

Net

Support

School

**Advanced**

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## Important Configurations at Startup

Netsupport allows you to customize the start up to meet your individual teaching needs. This can be changed prior to each session by changing the configurations as follows:

At the **Control Window**; **{ School } { Configuration }**, then select appropriate options below:

### Browse and connect to Students starting with

If this box is checked NetSupport will browse and immediately connect to all Students starting with the prefix set in the text box. Once found, **Students** are stored in the Known Client List.

### Connect to Known List of Students

If this box is checked NetSupport will only connect to Students in the Known List.

### Publish Class and allow Students to join

With the options above, the Instructor dictates which Students are connected to. Selecting this option enables you to create a 'class' which the Students themselves can join.

### Start Viewing

If this box is checked, when the Instructor initializes it will connect to all Students and immediately start viewing them.

### Start Showing

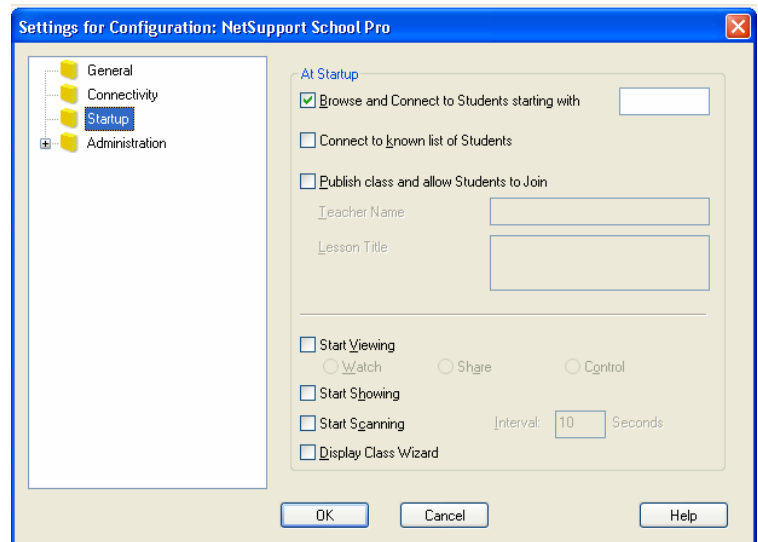
If this box is checked, when the Instructor initializes it will connect to all Students and immediately start showing the Controls screen to them.

### Start Scanning

If this box is checked, when the Instructor initializes it will connect to all Students and immediately start scanning them.

### Display Class Wizard

If this box is checked the Class Wizard will appear at startup. This allows for instructional/ Registration.



## Student Register

By default NetSupport will display the computer name of the Student workstation in the Control Window. However, there may be times when you want the control to display the actual name of the student and request additional information.

The Student Register option enables the Instructor to prompt the Students for their details.

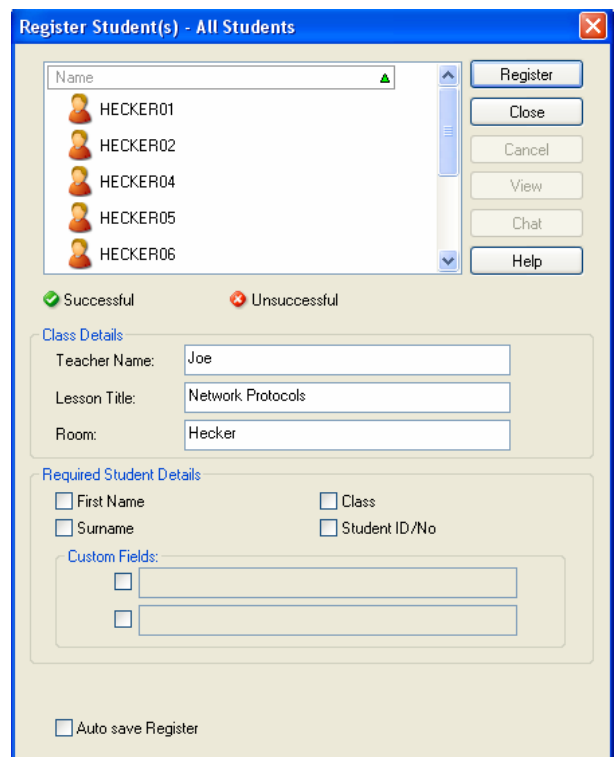



**Note:** You can also change the name of the Student workstation by editing the **Student Properties Details Tab**.

### To Prompt Students to Login:

1. If specific Student details are required select the relevant Student icons in the Control Window. Alternatively, to prompt all connected Students leave the icons unselected.
2. In the **Control Window**; Select **{ School } { Student Register }**.  
Or  
Click the **Student Register** icon on the Toolbar.
3. Select **Sign In** from the available options.
4. The **Student Register** dialog will appear. The Instructor can then select the information that the Student will be required to complete.

*Netsupport School Advanced*



 **Note:** The Student Register will also appear if you check **Create a Student Register** on the **Class Wizard**.

## Student Register Dialog

This dialog enables the Instructor to create a customized Registration form, which will prompt Students for their details. By selecting a name the Instructor can also interact with Students using the View and Chat options.

