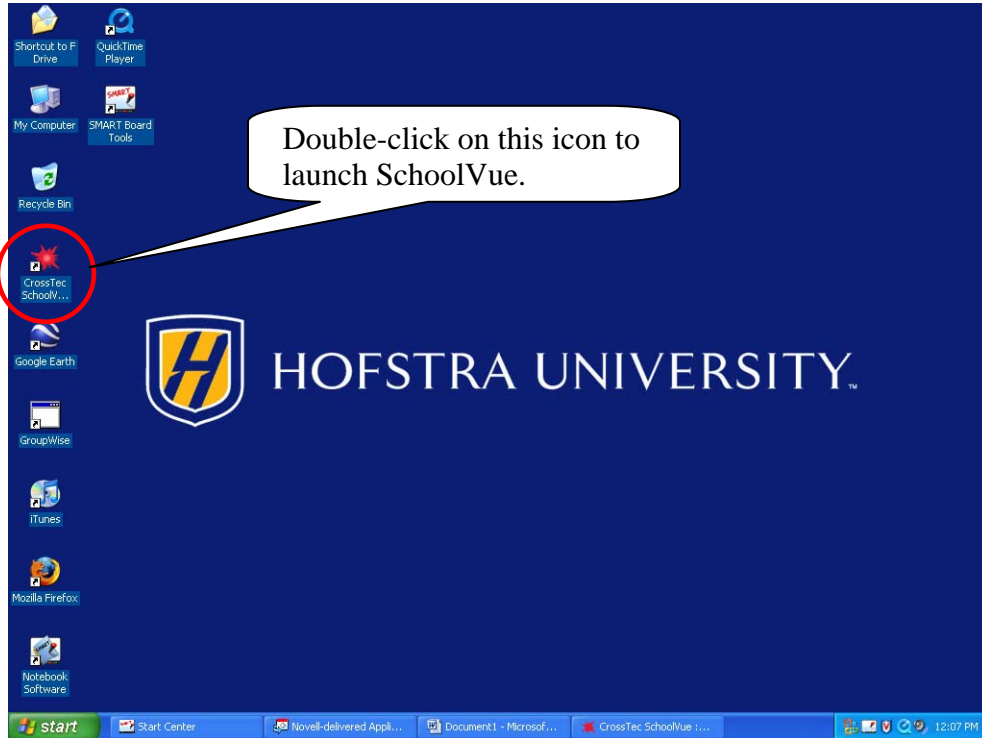




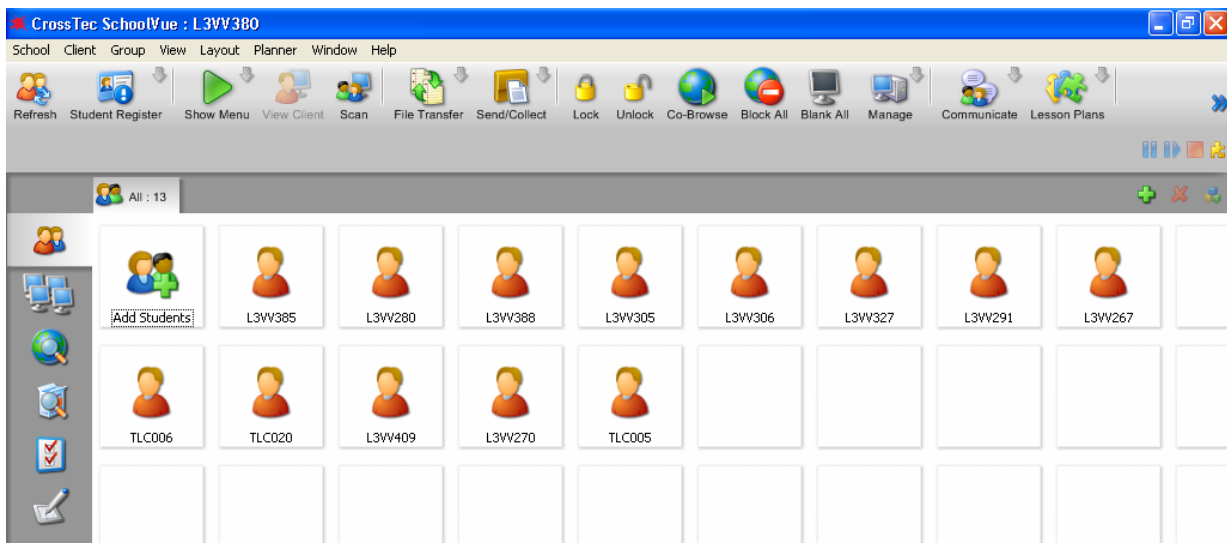
SCHOOL VUE 8.5 QUICKSHEET

Using CrossTec SchoolVue 8.51

1. After you log into the podium with your username and password, you will see an icon for CrossTec SchoolVue on the desktop.



