) Select source
- 3) Choose source settings
- 4) Start activity
 

The green dots next to the student names will indicate if the activity has started correctly on their computers.
- 5) Stop activity

## Play Live, Record Live, Copy Live

For everyone of the sources, you will find these three options. play live, record live and copy live.

- **Play live** which means the source will only be available to the students while you are transmitting it (so from the moment you start the activity, until you stop it)
- **Record live** which means the source will be copied onto the student computers while it is being transmitted and also the student's voice will be recorded during this initial transmission
- **Copy live**, which means the source will be copied onto the student computers while it is being transmitted, not the student's voice



If you want to allow the students to watch the transmission of the source again, after you stopped the activity (only for record live or copy live mode): make sure the box is ticked for 'Students can continue working on this recording'. When stopping the source activity, SONUS will open on the student's computer. On the TCC, you will switch to an Audio/Video File Activity automatically (p. 34).



The recording made in 'Record live' or the copy of 'Copy live' is saved on the students' Live Drive. If they accidentally close SONUS, they can therefore reopen it in the location you specified before starting the activity. **Also, on their client programme, the file will be shown in a blue link above the button 'Notify Teacher'.**

## Desktop

Choosing 'Desktop' as a source will allow the students to **see part of your screen**, and **hear** the sound played on your computer.

Once you have selected the students and clicked 'Desktop' from the list of sources, you will see the following:

- If you only have one computer screen at the teacher's desk, the TCC will minimise and you will see a large red frame on your screen.
- If you have two computer screens, please move the cursor to the left screen

With this red frame, you can choose which part of your screen you want to transmit to the students.

For example, if you would like the students to see this You Tube movie:

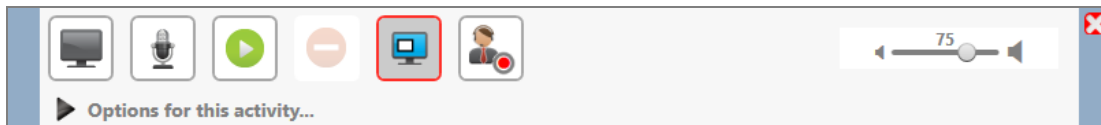
- Click in one corner of the movie and hold down the mouse button
- Drag towards the opposite corner of the movie, so a red frame appears. This frame determines what part of your screen the students will see.
- Then let go of the mouse button.



See that red frame?

Now you have set which part of your screen you will let your students see.

- If you have two screens, please return your attention to the right screen
- If you have one computer screen, please see the icons in the top right of your screen



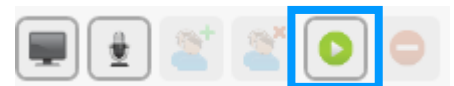
Under additional 'Options for this Activity', you can:

- **Deselect audio**, if you only want to transmit the (moving) image of your screen
- **Deselect video**, if you only want to transmit the sound
- Play Live, Record Live, Copy Live : see page 38.

For Record live or Copy live, you will need to specify a folder on the Live Drive and possibly a name for the recorded or copied file. More information on the Live Drive can be found on page 10.



**Don't forget to start** once you have selected your settings (click the 'Start activity icon' at the top of your screen)

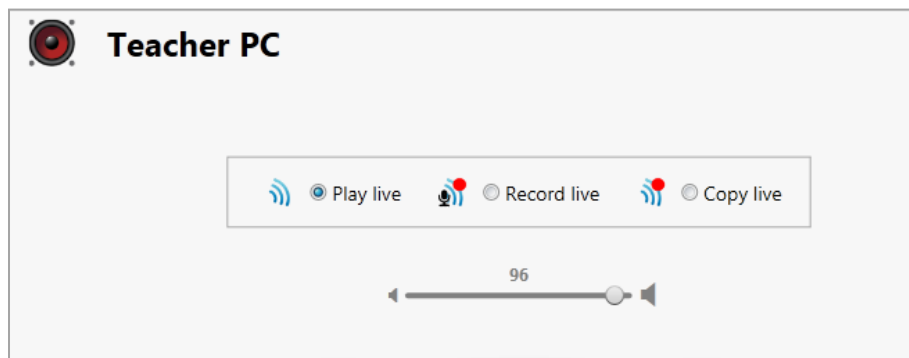


If you are showing a YouTube movie, don't forget to click 'Play' on YouTube!

To end this activity, simply click the **"Stop the activity"** button (red stop sign) at the top of your screen (where you started the activity).

### Teacher PC

Choosing 'Teacher PC' as a source will allow the students to **hear whatever is playing** on your computer. Once you have selected the students and clicked 'Teacher PC' from the list of sources, the following tab will open:



You can adjust the volume of the transmitting sound by moving the slider below these three options.

There are three modes of transmitting the sound played on the teacher's computer to the students: Play Live, Record Live, Copy Live : see page 38.

For Record live or Copy live, you will need to specify a folder on the Live Drive and possibly a name for the recorded or copied file. More information on the Live Drive can be found on page 10.



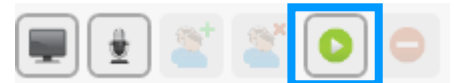


Remember that you have to actually play a sound file on your computer for the students to hear something! This is separate from the TCC.  
For example, open an mp3 song in Windows Media Player, or open a website with an integrated sound file...

If you have chosen 'Record live' or 'Copy live', SONUS will open on the student computers with the copied file once you stop the activity so they can listen and/or watch the transmission again.



**Don't forget to start** once you have selected your settings  
(click the 'Start activity icon' in the top left corner of the TCC)

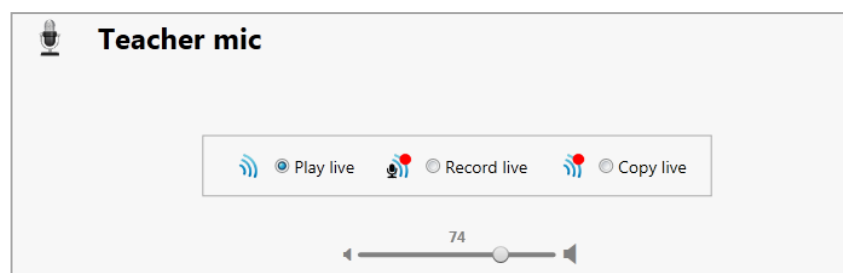


You can **stop** by clicking the red 'Stop' button next to it.

### Teacher mic

Choosing 'Teacher mic' as a source will allow the students to **hear what you are saying**.

