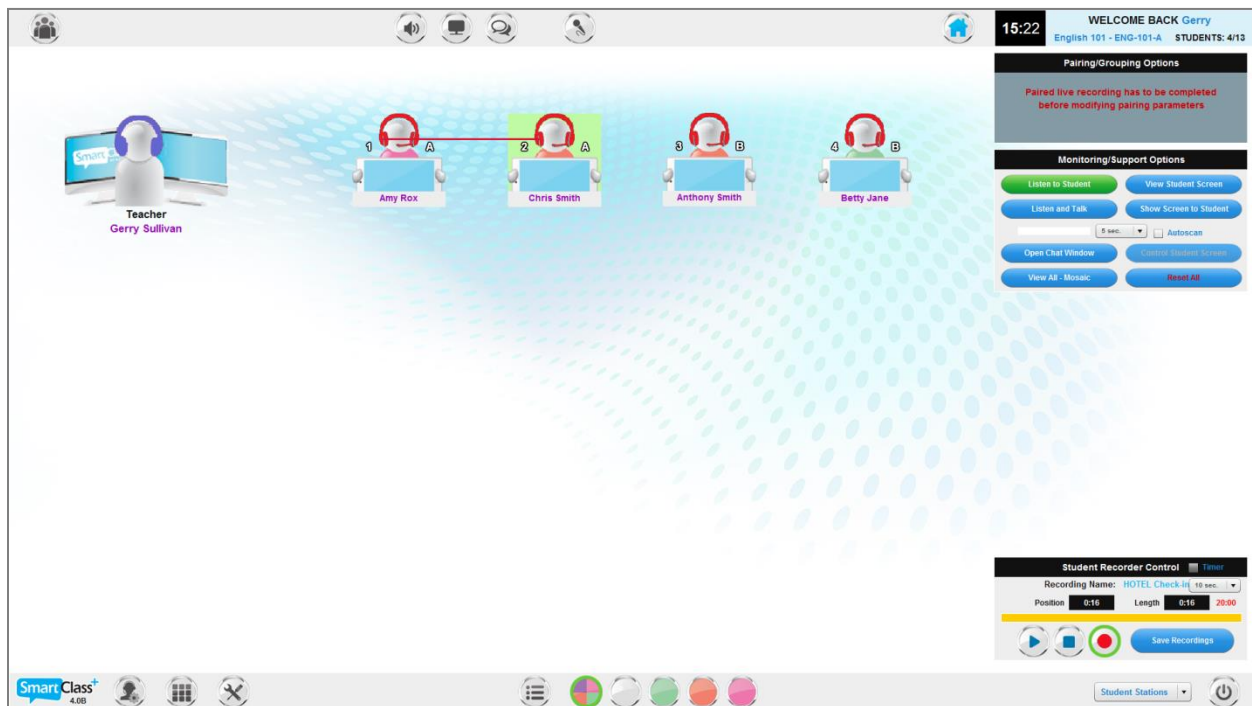




User Guide

SmartClass LIVE (Formerly LAD)



2021-02-24

Guide Revision History	
REVISION DATE	CHANGES
2011-04-18	Initial Release.
2011-05-11	Updated to reflect changes in release Beta 204
2011-06-22	Updated to reflect changes in release Beta 210
2011-07-21	Updated to reflect changes in releases 1-211 through 1-214
2011-08-08	Updated to reflect changes in releases 1-220 and 1-221 <ul style="list-style-type: none"> • Support of the Live Testing activity • Mosaic view of student screens • Button to view CD/DVD control panel in Presentation Mode
2011-09-20	Updated to reflect changes in release 1-222 and 1-223 <ul style="list-style-type: none"> • Support for hardware intercom mixing in the BIL • Student Recording in Pairing/Grouping • Launch Programs Utility
2011-10-11	Updated to reflect changes in releases 1-224 and 1-225 <ul style="list-style-type: none"> • Floating microphone • Pairs, triples, and quads with no-child-left-out • Complete function (random the rest) with teacher-selected pairing
2011-12-13	Updated to reflect changes in release 1-226-5 <ul style="list-style-type: none"> • Initial AP Testing screens
2012-01-20	Updated to reflect changes in releases 1-226-7 and 1-227 <ul style="list-style-type: none"> • Color Sections • Power-on, Power-off, and Log-off for student computers
2012-02-17	Updated to reflect changes in release 1-228 <ul style="list-style-type: none"> • Support for AV Stations (e.g. Projector)
2012-04-11	<ul style="list-style-type: none"> • Guide name changed from Quick Reference to User • Separate Quick Reference Guide and AP Testing Guide created in tandem • Updated to reflect changes in release 1.300 <ul style="list-style-type: none"> • Support for populating a class from the LAD • Manual login support added • Autoscan support added • Login option for AP Testing made optional/configurable
2013-04-26	Updated to reflect changes in Version 307 <ul style="list-style-type: none"> • Password protection of Configuration panel • Display of Version on-screen • Mosaic view of all stations
2013-08-26	Updated to reflect changes in Version 310 <ul style="list-style-type: none"> • Teacher microphone mute • Support for Android based Teacher LAD

<h1>storyGuide Revision History</h1>	
REVISION DATE	CHANGES
2013-11-14	Updated to reflect changes in Version 311 <ul style="list-style-type: none"> • BYOD Support • Chat-to-all function • Populate a class having an existing roster
2014-11-04	Updated to reflect changes in Version 314 <ul style="list-style-type: none"> • Webcam Video Chat support for ASL • Restore pairing/grouping function • AV Station support
2015-05-21	Updated to reflect changes in Version 315 <ul style="list-style-type: none"> • LAD dashboard personalization • Expanded webcam support for sign language • Live video recording • Turbo mode • Live recording countdown timer • LAD one-screen operation • Keyboard-based recovery of teacher control (KVM hardware)
2017-03-01	Updated to reflect changes in release 4.0 <ul style="list-style-type: none"> • Totally revised graphical user interface • Cloud-based database hosting option
2017-08-22	Updated to reflect changes in release 4.1.2 <ul style="list-style-type: none"> • Updated cloud file transfer status • Erase button for LAD student recordings
2018-05-24	Updated to reflect changes in release 4.3 <ul style="list-style-type: none"> • Attendance log • Quiz with real-time feedback • Launch exercises from course modules
2018-10-12	Updated to reflect changes in release 4.3.1 <ul style="list-style-type: none"> • New splash screen
2019-06-19	Updated to reflect changes in release 4.3.2 <ul style="list-style-type: none"> • Microphone boost utility
2020-07-14	Updated to reflect changes in release 5.31 <ul style="list-style-type: none"> • Hidden teachers blocked from LIVE login • Teacher login/logout from LIVE

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HUB and LIVE

The SmartClass platform comprises two different applications:



SC LIVE (formerly LAD) – You use the LIVE application to manage activities with your students in a classroom setting.