2. When SchoolVue loads, you will see a screen similar to what is shown below:





3. The Toolbar

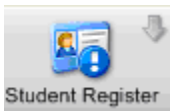


The Toolbar contains shortcuts to many of the most frequently used tasks and tools. Clicking on an individual item takes you straight to that task or function; eliminating the need to work through the drop down menus. Positioning the cursor over any icon will display a brief description of its function. For convenience, features that are of a similar nature, Show, Show Video, Show Replay Files for example, are grouped within the same toolbar icon.

Important Toolbar Icons



Refresh Allows you to refresh or re-browse your class for additional students.



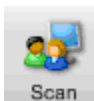
With all of your students selected, click on **student register**. You will be prompted with an option to send a request to your students for their names.



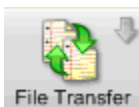
With all of your students selected, click on **show menu** and you will have the option to show programs, videos or just simply show your screen to the students.



With the desired student selected, click on **View Client** and you will have the ability to control their computer and view what application they are accessing.



Scan is similar to the view client feature, however instead of viewing just one student it will allow you to scan through your entire class.



File Transfer enables you to transfer files to and from the Teacher (tutor) and student.



Send/Collect work feature enables you to send a document or a number of documents to individual or multiple students. You can then collect students' responses on your workstation.



With all of your students selected, click on **Lock** and you will lock the keyboard and mouse of all the students.



With all of your students selected, click on **Unlock** and you will unlock the keyboard and mouse of all the students.



With all of your students selected, click on **Co-Browse** and a web browser will appear. It can only be controlled by the professor.



With all of your students selected, click on **Block All** and all web browsers on the student computers will be disabled.



With all of your students selected, click on **Blank All** and all of your Students' screens will be blank. This will allow all of the student's attention to be redirected to the professor.

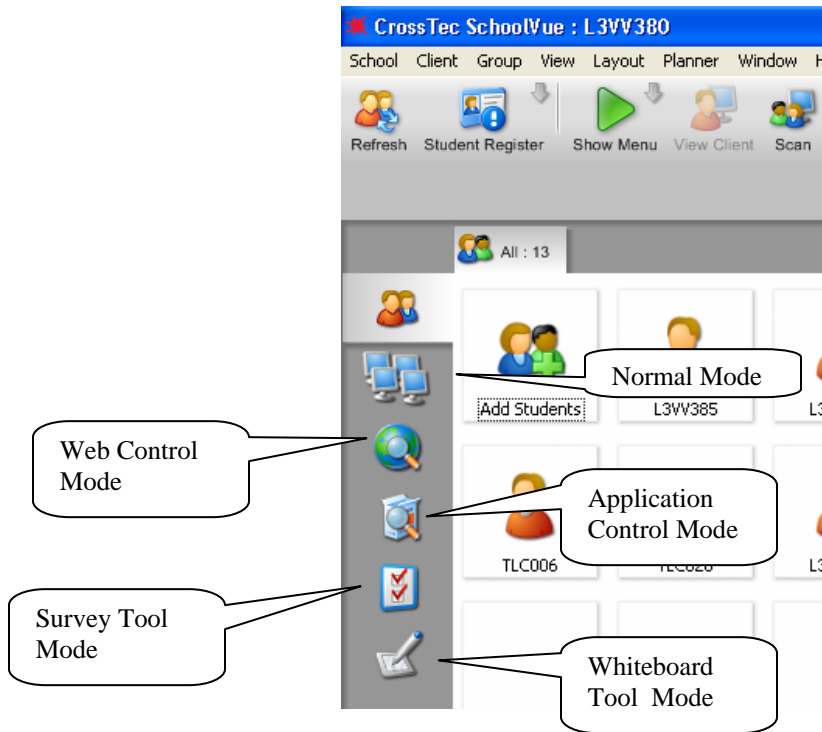


With all of your students selected, click on **Manage** for options such as power on, power off, reboot or login.