Once you have selected the students and clicked 'Teacher mic' from the list of sources, the following tab will open:



There are three modes of transmitting your voice to the students:

- **Play live** which the students will only hear your voice during transmission (so from the moment you start the activity, until you stop it)
- **Record live** which means your voice will be copied onto the student computers while it is being transmitted (so they can listen to it again once you stop the activity) and also the student's voice will be recorded while you are speaking (You will not hear them in your headset as the activity is running, however)
- **Copy live**, which means your voice will be copied onto the student computers while it is being transmitted (so they can listen to it again once you stop the activity). Contrary to 'Record Live' the student's voice is not recorded

For Record live or Copy live, you will need to specify a folder on the Live Drive and possibly a name for the recorded or copied file. More information on the Live Drive can be found on page 10.

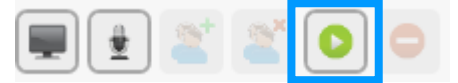
You can adjust the volume of the transmitted sound by moving the slider below these three options.



'Play Live' is in fact the same as the action shortcut 'Speak to everyone' (p. 13), with the added possibility to make a recording of the teacher voice : if you have chosen 'Record live' or 'Copy live', SONUS will open on the student computers with the copied file once you stop the activity so they can listen and/or watch the transmission again.



**Don't forget to start** once you have selected your settings (click the 'Start activity icon' in the top left corner of the TCC)



You can **stop** by clicking the red 'Stop' button next to it.

### Media File

Choosing 'Media File' as a source will allow the students to **hear a sound file** playing on your computer.

Once you have selected the students and clicked 'Media File' from the list of sources, the following tab will open:



1) Click '**Browse**' select a file to transmit to the students.  
(Go to the location where the file is stored and double click it to select it.)

2) There are three modes of transmitting the sound to the students: Play Live, Record Live, Copy Live. see page 38.

For Record live or Copy live, you will need to specify a folder on the Live Drive and possibly a name for the recorded or copied file. More information on the Live Drive can be found on page 10.

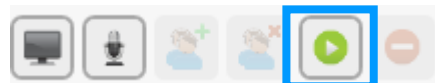


3) **Control options.** You can play (pause, stop, fastforward, etc.) the sound file you have selected by clicking on the control buttons. You can adjust the volume of the transmitted sound by moving the slider below these three options. All sound is recorded in dual track mode, so you are able to adjust the volume of each track separately.

If you have chosen 'Record live' or 'Copy live', SONUS will open on the student computers with the copied file once you stop the activity so they can listen and/or watch the transmission again.



**Don't forget to start** once you have selected your settings (click the 'Start activity icon' in the top left corner of the TCC)



## Digitising

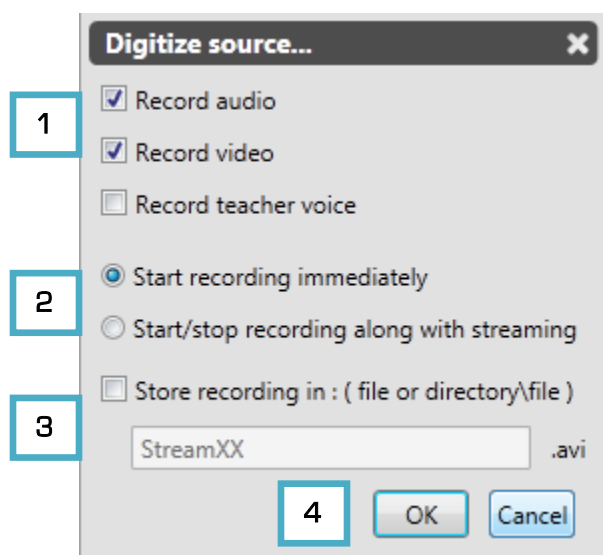
Digitising a source means you will have the digital file ready for later use.

For the Desktop source or any of the analogue sources you have chosen to include on installation (DVD, video and/or tapes), you can digitise this source prior to or while transmitting to the students.

Choose one of the 'Sources' in the TCC to digitise (Desktop, DVD, VCR, Deck A or Deck B). In the tab which opens once you've clicked on a source, click on this button in the top left :



The following pop-up will appear:



- 1) Choose whether you want to digitise the **audio** of the source and/or the **video**. (Both of these are selected by default except when using tapes.) For example, if you only want to digitise the audio of a DVD, untick the box 'Record video'. You can also choose to record the **teacher voice** while the source is digitised.
- 2) If you want to begin the digitisation process once you confirm these settings, choose to 'start recording **immediately**'. If you choose to 'Start/stop **along with streaming**', then the digitisation process will run while you are transmitting the source to the students (so when you start and stop the activity using this source).

3) An automatically generated name will be given to your digitised file. If you would like to name it yourself, tick the box in front of 'Store recording in... ' and then type in a name for your file.

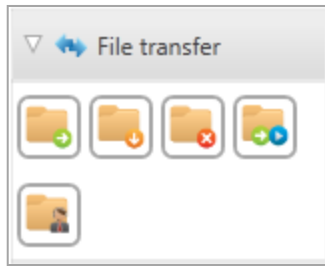
4) Click 'OK'. Digitising will begin immediately if you have chosen to 'start recording immediately', otherwise it will start once you start the activity. The active digitisation button will appear on a slightly darker background and with a red frame.



Digitisation will stop once you stop the activity, or once you click the digitisation button.

Once stopped, SONUS will open on your computer with the digitised file.

## File Transfer



### Quick Guidelines for File Transfer

- 1) Select students *(page 22)*
- 2) Select type of File Transfer
- 3) Choose which file(s) from which folder to send or collect
- 4) Click OK

It is possible to:

- Send a file to the students' computers and automatically launch the application associated with the file *(Send and open)*
- Send one or more files to the students without opening the files automatically, but showing the overview of files sent to the Live Drive *(Send files)*
- Collect files from the students' computers
- Delete files on the student computers



For any of the file transfer types, you can see the status of the transfer in the icon of every student after you've clicked 'OK'.

### Send and Open Files

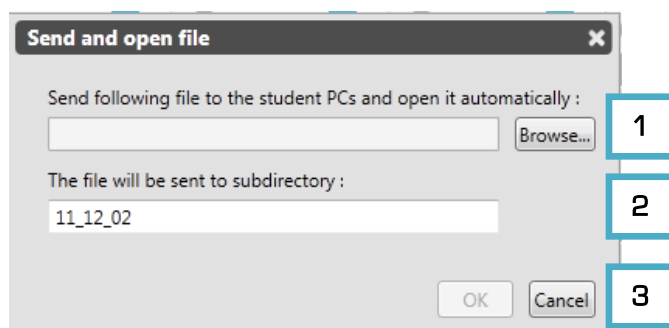


This function allows you to send **a single file** to the students and open it automatically on their computers.



If you don't want the whole class to receive this file, always remember to make a selection of students first. More information on selecting students can be found in this manual on page 22.

When you click on this function, the following pop-up will appear (explained further on the next page):



- 1) Click '**Browse**' to select a file to send to the students.  
(Go to the location where the file is stored and double click it to select it.)