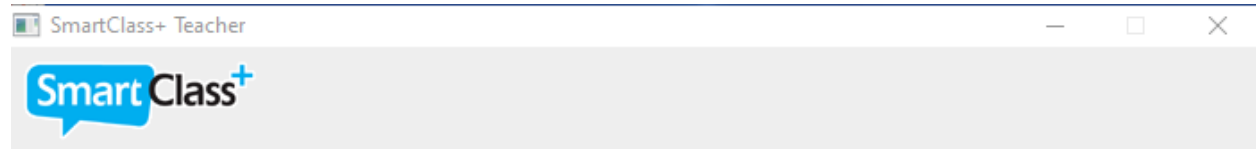


SC HUB (formerly MAD) – You use the HUB application to manage self-access activities and review all student responses.

This guide focuses on the SC LIVE application. The SC HUB is covered in a separate document.

LIVE Splash Screen

This new splash screen, first added in release 3.4.1, appears on the teacher’s main monitor immediately after launching the LIVE application.



SmartClass+ LIVE



Before Your First Class

SmartClass is a flexible platform: It can accommodate a broad range of educational environments from traditional fixed classrooms to BYOD (Bring Your Own Device) scenarios.

From a teacher's perspective, the way in which your system has been configured will influence the procedures that you will follow for launching classes and having your students connect to those classes.

You need to know about certain configuration settings up-front, before getting started:

- **Single-Screen Teacher Station** or **Dual-Screen Teacher Station** – Is there a second monitor being used to always display the SmartClass control screen, or do all applications run on the same single-screen display?

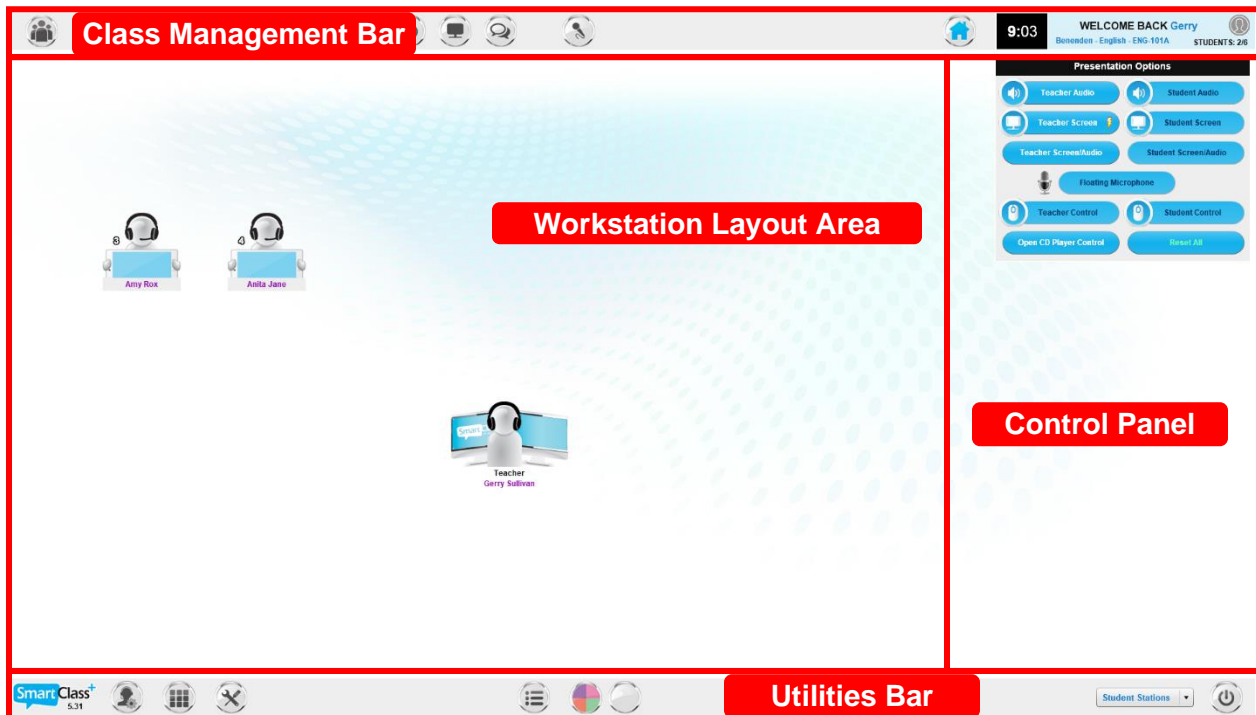


- **Dedicated Devices** or **BYOD** – Are the devices that teachers and students use during class, (PCs, tablets, smartphones), dedicated to the lab and/or on a dedicated cart – OR – do teachers and/or students bring their own devices to class?



When using this guide, you will follow only those chapters or sections that apply to your system's configuration.