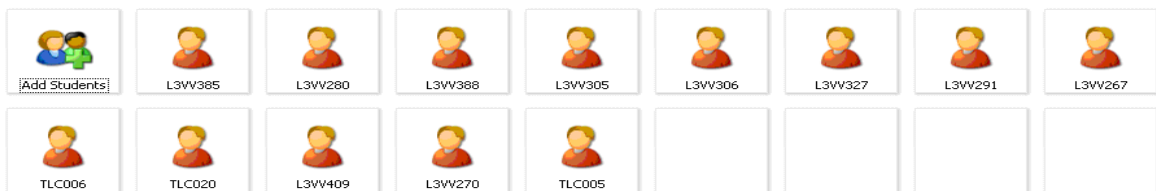


SchoolVue Modes

SchoolVue has five modes that can be accessed by clicking on the icons on the left side of the screen.



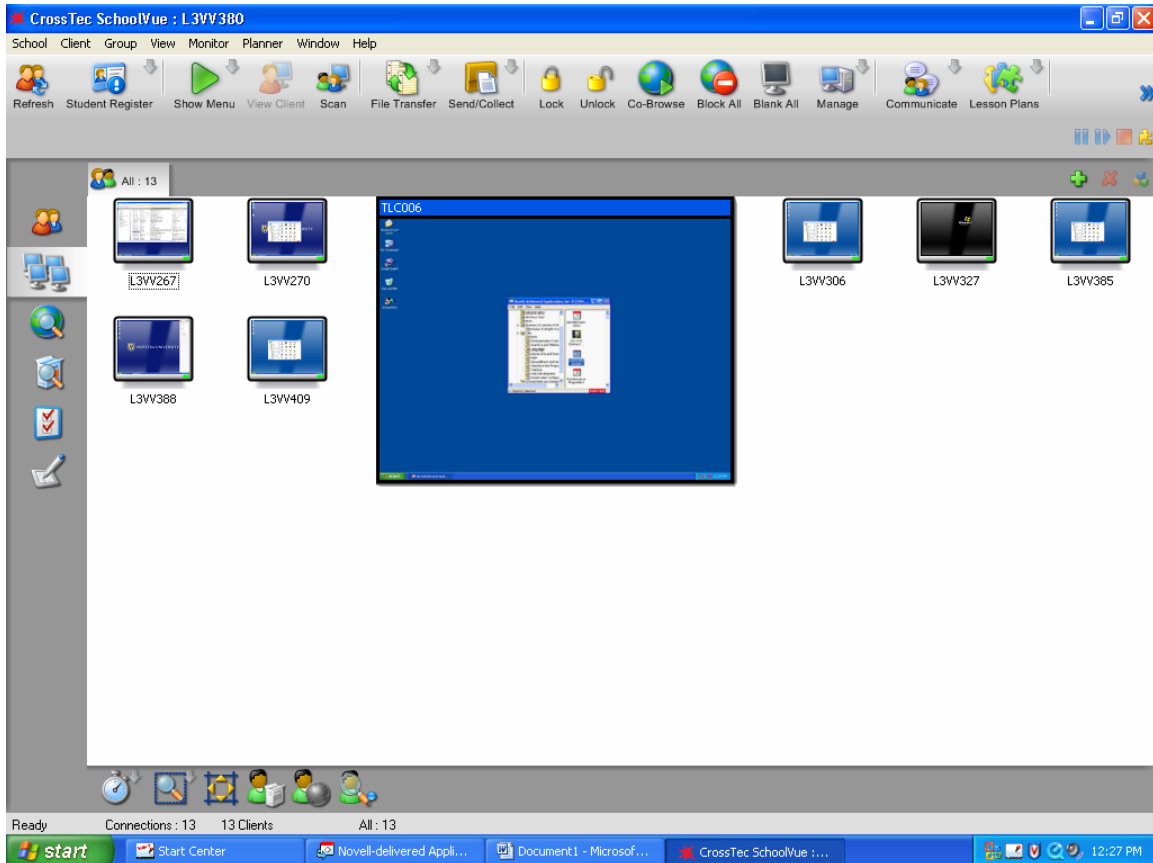
1. Normal Mode



Normal Mode is the view that will open by default in SchoolVue. It will show you the listing of students currently connected. The student icons will change depending on their status.