- 2) The name of the **subdirectory or folder on the Live Drive** is automatically created based on the current date [yy\_mm\_dd]. (More information on the Live Drive can be found on page 10.)  
If you would like to change this folder name to something else, simply type in a new name in this field.

- 3) Click 'OK' to send the file. The file is sent immediately when you click this button.

Sending a file means copying that file to everyone student's Live Drive. For every file you send, a copy is also made on the teacher's Live Drive. The original file will remain unchanged.

The teacher's Live Drive can be accessed directly by clicking 'Teacher Files' under 'File Transfer'.

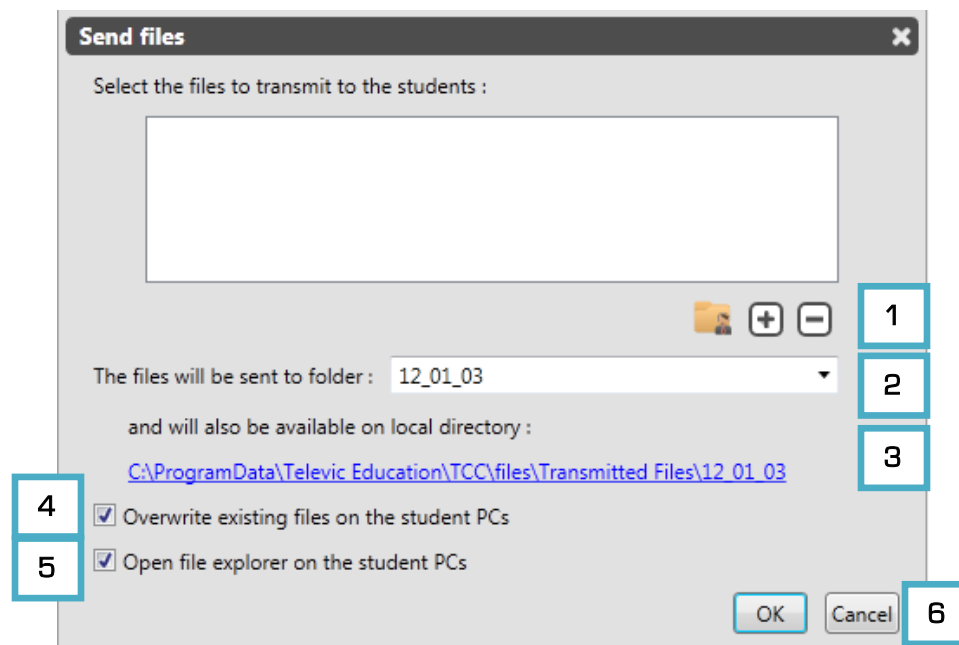
### Send Files



This function allows you to send **one or more files** to the students, but unlike 'Send and open', the file(s) will not be opened automatically. They will be copied onto the students' Live Drives, which the students can access and manually open the files when needed.



If you don't want the whole class to receive this file, always remember to make a selection of students first. More information on selecting students can be found in this manual on page 22.



- 1) Click the '+' icon to add files which you want to send to the students.  
Browse through your files and double click any to add them to the list.  
Click on one of your added files, and then click the '-' icon to remove any selected files.  
Alternatively, you can also drag and drop files directly from your documents onto this pop-up!  
You can click the teacher's files' icon next to the '+' for example, to go directly to the Live Drive.
- 2) The name of the **subdirectory or folder on the Live Drive** is automatically created based on the current date [yy\_mm\_dd]. (More information on the Live Drive can be found on page 10.)

If you would like to change this folder name to something else, simply type in a new name in this field.

- 3) This is only informative, you do not need to change anything here. For every file you send, a copy is made on the teacher's Live Drive. The original file will remain unchanged. The teacher copy can be found in this location, or accessed directly by clicking 'Teacher Files' under 'File Transfer', or by clicking the teacher's files' icon next to the '+' on this pop-up.
- 4) If there are existing files on the student computers with the same filenames, you can choose to **overwrite** them by leaving this option ticked.
- 5) If you would like to draw the students' attention to the sent files after sending, you can choose to **open the file explorer** on their computers once the files have been sent. This opens the Live Drive for them, rather than asking them to find the files themselves.
- 6) Click '**OK**' to confirm your selected files and settings. Immediately after clicking this button, the files will be sent to the students.

### Collect Files

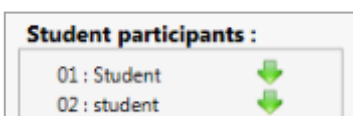
#### Automatically



All activities, file activities and source activities allow you to set automatic collection of the files! Simply tick the box in front of 'Automatically collect...' in the settings of the activity.

If you have selected the option 'Automatically collect when stopping this activity...' on the settings of any of the activities or file activities, the students' files will be collected from their Live Drives to the teacher's computer once you click the red 'stop' button. (Please remember to tick the box of this setting before you start the activity! It is also good to let the students know in the 'Instructions' that you are going to collect their files, and how long they have until the activity ends.)

Please note this closes the programme on the students' computers and saves their work on the Live Drive.



While the files are being collected, you will see green arrows appear next to the student names on the left of the screen. When the file of that student is collected, this green arrow changes to the icon of the file.

In the bottom left corner, there is a link to the 'Collected Files'. All the students' files will be divided into folders showing their computer number and name.



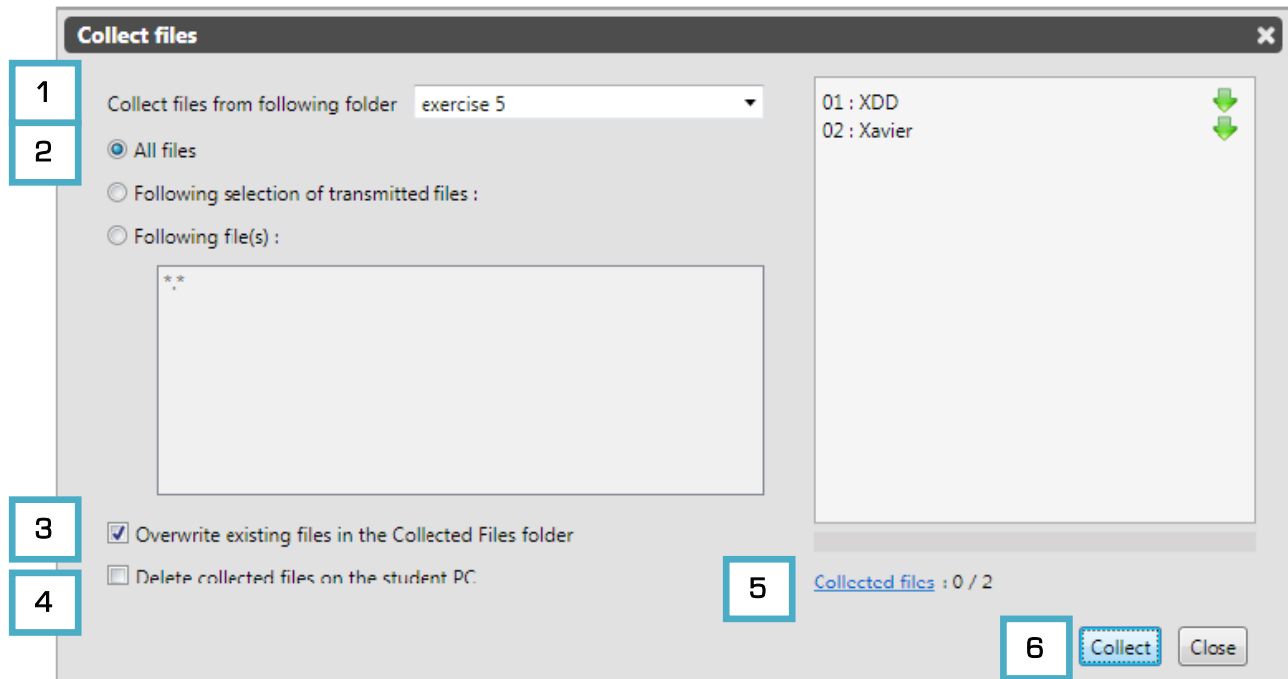
The student computers have to be turned on and connected to the TCC to allow collection of files!