LIVE Dashboard Overview

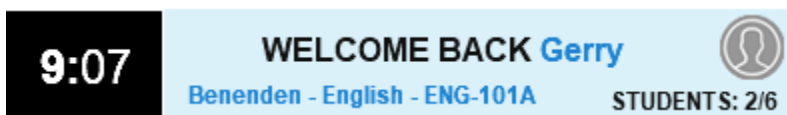


- **Workstation Layout Area** – This area includes icons for the teacher station and all student stations. Icons can be positioned to match the physical room layout. Icons are used to select specific students and they reflect the status of all activities.
- **Control Panel** – The functions presented in this panel dynamically change according to the specific activity selected.
- **Class Management Bar** – This bar is used to:
 - Show the status of the currently selected class
 - Modify the currently selected class
 - Open the Home panel (for activity selection)
 - Access shortcuts for frequently used functions (talk-to-all, text-to-all, blank-all screens)
- **Utilities Bar** – This bar includes utilities for:
 - Configure the LIVE application
 - Manage user preferences
 - Manage sections (partition the class for different activities)
 - Manage student stations (power on, power off, log off)
 - Exit the LIVE application

Class Management Bar

The Class Management Bar is partitioned into two sections; a Class Status Panel and a Short Cuts Panel (as described below):

Class Status Panel









This panel shows the following information:

- 24-hour clock
- Name of teacher currently logged in (e.g. Gerry)
- Name of class currently selected (e.g. Benenden – English – ENG-101A)
- Number of students connected/students in roster (e.g. 2/6)
- Login/logout icon (click on the face icon)

Short Cuts Panel



This panel includes the following utilities:

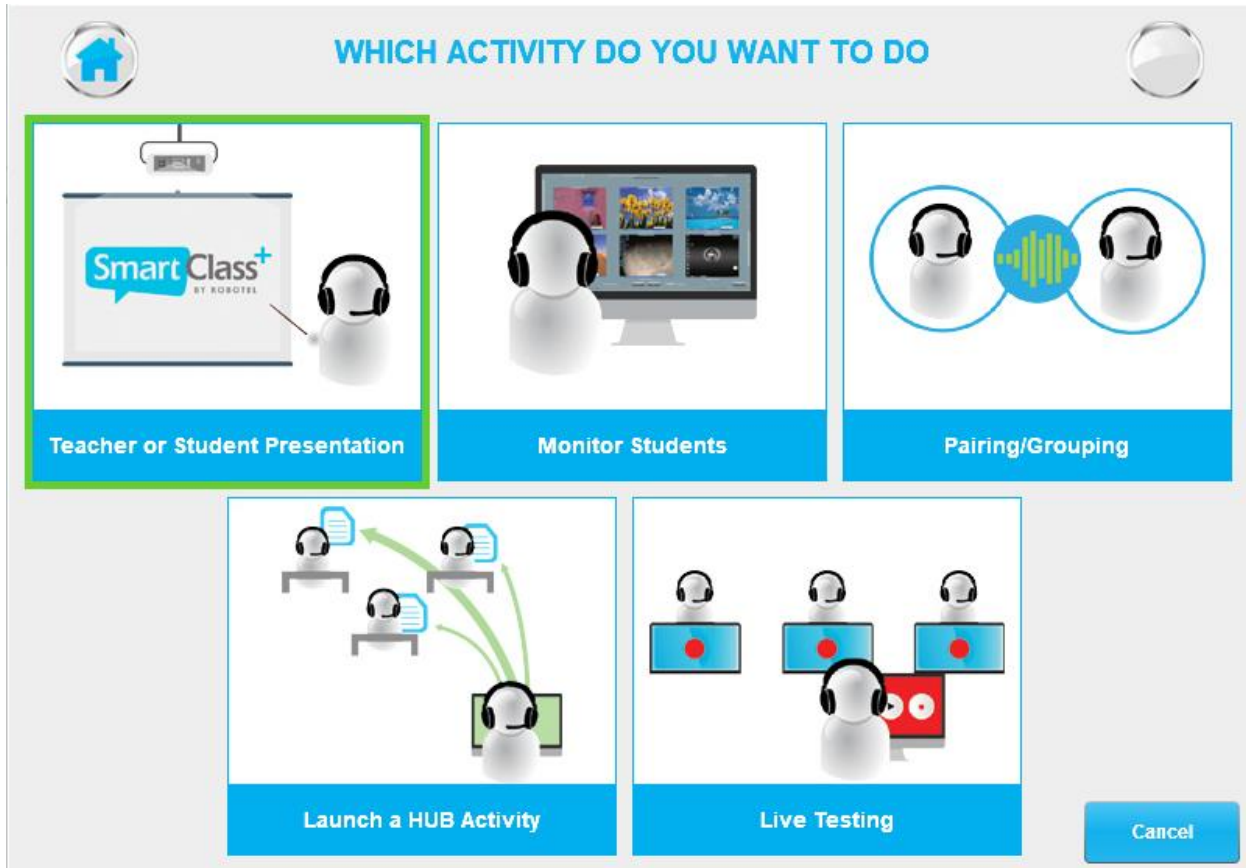
Button	Description
	Home Panel – this opens the Home Panel showing the available activities. (See next page.)
	Manage Class – this re-opens the class selection panel so that you can end the class, change the class, or modify student login
	Call All – this function broadcasts teacher audio to all students (and if necessary interrupts an audio activity in progress).
	Chat/Text All – this function opens a chat room with all students. Teacher messages broadcast to all. Students can respond to the teacher.
	Blank All Screens – this function blackens all student screens to focus their attention
	Teacher Microphone Mute – you can mute your microphone in situations such as broadcasting PC audio or CD audio

Home Panel – Activity Selection

The Home panel will automatically appear after you have launched a class and had your students join the class. You can also access this panel at any time via Home button shown at right.



The activity menu is shown below:



Section-Specific View

If you have partitioned the class into more than one section, you will automatically see the home panel for the currently-selected class section. In the example above, the section icon in the upper right corner indicates that the White section is selected.



Workstation Icons

Default Student Icon: The default icon for a student station is shown at right.



Default Teacher Icon: The default icon for the teacher station is shown at right.



Section Membership: In the default icon, the student's jersey is colored White to reflect his membership in the White section. The student at right is a member of the **Orange** section.



Selected Station: When you select a student by clicking on his icon, the background is highlighted in **Green**.