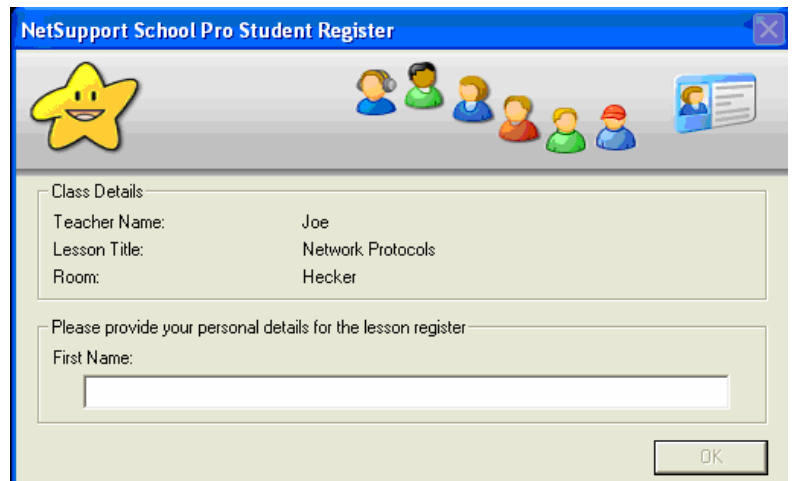
### Class Details

If required the Teacher Name, Lesson Title and Room Number can be included on the Registration form that is sent to Students.

## Auto Save Register

Student registration details can be viewed in a report but this will be lost when the Instructor disconnects. If you want to store a copy of the report check this option. **You will be prompted for a file name, location and file format (CSV, HTML or XML).**

Click **Register** to send the form to Student machines. You can monitor progress as the Students respond. Click **Close** when all Students have Signed In, the **Student** icon in the **Control Window** will now display the **Registered name**.



## Sign Out


At the end of a lesson you can reset the Student Names using the Sign Out option.

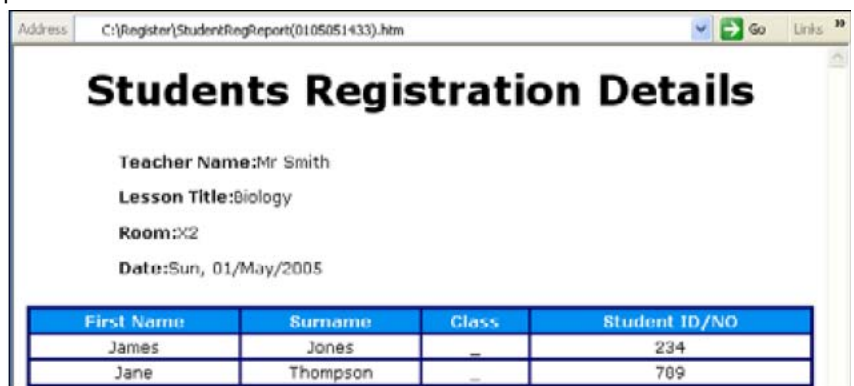
1. Select **{School}{Student Register}** from the **Control Window** menu.  
Or,  
In the Toolbar; click the **Student Register** icon.
2. Select **Sign Out** from the available options and confirm that you want to **unregister the Students**.

## Registration Report

Student registration details can be viewed in a report but this will be lost when the Instructor disconnects.

1. Select **{School}{Student Register}** from the **Control Window**.  
Or,  
In the Toolbar Click the **Student Register** icon.
2. Select **Registration Report** from the available options.

 **Note:** If you want to store a copy of the report ensure that the **Auto Save Register** option is enabled on the **Student Register dialog** when requesting the Student details. The report can be stored in CSV, HTML or XML format.



First Name	Surname	Class	Student ID/NO
James	Jones	-	234
Jane	Thompson	-	789

## Working with Classroom Layouts

Once you have selected a classroom or group, you can rearrange the individual Student icons in the Instructor's List View to reflect the layout of the classroom by moving the student icons. Hecker is automatically defaulted to the Hecker workstation layout



## Working with Groups

NetSupport provides you with sophisticated grouping functions to enable you to manage and organize different groups of Students. You can use the following functions on groups as a whole: -

- Show
- File Distribution
- Scan
- Execute
- Message
- Lock/Unlock
- Multimedia Support
- Send/Collect Work
- Chat



### To create a Group

1. In the Control Window; Select **{Group} {New}**.

Or,

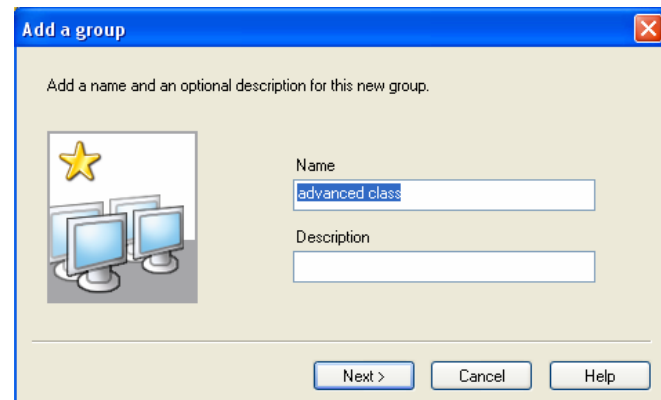
Click the **new Group icon** on the **Group Bar**.

Or,

**Right-click** on selected Student icons, and select; **Add to Group**; and select **New**.

2. A **Group Wizard dialog** box appears that asks you to provide a name and brief description of the group. It will then assist you in creating your group.

Your newly created Group will appear as a tab on the Group Bar for quick access.



### To change the members of a Group

1. Select **{Group} {Properties}**.

Or,

Click on the **Properties icon** on the **Group Bar**.

2. Select the **Members Tab** and simply select the **Student** to be removed or added.

3. Click **OK**, when you are happy with the members of the Group.

Or,

1. **Right-click** on selected **Student icons** and select **Remove from Group**.