## Manually



Any files on the students' Live Drives can be collected to the teacher's computer. To manually collect files, click on 'File Transfer', then 'Collect Files' (icon shown to the left).

When you click this function, the following pop-up will appear :



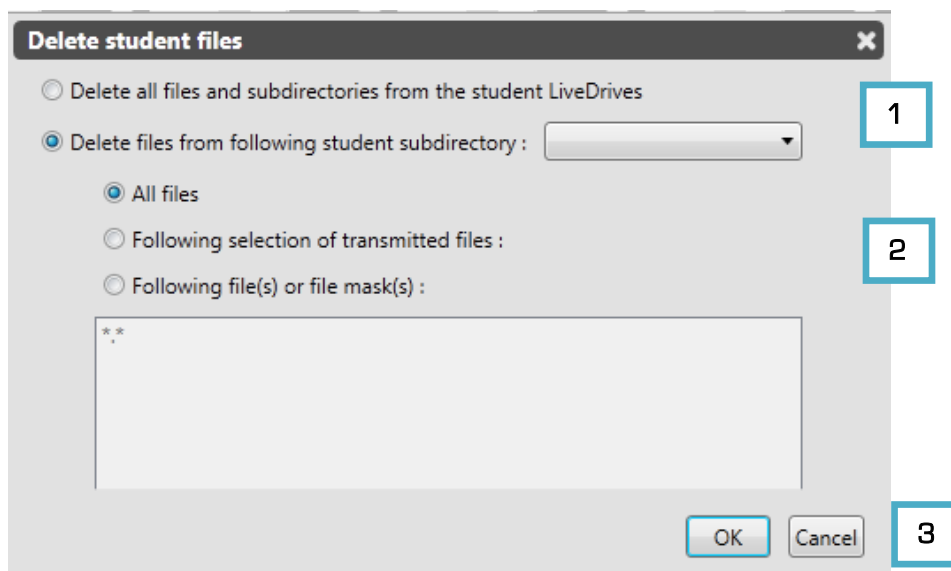
- 1) Specify from **which folder on the Live Drive** you want to collect files. This can be the automatically generated folder name (of the current date) or the folder name you have chosen. The folder you last used to send files to is automatically shown, so it is likely to be the folder you want to collect from.
- 2) Select whether you want to collect **all files** from that particular folder, OR **a selection of transmitted files** OR **specific files or file types**.  
For either of the last two options, you need to further specify which files you want to collect.  
Type in (part of) a file name or an extension such as \*.doc, \*.ppt, ... and then click the '+' icon to add these specifics to the list.  
Don't forget the \* when you specify extensions! For example, if you want to collect all JPG pictures from the specified folder, type in \*.jpg in this option.  
To remove a list item, click on it and then click the '-' icon.
- 3) You can choose to **overwrite** files with the same file name in the Collected Files folder.
- 4) You can choose to **delete** the files once collected.
- 5) You can choose to **open** the Collected Files folder once the collection is complete.  
The blue link underneath this option refers to the location of the collected files. This location is set by your IT department on installation of the classroom. Remember you can easily cut & paste files to your own memory stick or virtual drive!
- 6) Click '**Collect**' to collect files.

You can see the files being collected to the right of this pop-up screen. The green arrow per student indicates that the collection is in process. Please note the student computers must remain turned on and connected to the TCC during this process.

### Delete Files



Any files on the students' Live Drives can be deleted by the teacher. When you click this function, the following pop-up will appear :



- 1) You can choose first whether you want to delete **all files and folders** from the Live Drives, or only **a selection**. If you only want to delete a selection of files and folders, click the second option AND **choose a specific folder** on the student's Live Drive.
- 2) Choose whether you want to delete **all files from this folder**, OR **only a selection** of transmitted files OR **only specific** files or file types.  
For either of the last two options, you need to further specify which files you want to delete.  
Type in (part of) a file name or an extension such as \*.doc, \*.ppt, ... and then click the '+' icon to add these specifics to the list.  
Don't forget the \* when you specify extensions! For example, if you want to collect all JPG pictures from the specified folder, type in \*.jpg in this option.  
To remove a list item, click on it and then click the '-' icon.
- 3) Click 'OK' to delete the specified files. Remember this action cannot be undone.  
The original teacher files, or copied files on the teacher's Live Drive remain unchanged.



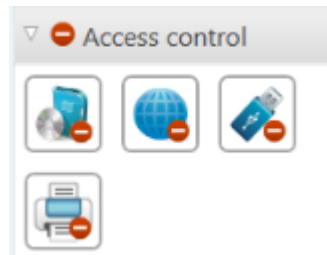
Your IT department can set the process of deleting files on the Live Drives to run automatically after a given amount of time, to prevent storage issues occurring. Please discuss with them how long you typically need files to remain on the students' Live Drives.



To delete files from the teacher's Live Drive, please open the teacher's Live Drive by clicking 'Teacher Files' under 'File Transfer' and manually delete files or folders from there. This does not affect the students' Live Drives.