Listener: When a user's headset is colored **Blue**, the user is listening through his headphones.



Speaker: When a user’s headset is colored **Red**, the user’s microphone has been activated and the user is also able to listen through his headset.



Observer: When a user’s screen is colored **Dark Blue**, the user is observing the screen of the presenter.



Presenter: When a user’s screen is colored **Red**, the user is sharing his screen as a presenter.



Call Teacher: When a student’s screen is showing the “**raised hand**” symbol, that student has pressed his *Call Teacher* button. If more than one student has pressed *Call Teacher*, the “**raised hand**” for the first caller in the queue will be flashing.

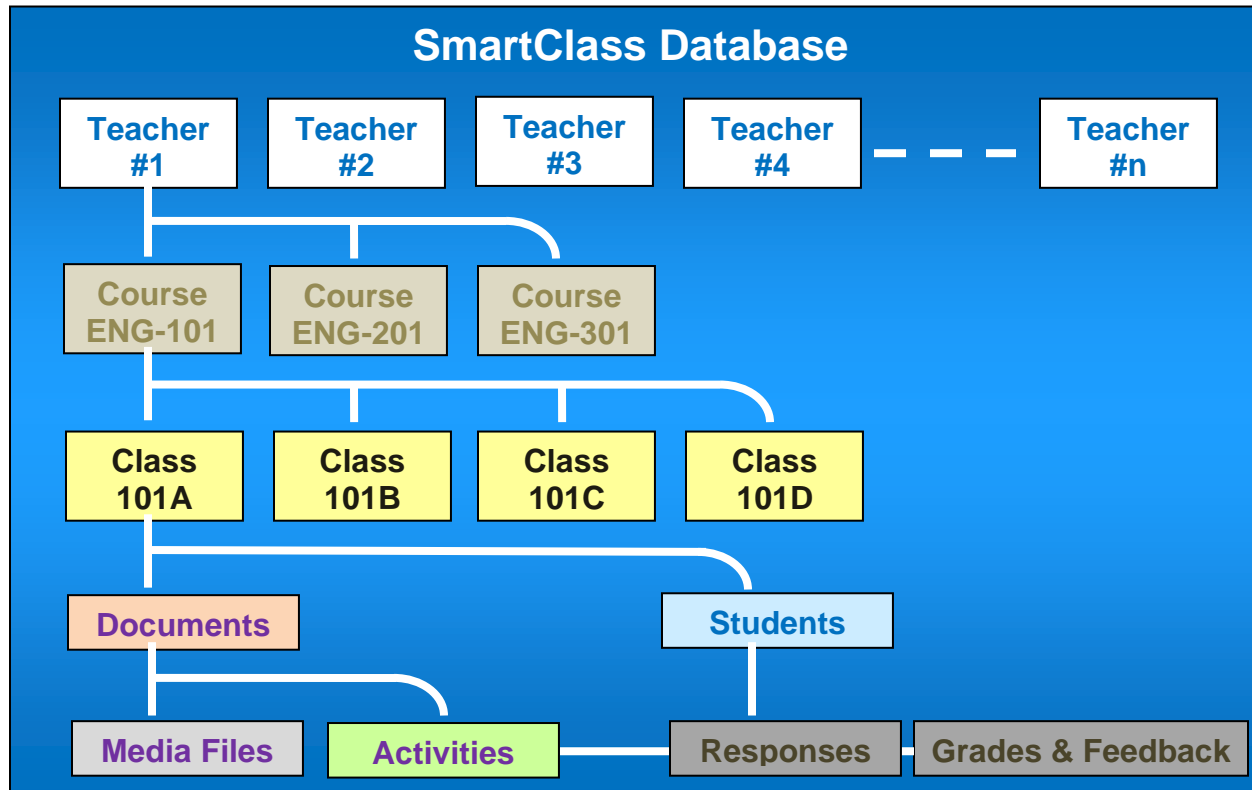
Note that you can clear the call by selecting the caller.



#####

Getting Started

The graphic below shows how information about people, courses, classes, and assignments is organized within SmartClass. The database is managed by the SmartClass HUB application but also communicates with the SC LIVE application.



- **Teachers** – Information is first organized by teacher. Each teacher has an account.
- **Courses** – Teachers identify the courses for which they teach one or more classes.
- **Classes** – Within each course, teachers identify the classes that they teach. When logging in, teachers will first choose a specific class. Documentation is automatically duplicated for all of the teacher’s classes within the same course.
- **Documents** – Documents include both media files and exercises.
 - **Media files** include images, text, audio clips, video clips, and/or PDFs
 - **Activities** are self-contained exercises that teachers build from media files. Activities can be assigned to students for classwork or homework.
- **Students** – Each class has a unique student roster.
 - **Responses** to assignments are linked between students and activities
 - **Grades & Feedback** for assignments are linked to student responses

Teacher Login

Desktop Icon: To launch the SmartClass LIVE dashboard at the teacher station, double-click on the SmartClass Teacher icon shown below:



Take Student Attendance: Normally, you will select the “Yes” option so that you and your students will login to SmartClass. This is mandatory for capturing student responses. (AP Testing is covered in a separate guide.)

Take student attendance for this session?

No, I do not wish to take attendance.

Yes, I want students to login for a class.

Yes, I want students to login for an AP test.

Students must be logged-in if:

- You want to view student identification beneath station icons,

and/or:

- You want to conduct activities in which students will save their responses or recordings

Teacher Login Panel: The Teacher Login pop-up panel will be displayed as shown below. If you do not know your login information, consult the system administrator.

The Teacher Login panel is a pop-up window with a light gray background. On the left side, there is a circular icon containing a white silhouette of a person's head and shoulders against a blue background. To the right of the icon, the title "Teacher Login" is centered. Below the title, there are two input fields: "Username:" followed by a white text box, and "Password:" followed by a white text box. At the bottom of the panel, there are two blue buttons: "Login" on the left and "Cancel" on the right.