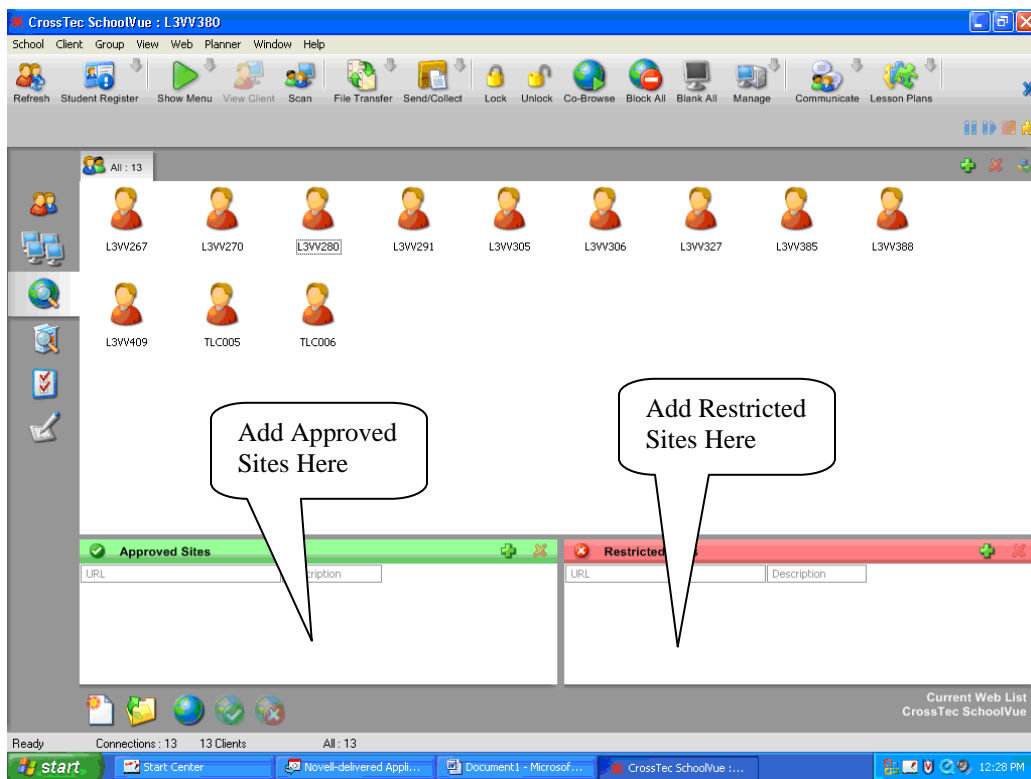
2. Monitor Mode



Monitor Mode enables the professor to view multiple student screens simultaneously. A convenient thumbnail view of each connected Student screen is displayed on the professor's computer. This feature gives the professor a quick and easy method for monitoring student activity.



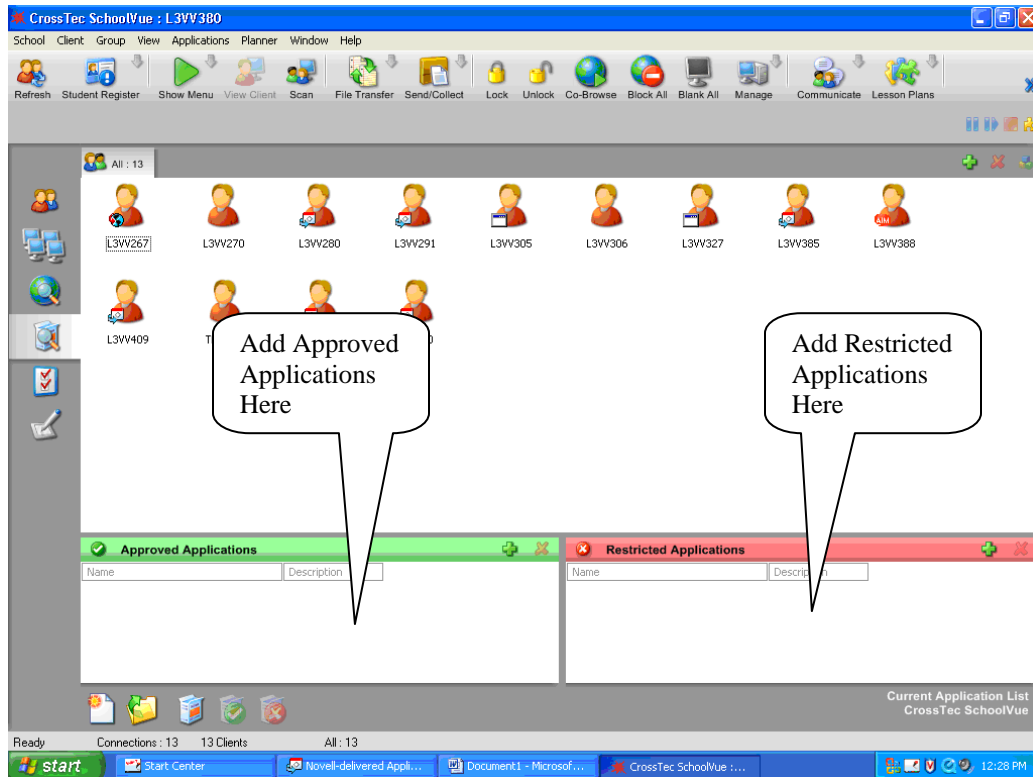
3. Web Control Mode



Web Control mode is used to monitor and control the websites visited by the students that are connected. A record of sites that were visited during a session can be stored and, if necessary, the professor can restrict or approve the use of specific URLs. In addition, the professor can temporarily suspend all Internet access.