## Access control



Access control allows the following functions, starting from the top left icon:

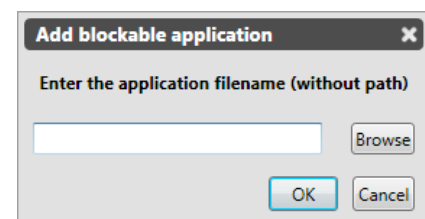
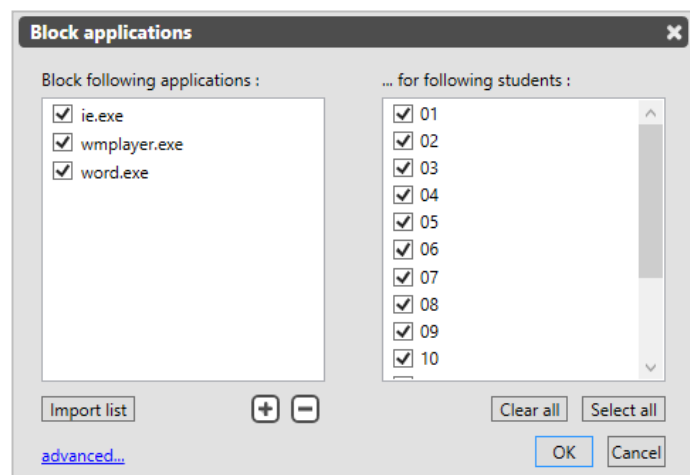
- Allow or block applications on the student computers
- Allow or block internet access for the students
- Allow or block access to USB memory devices for the students
- Allow or block the use of printers for the students

### *Block applications*

Blocking of applications on the student computers is based on a blacklist. This means that the applications that need to be blocked should be entered in the list first. If an application is not present in the list, the student will still be able to launch it on his computer.

To add an application to the list

- Click on the “Block applications” icon (first icon) in 'Access Control'
- This will show the list of applications which will be blocked once you activate it.
- Only executable files can occur in this list, which are files with .exe as extension, which is typical for computer programs.
- Click on the '+' icon to add an application (near the bottom of this pop-up).
- The “Add blockable application” pop-up will now show.
- In this pop-up, type in a (executable) filename or click on “Browse” to select it.
- Browse to the location of the .exe file of the program you want to block and double click it to select. Then click 'OK' on this dialog box. The application will be added to the list.



Repeat adding applications until all applications you want to block on the student computers appear in the list. Then click 'OK' if you have finished and return to the classroom overview. The block is active as soon as you click 'OK'.

- You can choose to block this application for 'all students' or only particular students by ticking the boxes to the right of the screen. If you want to extend or reduce this selection later on, return to this screen and click the 'Block' button again after re-ticking the boxes. The 'Unblock' will always remove the restriction for all students.

When the blocking of applications is active, the “Block applications” button will be circled in red and the button tooltip will change to “Allow applications”.



### To reactivate all applications



Click on ‘Allow Applications’ (first icon under Access Control, which now has a red circle around it to show it is active). Click ‘Clear All’ and then ‘OK’. The applications you’ve added to the list will not be removed for later use.

### To remove an application from the list

- Click on the “Block applications” icon
- The “Block applications” dialog window will be opened.
- Right-click on the application you want to **remove from the list**. This will highlight the application.
- Click on the ‘-’ button to remove it from the list



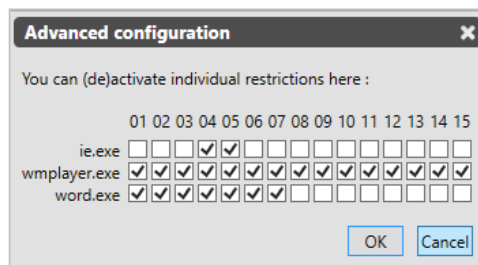
Note that no confirmation will be asked.  
The application will be removed from the list as soon as the ‘-’ button is clicked.

### To specify individual application access rights

You can apply different application access rights to different students. Click the ‘advanced...’ link in the bottom left corner of the pop-up screen of ‘Block applications’. You can now tick and untick from the list according to your preferences, and per student.

You can hover over the computer numbers to see the name of the student sitting there.

In the example below, internet explorer is blocked for only two students, and only half the class can use Microsoft Word.

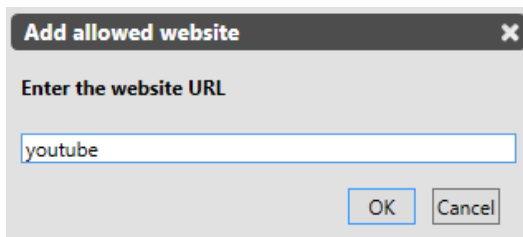
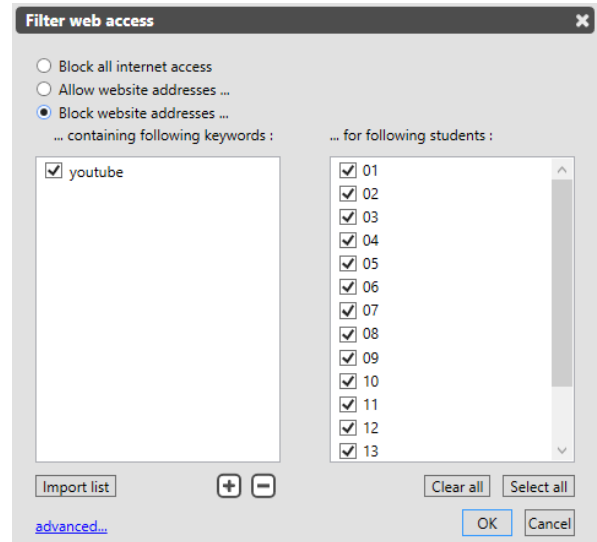


## Block internet access

Internet access can be allowed or blocked by clicking on the “Block internet access” button. Blocking internet access can be done completely, or based on a whitelist or blacklist.

To block internet access:

- Click on the icon ‘Block internet access’ (middle icon under ‘Access control’)
- Choose one of the given options :
  - *Block all internet access* to prevent any internet use on the students’ computers. This will disable the ‘Browser’ button on the students’ clients, and block any other browsing applications such as Internet Explorer.
  - *Allow website addresses* to create a whitelist
  - *Block website addresses* to create a blacklist



To make a whitelist or blacklist, click the '+' icon near the bottom of the pop-up (shown above). The pop-up to the left will now show.

Note that there is no need to enter the prefix `http://`



Just enter keywords. All website addresses containing any of the given keywords will be blocked (blacklist) or allowed (whitelist)

Your list will be kept for future blocks. **Tick and untick as appropriate before proceeding.**

- You can chose to block this application for 'all students' or only particular students by ticking the boxes to the right of the screen. If you want to extend or reduce this selection later on, return to this screen and click the 'Block' button again after re-ticking the boxes. The 'Unblock' will always remove the restriction for all students.

Any browser program will be blocked when internet access is controlled from the TCC. The student will only be able to browse with the AVIDAnet® Browser.

When internet access is blocked, the “Block internet access” button will be circled red and the button tooltip will change to “Allow internet access”.

### To reactivate internet access



Click on 'Allow internet access' (second icon under Access Control, which now has a red circle around it to show it is active). Click 'Clear All' and then 'OK'. The websites you've added to the list will not be removed for later use.