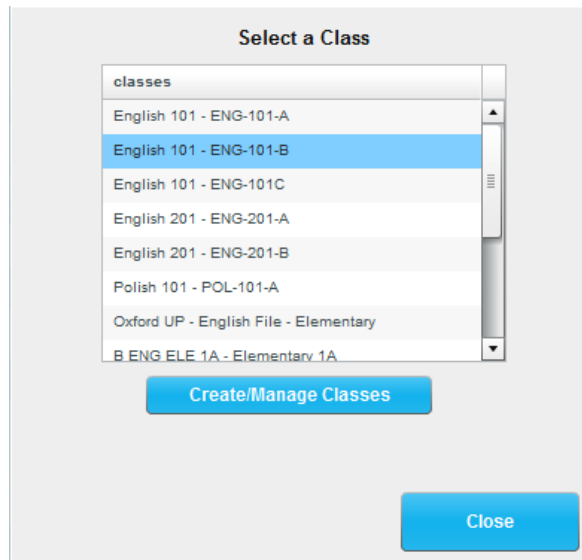
Teacher Login

Username:

Password:

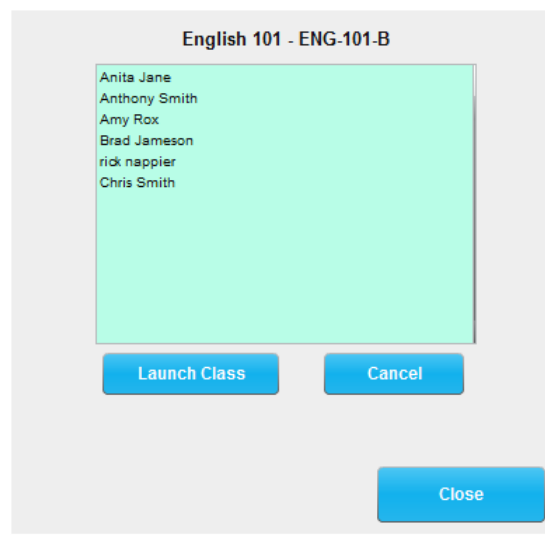
Class Selection

After logging in, you have access to a list of the classes that you have created using the HUB application. If you have not yet created any classes, this list will be empty, but you can create a new class on-the-fly using the *Create/Manage Classes* button.



Existing Classes

Choose your target class from the list of classes, (e.g. English 101 – ENG-101-B). You will see a list of the students already assigned to that class.

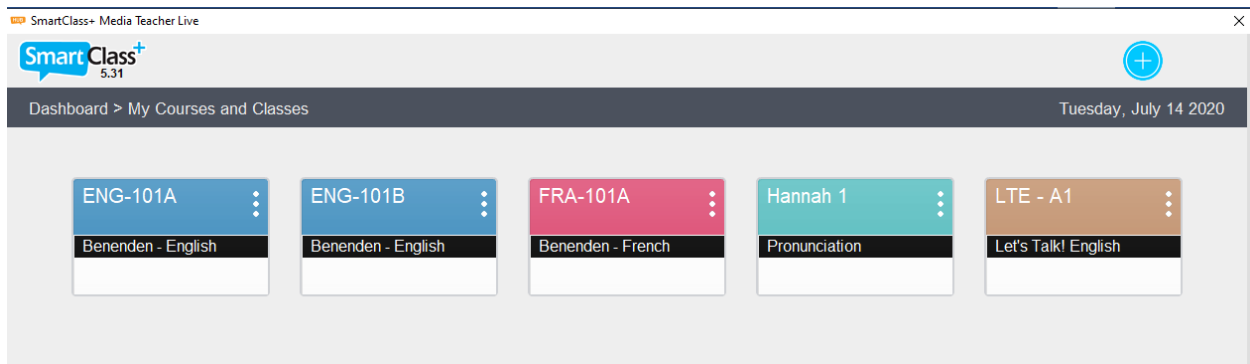
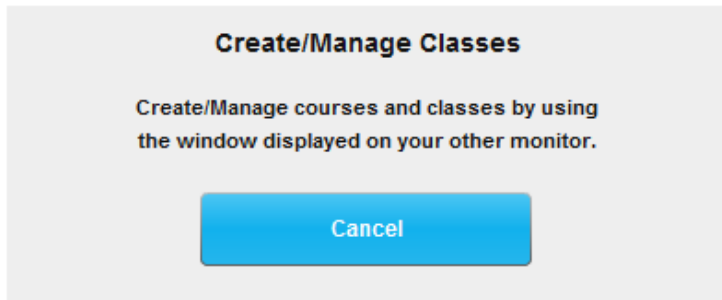


Click on the *Launch Class* button to confirm class selection.

Creating a New Class


To create a new class on the fly, begin by clicking on the *Create/Manage Classes* button.

The message shown at right will appear in the center of your LIVE screen, and a new *My Courses and Classes* panel (a simplified view of the HUB) will appear on your primary monitor.

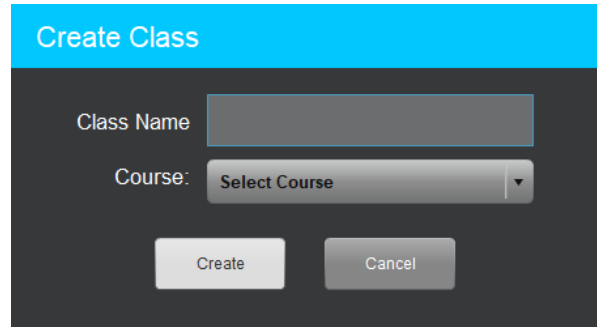


You can consult the User Guide for the HUB for full details, but an abbreviated summary of how you need to proceed is included here.

Select New Class

Click on the *Create Class* button, , at the top to create a new class. You are prompted with the pop-up window shown at right.

If the course you want is not available from the drop-down *Select Course* menu list, you will first have to create a new course first.