## Remotely Executing applications on Student workstations

This feature allows you to Execute or open a software application, on a Student or a Group of Student's workstations without actually remote controlling them. For example after Showing Students how to use a Word Processor you might kick start the application on their workstations.

### To Execute an application on a Client Workstation

1. Select the **required Client**.
2. In the **Control Window**;  
Select **{Client}{Execute at Client}**.
3. The **Execute Application** dialog will appear.
4. Select the **Execute** Tab.
5. Enter the name and path of the application to execute at the Student.  
Or,

Click on **Local Browse** button and select an **executable application** on the Podium Machine.



**Notes:** If you want to launch a specific file with the application, you must separate the two instructions with quotes.

For example,

**"C:\Program Files\Microsoft Office\Excel.exe" "C:\My Documents\Accounts.xls"**.

6. Click on the **Add to List** button, to save it for future use in the **Saved List Tab**.
7. Confirm the description and path.
8. Click **OK**.
9. Click **Execute**.

The application will now be launched at all selected Students and the result of the operation displayed in the Results Box.

### To Execute an application on a Group of Clients

1. Select the **required Group** Tab.
2. In the **Control Window**; Select **{Group}{Execute}**.
3. The **Execute Application** dialog will appear.
4. Enter the name and path of the application to execute at the Student machine(s)  
Or, Click on **Local Browse** button and select an executable application on the Podium machine.
5. Click on the **Add to List** button, to save it for future use in the **Saved List Tab**.
6. Confirm the description and path.
7. Click **OK**.
8. Click **Execute**.

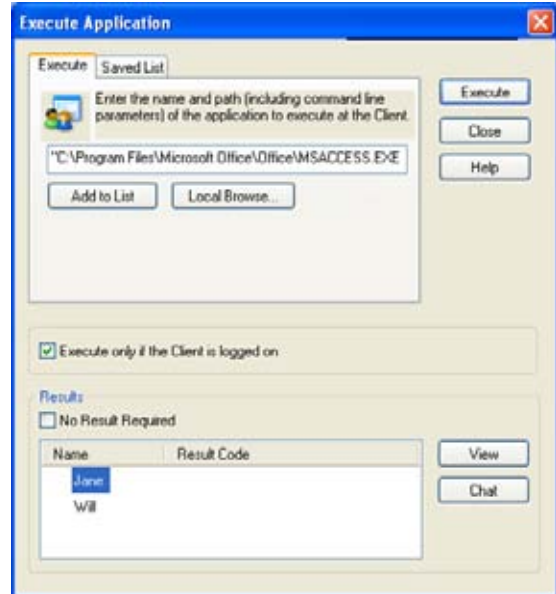
The application will now be launched at all selected Students in the Group and the result of the operation displayed in the **Results Box**.

These notes apply to all Remotely Executed Applications shown above:



#### Notes:

- The application itself must be installed on, or available to, the Client workstation/s.
- Check that Student applications are stored in the same location as the Instructor's to ensure successful execution.
- Before clicking **Execute** you have the option to check the **"No Result Required"** box. This option will give you the ability to close the dialog without have to wait for the results.
- If you only want to execute applications to Students that are logged on select the option **"Execute Only if the Client is Logged on"**.



### To Save the details of your executed application for future use

1. **{Client}{Execute at Client}** Opens the **Execute Application dialog box**.
2. Select the **Execute** Tab.
3. Enter the name and path of the executable application.  
Or,  
Click on **Local Browse** button and select an executable application on the Podium machine.
4. Click **Add to List** button.
5. The **Add/Edit Program details** dialog will appear.
6. Confirm the description and path of the executable application.
7. Click **OK**.
8. Select the **Saved List** Tab.
9. Check the **Show Toolbar** box to execute from the **Control Window** toolbar.
10. Click **Close**.

A shortcut button for easy launching of an application will appear on the **Quick Execute toolbar**.

### To edit a saved Executable application

1. **{Client}{Execute at Client}** Open the **Execute Application** dialog.
2. Select the **Saved List** Tab.
3. Select the Application to edit.
4. Click **Edit**.
5. The **Add/Edit Program details** dialog will appear.
6. When finished, click **OK**.
7. Click **Close**

### To remove a saved Executable application

1. **{Client}{Execute at Client}** Open the **Execute Application** dialog.
2. Select the **Saved List** Tab.
3. Select the Application to remove.
4. Click **Remove**.
5. A confirmation dialog is displayed, click **Yes**.
6. Click **Close**

## Screen Capture

Screen Capture enables the Instructor to take a snapshot of the current Student screen while Viewing or Scanning and allows the Instructor to save the current screen contents to a file. The Machine Name, Student Name, Date, Time and Product Name will also be recorded on the Screen Capture when saved.

### Capture a Students screen while Viewing

1. When Viewing a Student select **{Tools}{Capture Screen}** to capture the current screen contents.  
Or,  
Click on the **"Capture"** icon on the Toolbar.
2. A **"Save As"** Dialog will appear.
3. Type in a File Name.
4. Select one of the three different file formats, **.BMP, .JPG, .PNG**.
5. Click **Save**.

### Capture a Students screen while Scanning

1. When Scanning Student screens select **{Client}{Capture Screen}** to capture the current screen contents.  
Or  
Click on the **"Capture"** icon on the Toolbar.