### To remove a website from the list



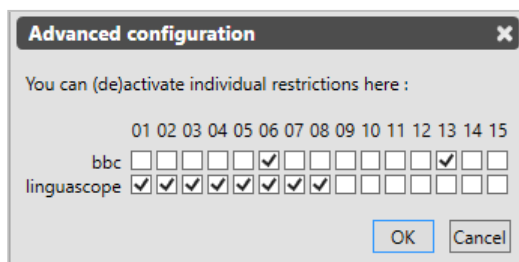
1. Click on the "Block internet access" icon
2. The pop-up titled "Filter web access" will open
3. Right-click on the website you want to **remove from the list**.
4. Click on the '-' button to remove it from the list.

### To specify individual internet access rights

You can apply different website access rights to different students. Click the 'advanced...' link in the bottom left corner of the pop-up screen of 'Block Internet Access'. You can now tick and untick from the website list according to your preferences, and per student.

You can hover over the computer numbers to see the name of the student sitting there.

In the example below, a white list was made and specified for certain students. Only two can access the bbc website, and half the class can access linguascope.com.



### Block USB sticks

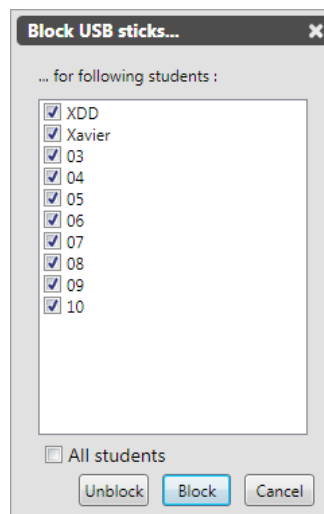
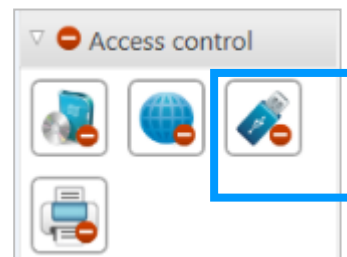
It is possible to block access to USB memory sticks for the students. When access to the USB memory sticks is blocked for the students, the USB stick will no longer appear as a "Removable disk".

This means it cannot be accessed neither for reading nor writing.

**To block access to USB memory sticks for the students**, click on the "Block USB sticks" button in 'Access Control'.

You can make a selection of students to apply this block. Make sure the correct boxes are ticked, then click 'Block'. To extend or reduce this selection later, return to this screen and click 'Block' again. 'Unblock' will always apply to all students.

**To allow access to USB memory sticks** again, click on the "Allow USB sticks" button and then click 'Unblock'. The red circle will be removed and the students will be able to read from or write to their USB sticks.



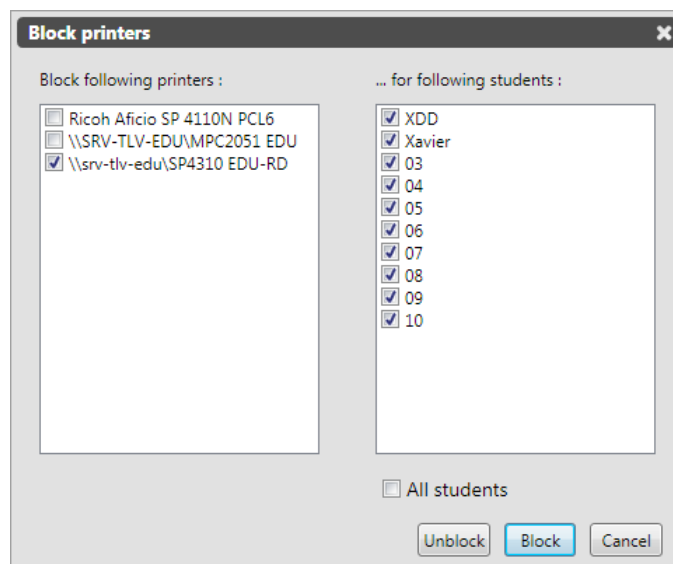
It may be required for the students to unplug and plug their USB memory stick back in again to make it reappear as a "Removable disk".

### Block Printers

With the last icon in 'Access Control', it is possible to prohibit the use of the printers from the students computer - all printers or specific network printers only,

**To block the use of printers** for the students click this icon once. Select the relevant printers to block by ticking the boxes on the left.

You can chose to block this application for 'all students' or only particular students by ticking the boxes to the right of the screen. If you want to extend or reduce this selection later on, return to this screen and click the 'Block' button again after re-ticking the boxes. The 'Unblock' will always remove the restriction for all students.



When the access to printers is denied, the icon will be framed in red.

**To allow the use of printers again**, click the icon once again and then on 'Unblock' so the red frame is removed,

## Student PC control

### *Ask student names*

The login names of the students should be displayed automatically in their student icons on the TCC. However, depending on the school configuration, this name is not always the student's name but could be any unique student identifier, for example their student number.

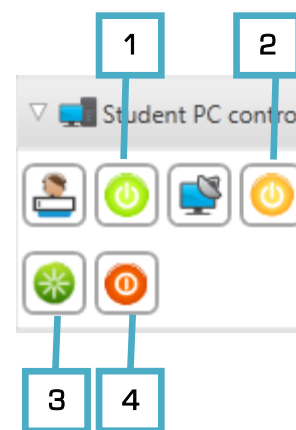


In that case, you can ask the students to enter their names by clicking on the “Ask student names” button. The students all receive a pop-up on their screens asking for their name, which they can then simply type in and click ‘OK’.

### *Control computers*

Clicking these buttons will affect all or your particular selection of student computers. (More information on selecting students can be found on page 22.)

1. **Starting** all student computers  
(This function requires Wake On Lan, which needs to be activated by your IT department.)
2. Clicking this button will **log off** the student computers. The Windows logon screen will be shown.
3. The third button will **restart** the student computers.
4. The fourth, red button will completely **shut down** the student computers.



Remember, this only affects students that are logged in and connected to the TCC!  
(For more information on the difference, please see page 12.)

### *Remote login*



Click this icon to login all student computers automatically from the teacher's computer. This requires a generic login (e.g. the same for login name and password for all students)!

## V. SONUS

### What is SONUS

SONUS is our digital audio/video player and also digital audio and video recorder. It can be integrated in the multimedia classroom, or used as a standalone application on students' and teacher's computers.