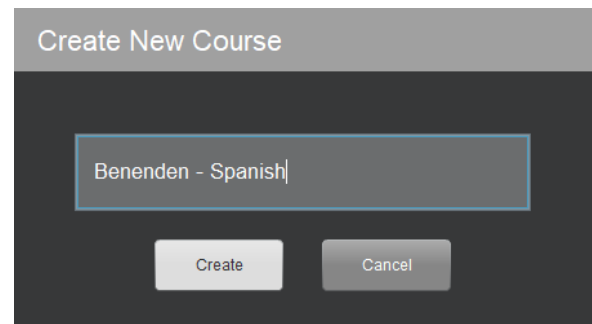
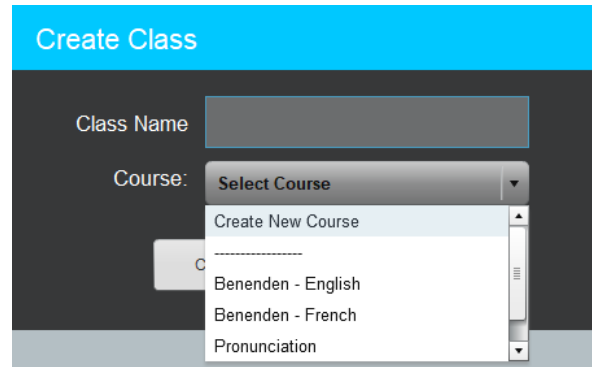


Create New Course

Choose the Create New Course entry from the drop-down menu.

You are prompted with the pop-up window shown below right.

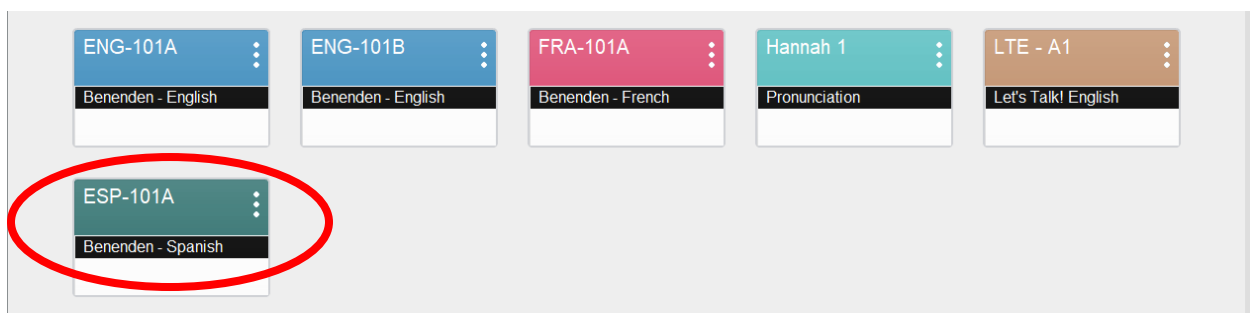
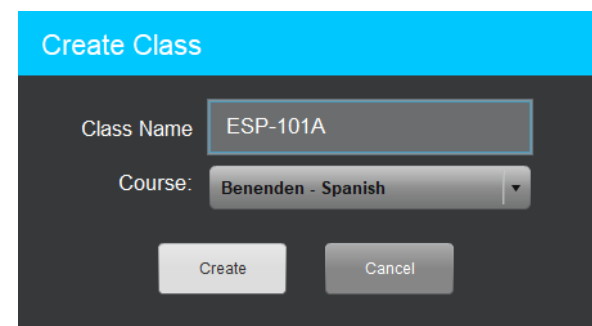
Fill in desired *Course Name* field, and then click on the *Create* button to create the course.



Create New Class

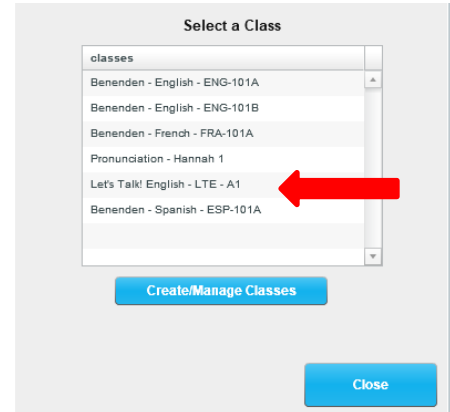
You can now enter your new class name and click on *Create* to finish this task. Your updated class list is shown below.

Choose this new class.



Select a Class

When your new class has been created in the HUB, it is now available for selection in the LIVE class list shown at right. Choose this new class.

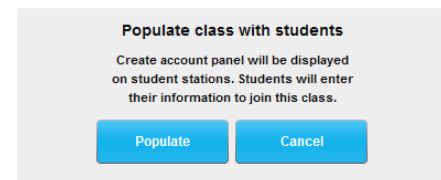
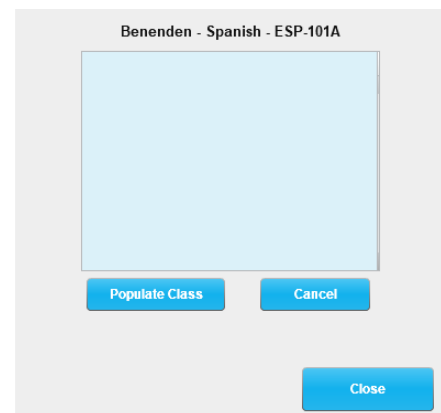


Populating the Class Roster

When you select a class that has no associated student roster, you will see the *Populate Class* option rather than the Launch Class option. The Populate Class option enables you to use your students' login information to automatically create a class roster.

Confirm your selection of the Populate Class option by clicking on the *Populate* button in the pop-up panel shown below.

Depending on your system configuration, you may have one more step to complete before students can connect. This topic is covered in the next chapter.