#### Notes:

- When Scanning Multiple Students, a Student screen must be active (highlighted) for the Screen Capture feature to become available.
  - When capturing in the Scan session (one Student at a time), Auto Scan is temporarily suspended until the Screen Capture operation is complete. Once complete, Auto Scan is re-enabled automatically and the Scan of the next Student continues.
2. A “**Save As**” Dialog will appear.
  3. Type in a File Name.
  4. Select one of the three different file formats, **.BMP, .JPG, .PNG**.
  5. Click **Save**.

## Remote Clipboard

During a **View** Session you can copy the content of the clipboard between Instructor and Student PCs.

The **Clipboard icon**, available on the **View Toolbar**, provides the following options Or, **{Client}{Clipboard}**:

### Send Clipboard

Used when copying from the Podium machine to a Student machine and using the **{edit}{cut/copy}** menu option.

### Retrieve Clipboard

Used when copying from the Student to the Podium machine and using the **{edit}{cut/copy}** menu option.

### Auto

When enabled, provides the quickest method for copying data. Use the short cut keys **(Ctrl-C & Ctrl-V)** to automatically copy to and from the clipboard at both the Podium and Student machines.

## Sending the content of the clipboard from the Podium machine to a Student workstation

1. View the required Student.
2. Open appropriate applications on the Student and Instructor’s workstations.
3. Select and copy the required data from the application at the Instructor’s machine.  
If **Auto** is enabled using Ctrl-C copies the data directly to the clipboard.  
Or,  
If you have used **{Edit}{Cut/Copy}**, return to the student’s **view** window and click the **Clipboard** icon on the **View Window** toolbar and select **Send Clipboard**.
4. To paste the data at the Student application, select **{Edit}** from the **Student’s** application drop down menu, select **Paste**.  
Or,  
Use the short cut keys **(Ctrl-V)** to paste the data.

## Sending the content of the clipboard from a Student to a Instructor workstation

1. View the required Student.
2. Open appropriate applications on the Student and Instructor workstations.
3. Copy the required data from the application at the Student workstation as above but if using menu options rather than the shortcut keys, select **Clipboard – Retrieve Clipboard** from the toolbar.
4. Return to the Instructor’s application and paste the data using the appropriate menu options or the short cut keys (Ctrl-V).

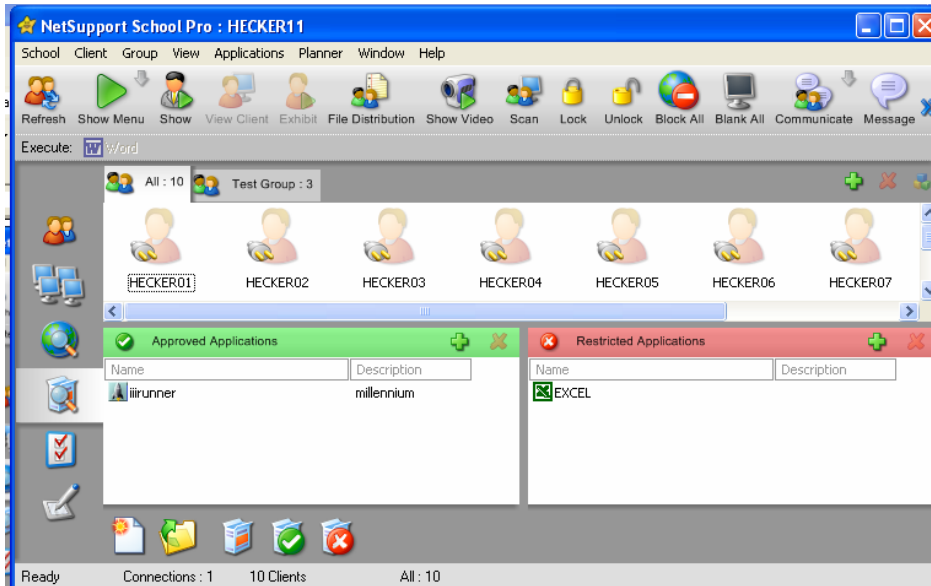
## Web Control Module

The Web Control Module is used to monitor and control the websites visited by connected Students. A record of sites visited in a session can be stored and, if required, the Instructor can restrict or approve the use of specific URLs. In addition the Instructor can temporarily suspend all Internet access.

1. In the **Control Window**; Select **{View} {Web View}**.

Or,

From the **left hand side Toolbar**; Click the **Web Control** icon.



In **'Web' Mode** you can view details of Approved or Restricted URLs.

To temporarily block all Internet usage, select **{School} {Block all Internet}** or if displayed on the **Control toolbar**; select the **Block all Internet** icon. An indicator will appear next to the Student icons to confirm Internet usage is suspended.

 **Note: This feature only works with IE based browsers.**

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

### Identify URL's currently running on the Student workstation

In the **List View**, the Student icons can be viewed in a number of different ways.

Select **{View} {Large Icons/ Small Icons/ List/ Details}** or **right click** in the List View and select one of these options to change the layout of the Student Icons.

When viewing the **"Large Icons"** or **"Details"** layout, an icon is displayed next to the Student icon informing the Instructor of the current Student activity. This icon will be the default Internet Explorer icon or a personalized URL icon.

#### Large Icons    Details



**If the URL is currently listed in the Approved or Restricted lists, then a visual Green (Approved) or Red (Restricted) identifier is shown surrounding the URL icon to make identification easier.**

If the List View is in "Details" layout then a list of all other URL's running on the Student workstation is also displayed.

When viewing any one of the four layout options, the order of the Student icons can also be rearranged by the Instructor. **Right click** in the **List View** and select **{Arrange}**. The Instructor is able to change the layout of the icons using the following options:

**By Name** Student icons will be arranged in alphabetical order according to their Student Name/ Display Name/ Get Name.