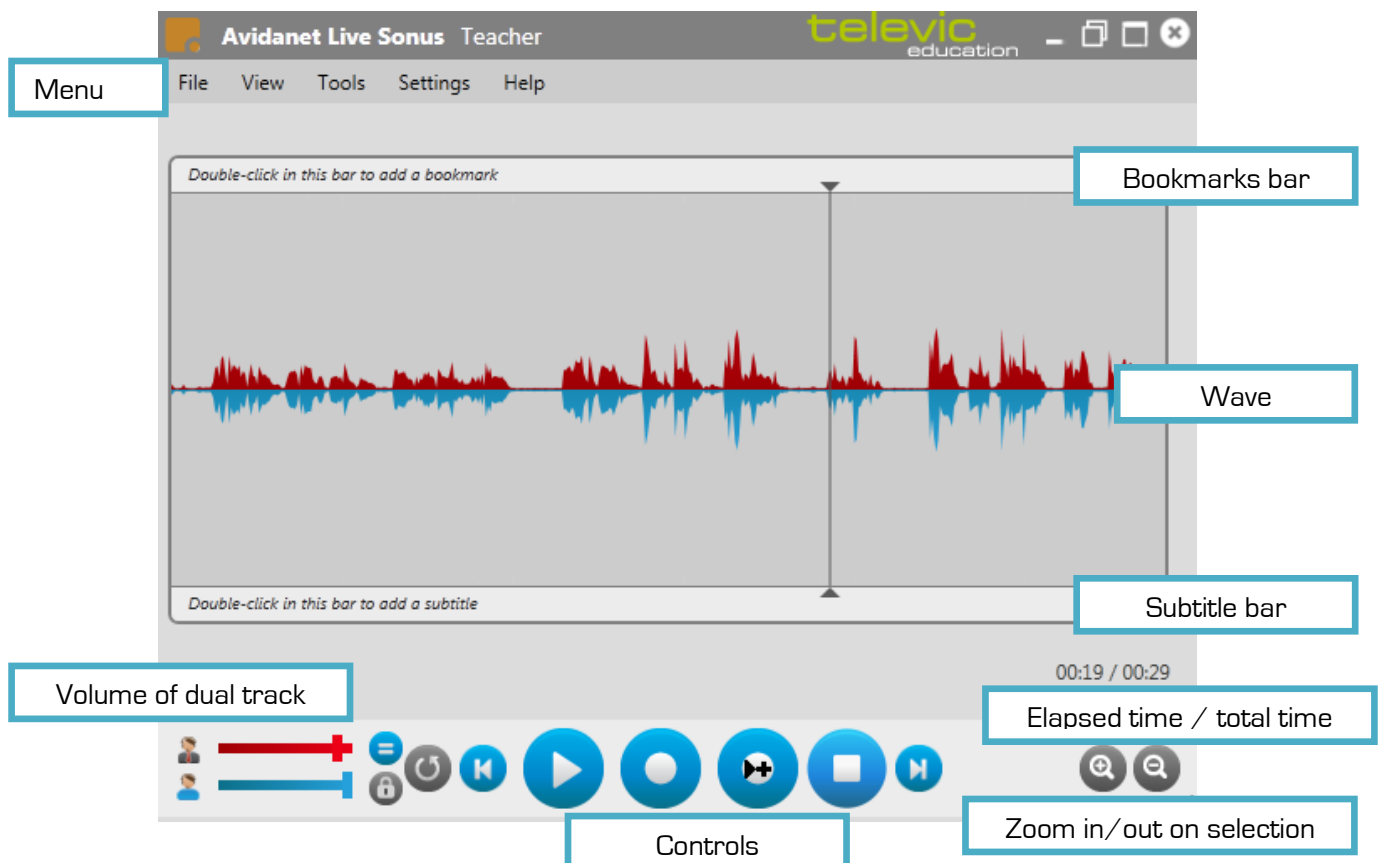
Integrated with the AVIDAnet® LIVE software, SONUS will be used for audio and video Activities, for transmitting or digitising sources in Record live or Copy live mode, etc.

All recorded files contain two tracks: a teacher track and a student track. The image below shows a SONUS program opened on the teacher's computer: as you can see, 'Avidanet Live Sonus Teacher'. This allows the teacher to (for example) make pre-recorded questions, onto which the student can later record his answers through 'SONUS student', without overwriting the teacher's voice.

Students and teachers can place bookmarks and subtitles, can record over existing audio or video, or add new fragments anywhere in the existing sound or video. They can then listen back to what was previously recorded and compare this in the 'audio comparative mode', possibly accepting the new attempt or trying again. Particular sections of the waveform can be highlighted for targeted practice.

A separate SONUS manual is available for your use. Please let us know if you would like to receive this.

### SONUS Quick Reference



## VI. Assessment

### Edumatic and AVIDAnet

The **Edumatic** platform provides an advanced web-based authoring tool to create, structure, manage and deliver exercise or test items online.

The integration of Edumatic with AVIDAnet® LIVE allows you to deliver assessments **offline**, which the students can also take **offline**













Please do note :

- Only multiple choice and multiple response questions can be delivered
- One image can be added to a question, but no video or other media
- The answers can only contain text, no images or other media



Please remember to export the assessment first!

- Log in to Edumatic through your internet browser
- Navigate to the overview of publications
- Click the red icon 'AVIDAnet® export'
- A ZIP-file will download onto your computer (Usually under 'Downloads' in your Documents)

Publications						
	ID	Title	Description	Time limit	Language	
	184332	Fiche Pedago1	Nouvelle publication	02:00:00	French	
	186831	Televic	New publication	02:00:00	Dutch	
	186883	SA School	New publication	02:00:00	English	
	186909	Televic Culture Test	New publication	02:00:00	English	
	188671	AFEB-Exercice1		00:00:00	French	
	188681	AFEB Test1		00:00:00	French	

AVIDAnet® export



## Launching the assessment module in AVIDAnet® LIVE

- First **select the students** for which you would like to launch an assessment. (If you haven't selected anyone, the activity will apply to the whole class.) Please follow the steps as explained in the user manual on page 22 to select students.



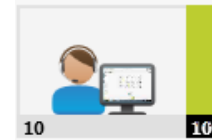
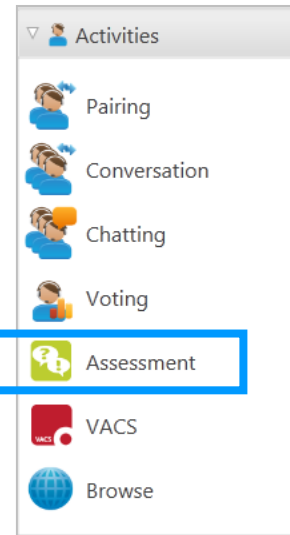
Note that different assessment activities may be launched on different groups of students.

Make sure to select the correct group before starting and stopping the activity.