Getting Students Connected

There are four different connection scenarios described in this chapter:

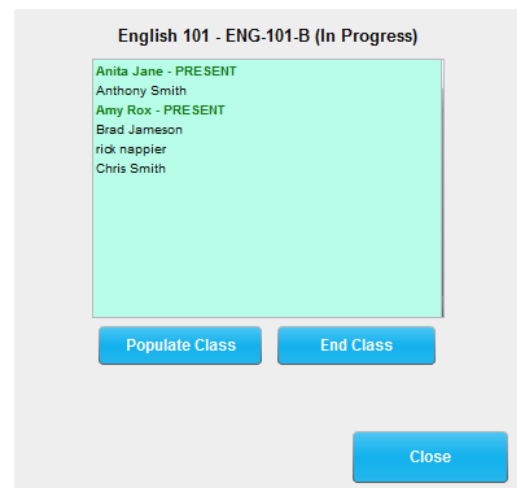
- You can have a **BYOD** environment or a **non-BYOD** environment
- You may have launched an **existing class** having a pre-defined student roster or you may have launched a **new class** without a student roster.

Make sure to follow the scenario that is appropriate for your class.

BYOD – Existing Class Roster

If you launched an existing class in a BYOD environment, students will begin connecting to that class, and as they connect you will have two visual forms of confirmation:

1. In the Student List panel, the names of each connected student will be highlighted in **green** and the word **PRESENT** will appear beside each name – as shown at right.



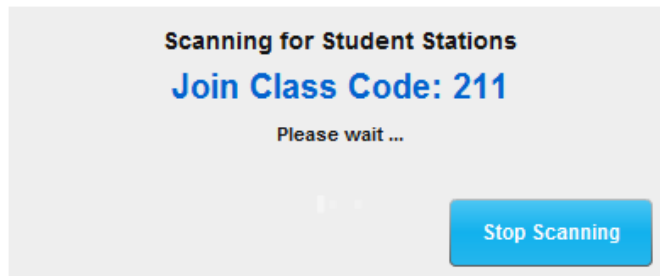
2. In the Workstation Layout portion of the LIVE screen, each connected student's name will appear immediately below the icon for his station (as shown below).



You can close the Student List panel at any time by clicking on the *Close* button.

BYOD - New Class without a Roster

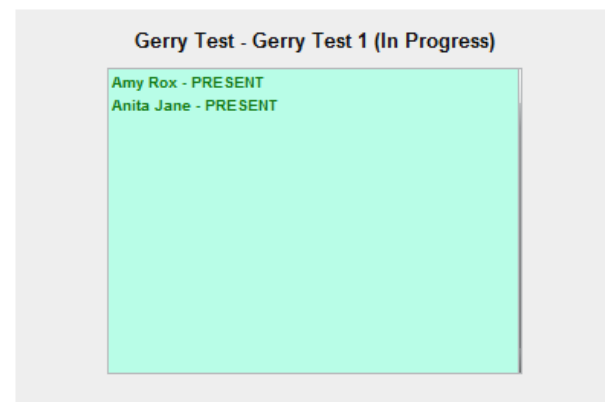
If you launched a new class (e.g. populate) in a BYOD environment, students will have to provide a *Join Class Code* to gain access to that class. After having launched your class, the message shown below will have appeared on your screen.



You must communicate this *Join Class Code* to your students before they are able to login to a new class.

As students begin connecting to your class, you will have visual confirmation:

1. In the Student List panel, the names of each connected student will appear (highlighted in **green**) and the word PRESENT will appear beside each name – as shown at right.



2. In the Workstation Layout portion of the LIVE screen, each connected student's name will appear immediately below the icon for his station – as shown below.



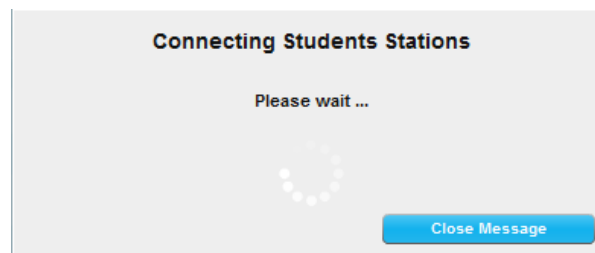
When all students have joined the class, click on the Stop Scanning button to complete the student connection activity.

Non-BYOD – Existing Class Roster

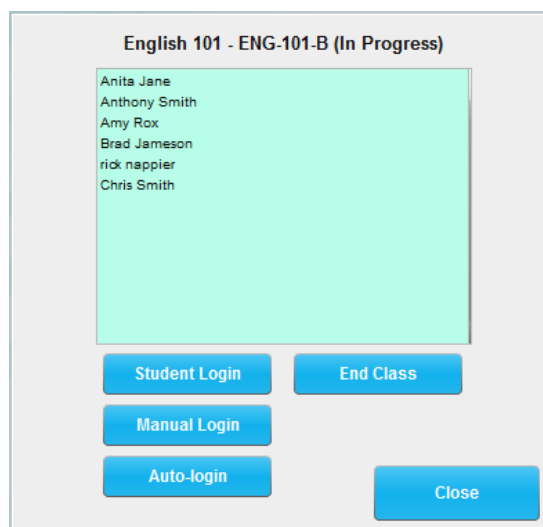
If you launched an existing class in a non-BYOD environment, student workstations should automatically connect to the teacher station and you will see a *Connected* status under each of the student station icons (as shown below):



You may see the Connecting Students Stations panel appear until all stations have connected, but you can close this at any time by clicking *Close Message*, (see below).

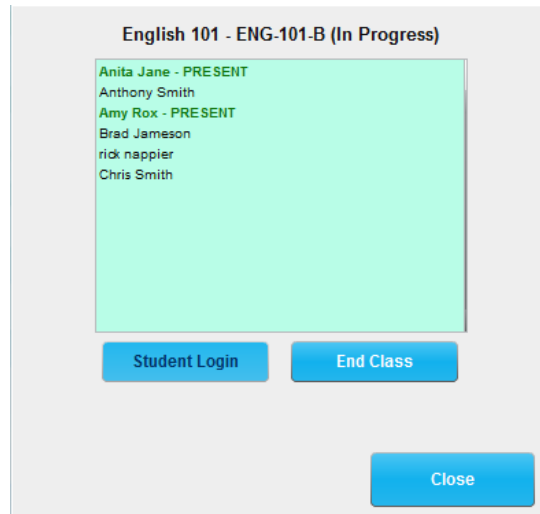


There are several options for getting students logged in for the class session, but typically you will use the *Student Login* method which has students enter their SmartClass login credentials on their workstations; (see image below).