**By Current Web Site** Student Icons will be arranged in alphabetical order according to the current URL the Student is viewing.

**By All Web Sites** Student Icons will be arranged in alphabetical order according to the running URL's on the Student workstation.


 **Note:** Selection of one of the above options is identified by a black dot.

**Auto Arrange** If a new Student has been added to the list, or a new application is running on a Student machine, this option will automatically arrange the icons into the previously selected order above. A black check will identify selection of this option. To deselect this option, simply re-click on "Auto Arrange" and the check will disappear.

**Ascending** If this option has been selected, the student icons will appear in ascending order according to the previously selected option above. A black tick will identify selection of this option. To deselect this option, simply re-click on "Ascending" and the check will disappear. This will arrange the Student icons in descending order.

### **Close the current/running URL on a Student workstation**

1. To close a URL on a Student workstation select **{View} {Details}**.
2. The **Details List** View will appear.
3. **Right click** on a URL icon under "**Current Web Site**" or "**All Web Sites**".
4. Select **Close**.
5. The URL will be closed at the Student machine and the URL icon will disappear from the **List View**.

 **Note:** By right clicking on a URL icon in the Approved or Restricted List, the Instructor is able to close a URL on all connected Students, by choosing "Close at Students".


### **Change the current URL running on a Student workstation**

1. To change the current URL running on a Student workstation; select **{View} {Details}**.
2. The **Details List** View will appear.
3. **Right click** on a URL icon listed under "**All Web Sites**".
4. Select "**Activate**".
5. The newly activated URL will now replace the current URL running on the Student workstation.
6. The icon listed under "**Current Web Site**" will be replaced with the newly activated URL icon.

### **Launch a URL on all connected Students**

1. **Right click** on a URL icon in the "**Approved Sites**" List.
2. Select "**Send to Students**".
3. The URL will be launched on all connected Student workstations.
4. In the **List View** the launched URL icon will appear in the current web site list.  
Or,
  1. **Highlight** a URL in the "**Approved Applications**" List.
  2. **Drag and drop** the highlighted URL into the **List View**.
  3. The URL will be launched on all connected Student workstations.
  4. In the **List View** the launched URL icon will appear in the current web site list.

### **Setting up an Approved or Restricted Web Site List**

 **Note:** The Instructor also has the option to enter keywords to prevent/ allow a Student to view a URL that includes these keywords. This can be used to deal with websites that are re-directed.

### **Add a URL to your Approved or Restricted List**

1. Click on "**+**" to add a URL to your **Approved or Restricted list**.  
Or,  
**Right click** in the list boxes and select "**Add Site**".
2. The **Web Site PROPERTIES** dialog will appear.
3. In the URL field; type in the website address, e.g. www.netsupportschool.com

4. Click **GO** to check that the URL website address is correct.
5. At the Description box; type in the Description, e.g. NetSupport
6. Next box, type in keywords, e.g. NetSupport (this is optional).
7. Click **OK**.
8. The URL icon and description will appear under the **Approved or Restricted List**.

Or,

1. Select **{View}{Details}**.
2. **Right click** on a URL icon in the **List View** under **“Current Web Site”** or **“All Web Sites”**
3. Select **“Add to Approved List”**.  
Or,  
Select **“Add to Restricted List”**.
4. The URL icon and description will appear under the **Approved or Restricted List**.

The screenshot shows a 'Web Site Properties' dialog box with the following content:

- URL:** www.netsupportschool.com
- Description:** NetSupport School
- Keywords:** .netsupportschool.
- Buttons:** Go, OK, Cancel
- Text:** Keywords are used to identify the web site when blocking or redirecting it.

### Remove a URL from your Approved or Restricted List

1. To remove a URL from the list, simply highlight the chosen URL and click **X**.  
Or,  
**Right click** in the list boxes and select **“Remove Site”**.

### Apply Approved or Restricted Web Sites

Restrictions can be applied to individual Students or all connected Students.

1. If you want to apply restrictions to individual Students select their icons in the **List View (View)(List)**
2. To apply these restrictions select **{Web}{Allow Approved URL’s Only or Block Restricted URL’s}**  
Or,  
In the **Control Window**; click the **relevant restriction** icon and drag and drop to appropriate student(s).
3. To acknowledge which restriction has been activated an appropriate indicator will appear next to the Student icons (When viewing large icons only). **Red for restricted, green for approved**.
4. If a Student is currently viewing a website included in the activated restriction list, a message will appear on their screen stating that the URL has been blocked by the Instructor.



Note:

- Only allows Restricted or Approved, not both.
- If Brown is an approved site only, then students will not be able to access databases via Brown, etc.

### End Approved or Restricted Web Sites

1. To remove the restrictions for individual Students, select their icons in the **List View**.
2. Select **{Web}{Unrestricted Access}** from the menu  
Or  
Click on the **Unrestricted Access** icon at the bottom of the **Control Window**.
3. The green or red indicator will be removed from the selected Student icons.

## Create a new URL List

1. To create a new URL List select **{Web} {Create new URL List}**.  
Or,  
Click on the **new URL List** icon at the bottom of the **Control Window**.
2. A dialog will appear. Enter a file name and click **Create**.
3. A new blank URL List will appear in the Control Window.
4. Add the URLs you want restricted or approved for classes.
5. Make sure you remember where you saved your list for future use.

 **Note:** The default URL List is saved as **NetSupport School Pro.web**

## Open an existing URL List

1. To open an existing URL List, select **{Web} {Load Existing URL List}**.  
Or,  
Click on the **Open a URL List** icon at the bottom of the **Control Window**.
2. Highlight the relevant file and click **Open**.
3. The existing URL List will appear.