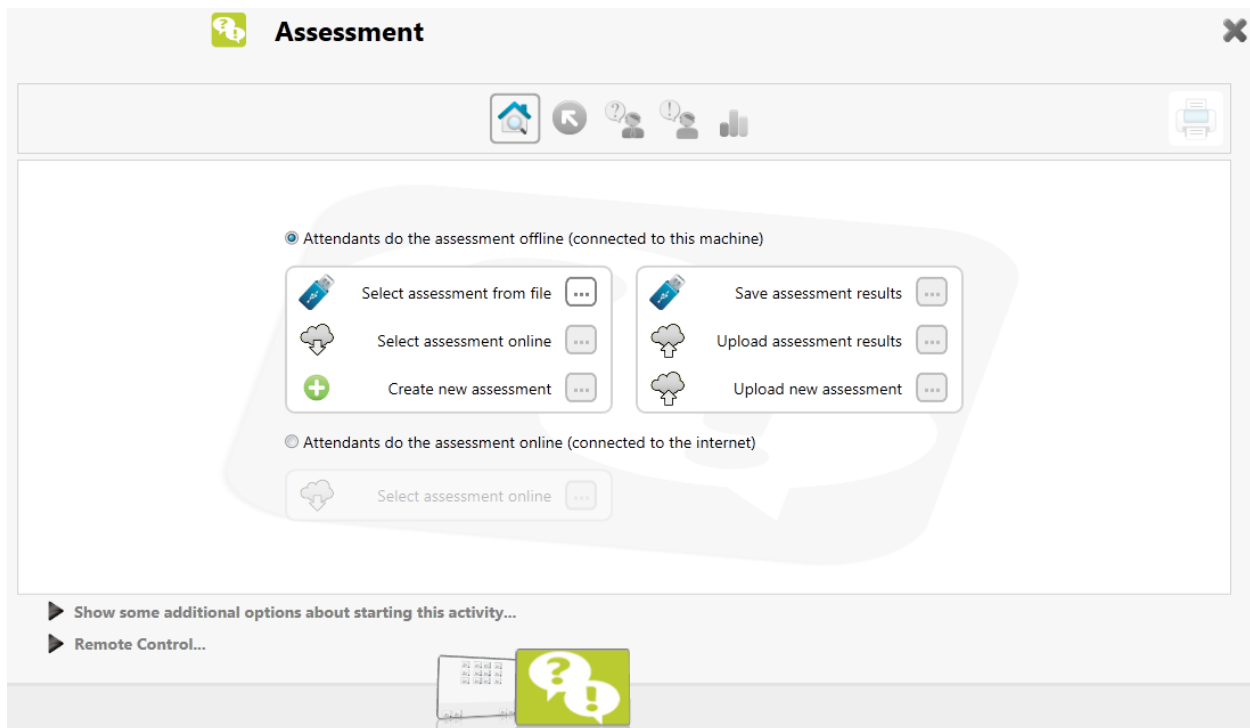
- After you have selected the students, click on 'Activities' (the first function in the menu bar on the left of the TCC) and click on 'Assessment'

Two things will happen:

- A group will be automatically created for the activity. This will either include the students you have selected specifically or the whole class if you haven't selected any students. This group has a distinctive green colour in the class view.
- A new window will open. This new window or 'tab' is also displayed at the bottom of the TCC, showing the icon of the activity and/or the group's colour.  
(For more information on tabs, please see the user manual on page 12.)



The new tab will display the settings for the assessment activity, which are explained on the following pages.

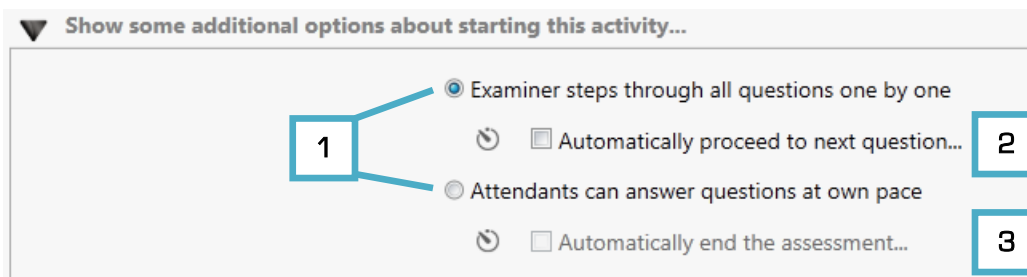


The attendants will take the assessment **offline** and you will start the assessment **offline**

- 1) Click the option 'Attendants do the assessment offline', meaning they will not need an internet connection to take the assessment, but they do have to be connected to the teacher's computer or device ('this machine')
- 2) Click the icon with three dots after 'Select assessment from file'
- 3) Select the ZIP-file which you have previously exported from Edumatic as explained on page 4 [Double click the file]
- 4) You will move on to the next step, showing all participants and questions. Untick any participants or questions which you do not want to include. Any question can be previewed by clicking on it.

- Click the 'Accept button' once you're ready. A pop-up will ask you to enter the Edumatic code for your exam.

- 5) Additional options



- 1) Click '**Examiner** steps...' if you don't want the students to have control over the navigation through the questions of their assessment (this is called 'pushed' mode) Click '**Attendants** can answer...' if you do want to allow free navigation (this is called 'free' mode).
- 2) In the first case, you can choose the questions to proceed automatically after a given amount of seconds, if you don't want to click through to the next question manually (also see 'Remote control')  
A progress bar will show the remaining time for that question.
- 3) In the second case, you can choose to automatically end the assessment after a given amount of time, if you don't want to stop the activity manually.

## 6) Remote control

Under 'Additional options', the 'Remote control' will be active if you have chosen 'Examiner steps through all the questions one by one'



You can click this icon to project the assessment on a large screen or whiteboard (if connected)



On a laptop screen, the examiner still has the program interface which allows him to monitor the progress of the assessment (see below). When using a netbook, it is not possible to have a different screen displayed on projector and on netbook screen.

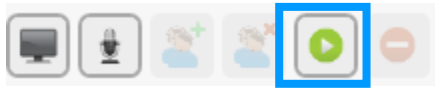
In that case, clicking the "large screen projection" button will cause the user interface to be replaced with a large question preview screen. This screen has a few buttons on the top part, which allow you to start and stop the assessment, control the progress of the assessment, or switch back to the ACC interface at any time.



You can click these arrows to navigate to the previous or following question. This is especially important if you have not given the students control over the navigation! (E.g. if you have clicked 'Examiner steps through all the questions' in the 'Additional options')

A progress bar will also be shown here in case of a timed assessment.

7) Start the assessment



In the top left corner, click the icon 'Start activity'. There has to be at least one participant!  
Once you've clicked this icon, the first question will display on all students' devices and in case of a timed exam, the timer will start.

8) During the assessment : monitoring and helping

During the assessment, the examiner can browse through all questions and correct answers of the ongoing assessment, and also look at the incoming answers of each student.

If you have not chosen to stop the activity automatically, you need to do this **manually**. Click the red stop sign in the top left of the activity tab, indicating to '**Stop** the activity'.