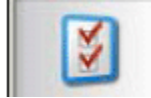
Application Control Mode



Application Control Mode 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 necessary, the professor can restrict or approve the use of applications.



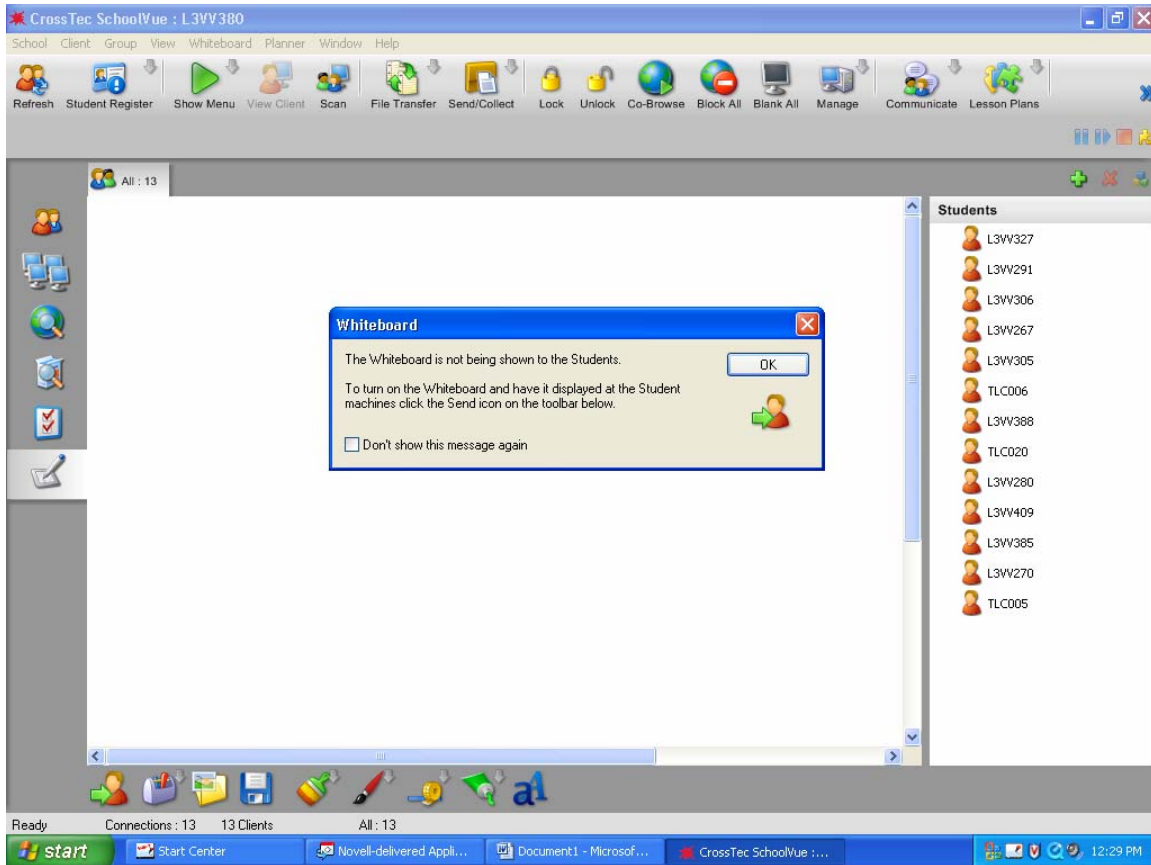
4. Survey Tool Mode



Survey Tool Mode enables the professor to get instant feedback from students during or at the end of a session. The professor sends connected students a question along with a selection of pre-defined responses. After this, student responses are gathered by the professor with the results are organized by overall percentage and individual Student.



5. Whiteboard Tool Mode



Whiteboard Tool Mode provides a full screen Interactive Whiteboard, enabling the professor to use School Vue's annotation tools to highlight the screen and show the results to a selected group of students.