 **Notes:**

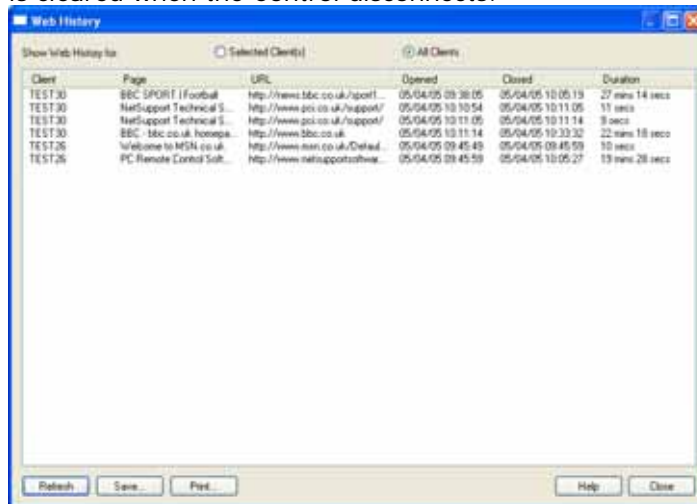
- The default Web List is saved as **NetSupport School Pro.web**.

## View Web History

This feature of the Web Control Module enables you to monitor the websites being visited by connected Students and, if required, store or print a permanent record.

1. In the **Control Window; Web View**, select **{Web} {History}**.
2. The **Web History** dialog will appear.

This provides details of the sites visited by the Student(s) during the currently connected session. The list is cleared when the Control disconnects.



Client	Page	URL	Opened	Closed	Duration
TEST30	BBC SPORT   Football	http://www.bbc.co.uk/sport/...	05/04/05 09:38:05	05/04/05 10:05:13	27 mins 14 secs
TEST30	NetSupport Technical S...	http://www.pci.co.uk/support/...	05/04/05 10:10:54	05/04/05 10:11:05	11 secs
TEST30	NetSupport Technical S...	http://www.pci.co.uk/support/...	05/04/05 10:11:05	05/04/05 10:11:14	9 secs
TEST30	BBC - bbc.co.uk/homepa...	http://www.bbc.co.uk	05/04/05 10:11:14	05/04/05 10:33:32	22 mins 18 secs
TEST26	Welcome to MSN.co.uk	http://www.msn.co.uk/Default...	05/04/05 09:45:49	05/04/05 09:45:59	10 secs
TEST26	PC Remote Control Sub...	http://www.netsupportofwa...	05/04/05 09:45:59	05/04/05 10:05:27	19 mins 28 secs

The available options are:

### Show Web History for:

The list can be viewed by currently **Selected Client** or **All Connected Clients**.

### Refresh

While viewing the list click **Refresh** at any time to update the display.

### Save

To keep a permanent record of the displayed items, you can save the details to a text file before disconnecting.

### Print

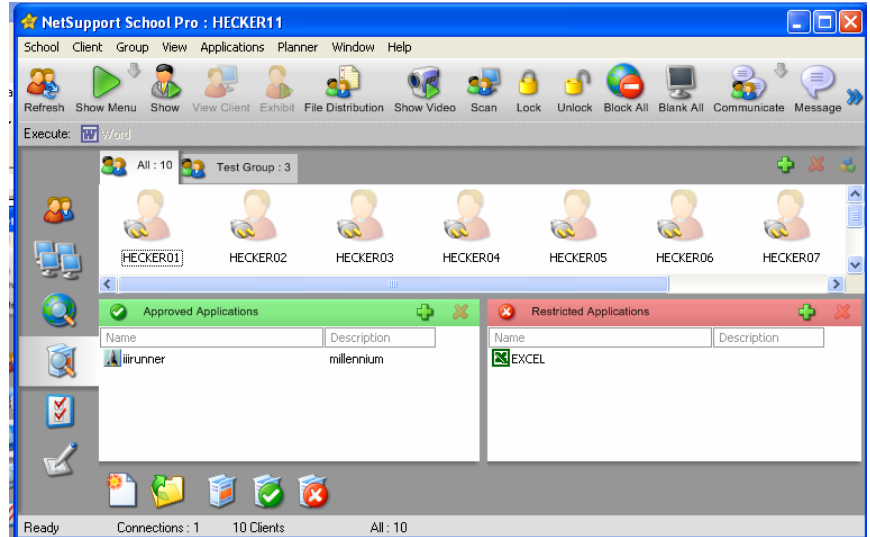
Prints the details of the currently displayed items.

**Close** Closes the History dialog but details will continue to be recorded while the Control is connected.

# Application Control Module

The Application Control Module is used to monitor and control the applications used by connected Students. A record of applications used in a session can be stored and, if required, the Instructor can restrict or approve the use of applications.

1. In the **Control Window** menu; Select **{View} {Application View}**.  
Or,  
In the **Control Window**; Click the **Application Control** icon on the **left hand side**.



In '**Applications**' Mode you can view details of Approved or Restricted Applications and use the available.

**Control Module can be used to perform the following functions:**

## Identify applications currently running on the Student workstation

In the **List View**, the student icons can be viewed in a number of different ways.

1. Select **{View} {Large Icons/ Small Icons/ List/ Details}**

Or,

**Right click** in the **List View** and select one of these options to **change the layout of the Student Icons**.

When viewing the "**Large Icons**" or "**Details**" layout, an icon is displayed next to the Student icon informing the Instructor of the current application in use.



If the application is currently listed in the Approved or Restricted lists, then a **visual Green (Approved)** or **Red (Restricted)** identifier is shown surrounding the application icon to make identification easier.

If the **List View** is in "**Details**" layout then a list of all other applications running on the Student workstation is also displayed.

When viewing any one of the four layout options, the order of the Student and Application icons can also be rearranged by the Instructor.

1. **Right click** in the **List View** and select **{Arrange}**. The Instructor is able to change the layout of the icons using the following options:

 **Note:** Selection of one of the above options is identified by a black dot.

## Close current/ running applications on a Student workstation

The Instructor has two options when closing down an application on a Student workstation:

**Close-** Close-down an application but respect any applications requests at the Student e.g. to save file before closing.


**Kill- Force** the application to close, without any application prompts.

1. To close an application running on a Student workstation select **{View} {Details}**.
2. The **Details List View** will appear.

3. **Right click** on an application icon listed under **“Current Application”** Or **“Running Application”** in the **List View**.

4. Select **Close Application** or **Kill Process**.
5. The application will be closed at the Student workstation and the icon will disappear from the **List View**.



 **Note:** By **right clicking** on an **application in the Approved or Restricted List**, the Instructor is able to **“Close”** a running application on all connected Students.

### Change the current application running on a Student workstation

1. To change the current application running on a Student machine select **{View}{Details}**.
2. The **Details List View** will appear.
3. **Right click** on an application icon listed under **“Running Application”**.
4. Select **Activate**.
5. The current application running on the Student workstation will now be replaced by the newly activated application.
6. The icon listed under **“Current Application”** will be replaced with the newly activated application icon.

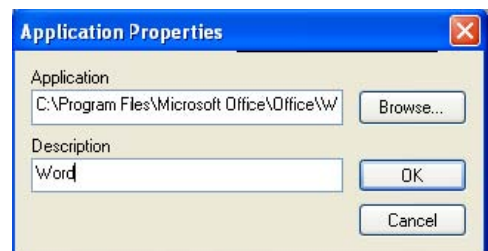
### Launch an application on all connected Students

1. **Right click** on an **application icon** in the **“Approved Applications”** List.
2. Select **Send to Students**.
3. The application will be launched on all connected Student workstations.
4. In the **List View** the Launched application icon will appear in the **Current application list**.  
Or,
1. **Highlight** an application in the **“Approved Applications”** List.
2. **Drag and drop** the highlighted application into the **List View**.
3. The application will be launched on all connected Student workstations.
4. In the **List View** the Launched application icon will appear in the current application list.

## Setting up Approved or Restricted Applications

### Add an application to your Approved or Restricted List

1. Click on **+** to add an application to your List.  
Or,  
**Right click** in the **List boxes** and select **“Add Application”**.  
Or  
**Drag and drop** applications from your desktop or **Start Menu** into the Approved or Restricted List box.
2. The **Add Application** Dialog will appear.
3. Type in the **.exe file name** (e.g. winword.exe) under **Application** or **Browse** for your chosen application.
4. Type in the Description e.g. Microsoft Word.
5. Click **OK**.
6. The application icon, name and description will appear in your Approved or Restricted List box.



1. Select **{View}{Details}**.
2. **Right click** on an application icon in the List View under **“Current Application”** or **“Running Applications”**.
3. Select **“Add to Approved List”**.  
Or,  
Select **“Add to Restricted List”**.
4. The application icon and description will appear in the Approved or Restricted List.

### Remove an application from your Approved or Restricted List

1. To remove an application from the List, **highlight the chosen application** and click **X**.  
Or, **Right click** in the **list boxes** and select **“Remove Application”**.

 **Note:** The default Application List is NetSupport School Pro.app.

### Apply Approved or Restricted Applications

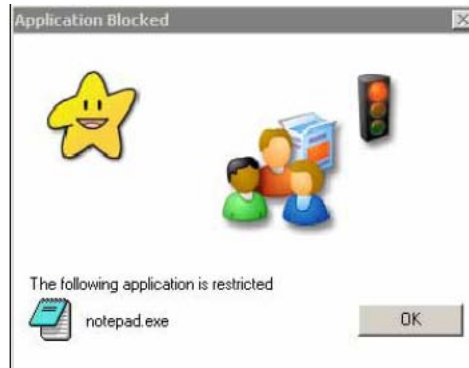
Restrictions can be applied to individual Students or all connected Students.

1. If you want to apply restrictions to individual Students select their icons in the **List View**
2. To apply these restrictions select **{Applications} {Allow Approved Applications Only or Block Restricted Applications}**.

Or,

At the bottom of the **Control Window**, Click on the **Approved or Restricted icon**.

3. To acknowledge which restriction has been activated an appropriate indicator will appear next to the Student icons. (**When viewing large icons only**). **Red for restricted, green for approved**.
4. If a Student is currently running an application included in your activated restriction list, an "**Application Blocked**" dialog will appear on their screen, stating the application that has been blocked by the Instructor. This will also appear if a Student attempts to run any of the applications included on the restriction list.




### End Approved or Restricted Applications

1. To remove the restrictions for individual Students, select **their icons** in the **List View**.
  2. Select **{Applications} {Unrestricted Access}** from menu
- Or,
3. At the bottom of the **Control Window**, click on the **Unrestricted Access icon**.
  3. The **green or red indicator** will be removed from the selected Student icons.

### Create a new Application List

1. To create a new Application List select **{Applications} {Create New Application List}**
- Or,
1. Click on the **New Application List icon** at the bottom of the **Control Window**.
  2. A dialog will appear. Enter a file name and click **Save**.
  3. A new blank Application List will appear.
  4. You add approved or restricted applications.
  5. Please remember the location you saved the list on the computer for future use.

 **Note:** Application Lists can be assigned to different Instructors, by setting up a Profile.

### Open an existing Application List


1. To open an existing application list select **{Applications} {Load Existing Applications List}**
- Or,
1. Click on the **Open an Application List icon** at the bottom of the **Control Window**.
  2. Highlight the relevant file and click **Open**.
  3. The existing application list will appear.

### Notes:

- Any changes that have been made to the new or existing Applications List will be automatically saved when a new Applications List is created, or when you exit out of the NetSupport School program.
- The default Application List is saved as NetSupport School Pro.app.

## USING REPLAY

Replay allows the Instructor to record screen, keyboard and mouse activity and replay the recording for Students.

 Note: Replay Files store screen images and can therefore become very large. Good housekeeping plays a vital role in maintaining files of this nature. It is recommended that old files are deleted on a regular basis.

### PlayBack Replay Files

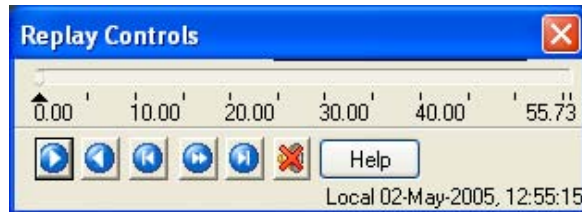
Stored Replay Files are launched from the podium machine.

1. In the toolbar; click the **Replay** icon and then **PlayBack**.
2. Navigate to the Directory where the required Replay File is stored. Select the file and click **Open**.
3. The **Replay Window** will open and start playing the file.
4. Select **{File}{Close}** to close the window.

### Replay Window - Control Panel

A VCR like Control panel to enable you to fast forward, stop, start etc.

Replay Marker: This marker can be positioned anywhere within the time frame of the replay file. The marker is the small black triangle beneath the time index control. Click and drag this to the position where you want the file to stop playing. When the marker is encountered the replay stops, and you can then press play to continue past it.



### Showing Replay Files to Students

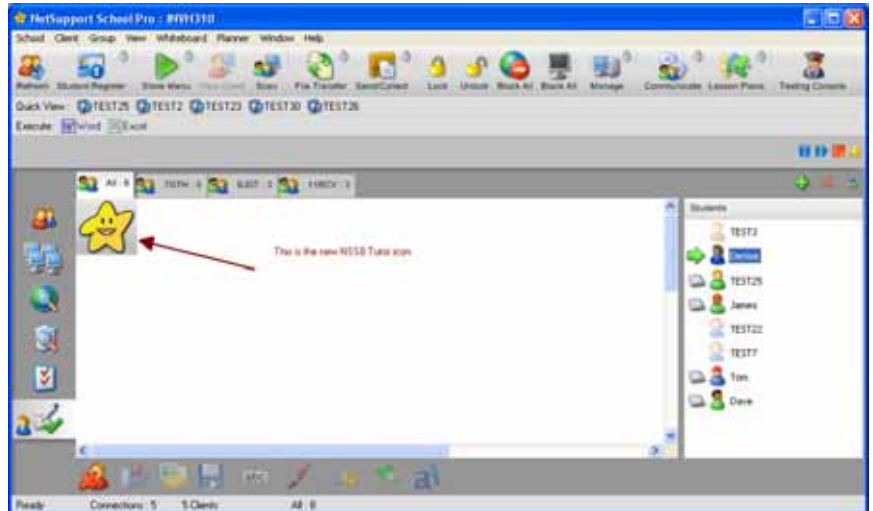
1. In the Control toolbar; Click the 'Show Menu' icon and select **Show Replay**. The **Show Configuration dialog** will appear.
2. From the **Client list**, select the Students to show the Replay File to.
3. Browse for and select the required Replay File.
4. Click **Show**. The Replay Window will open at the Instructor machine and start playing the Replay File to the selected Students.
5. Click **End** on the Replay Window toolbar to end the show.



## Interactive Whiteboard

A full screen Interactive Whiteboard enables the Instructor to use annotation tools to highlight the screen and show the results to Students.

1. To switch to **Whiteboard mode**, click the **Whiteboard icon** on the left hand side of the **Control Window**.
2. Use the **annotation tools** to highlight the screen and add any stored graphics. Select the relevant icons at the bottom of the **Control Window**.
3. You can save the content of the Whiteboard for later use. At the bottom of the **Control Window**; select the **Save icon**.



### To show the Whiteboard to Students

1. If showing a stored Whiteboard image, select the **Insert an Image** icon at the bottom of the **Control Window**.
2. From the **Group Bar**, select the **Group of Students** to show the Whiteboard to.
3. Select the **Turn Whiteboard On** icon at the bottom of the **Control Window**.
4. The content of the Whiteboard will appear on the selected Student screens. The Instructor can continue to annotate the Whiteboard in real time.
5. To remove the Whiteboard from Student screens, select the **Turn Whiteboard On** icon at the bottom of the **Control Window**.

### Whiteboard Leader

When Students are viewing the Whiteboard they cannot annotate the screen unless the Instructor nominates a Student to be the 'Whiteboard Leader'.

1. Select the required Student from the **Student List**.
2. **Right-click** on the required icon in the Students List and select **Activate**. The Student can now use the available tools to add content to the Whiteboard.
3. **Control can be switched to another Student or returned to the podium by selecting Activate again.**