As students login for your LIVE class, you will have two visual forms of confirmation:

1. In the Student List panel, the names of each connected student will be highlighted in **green** and the word PRESENT will appear beside each name – as shown below.

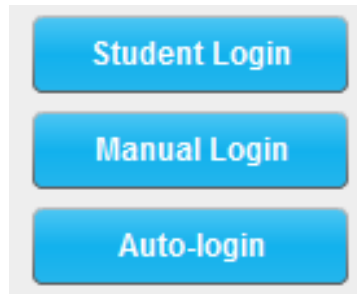


2. In the Workstation Layout portion of the LIVE screen, each connected student's name will appear immediately below the icon for his station (as shown below).



You can close the Student List panel at any time by clicking on the *Close* button.

Alternate Student Login Options

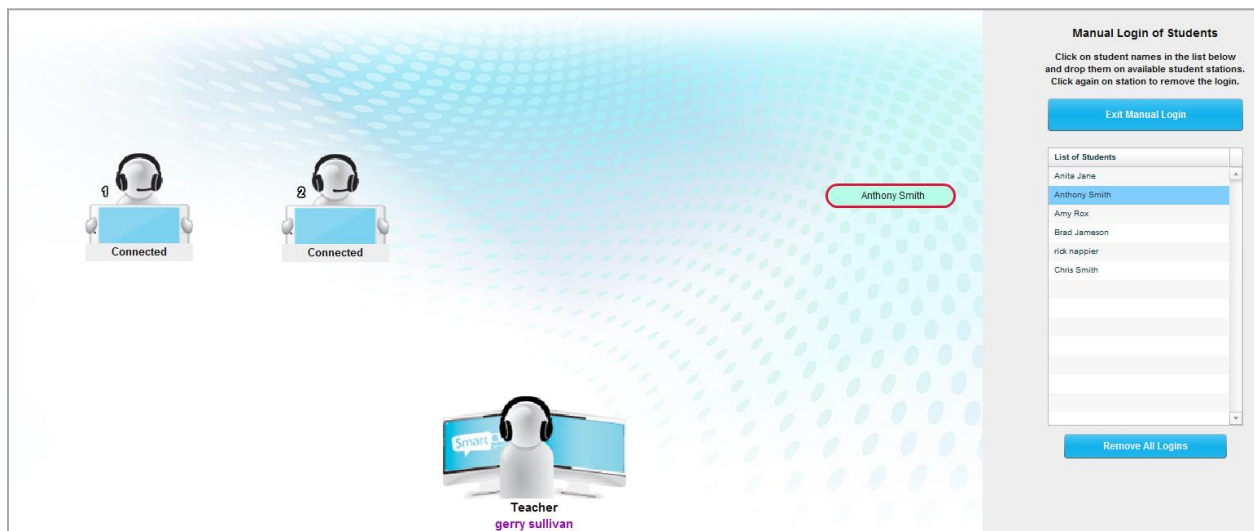


In a non-BYOD environment, when launching an existing class having a predefined student roster, there are three different options for getting students logged in to specific workstations.

We have already seen how most common method, Student Login, operates and will now look at the other two options.

Manual Login

If your classroom has fixed seating, then manual login – where the teacher manually logs each student into a particular workstation may be useful. When selected, the following screen is displayed:



The right-hand panel displays the student roster. Click on any student's name, (the name is outlined in red and linked to your mouse's cursor), and position the name over the target workstation and click to login that student (e.g. Anthony Smith).

Complete this process for all students and then click on the Exit Manual Login button to return to the main screen. Click on the Close button to exit the student list panel.

Auto-Login

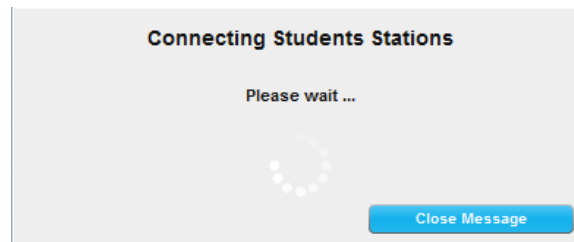
This option is not useful for most teachers (but it can be a great shortcut for login diagnostic testing). When this option is invoked, all students are sequentially assigned to workstations, (e.g. Anita Jane to station #1, Anthony Smith to station #2, Amy Rox to station #3, etc.).

Non-BYOD – New Class without a Roster

If you launched a new class in a non-BYOD environment, student workstations should automatically connect to the teacher station and you will see a *Connected* status under each of the student station icons (as shown below):



You may see the Connecting Students Stations panel appear until all stations have connected, but you can close this at any time by clicking *Close Message*, (see below).

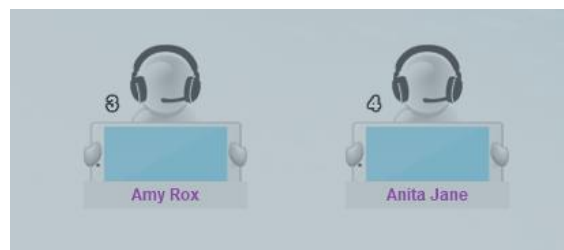


As students begin connecting to your class, you will have visual confirmation:

1. In the Student List panel, the names of each connected student will appear (highlighted in **green**) and the word PRESENT will appear beside each name – as shown at right.



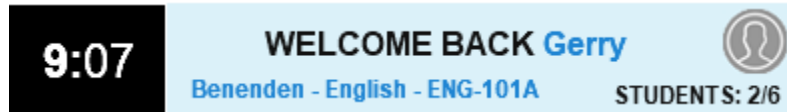
2. In the Workstation Layout portion of the LIVE screen, each connected student's name will appear immediately below the icon for his station – as shown below.



You can close the Student List panel at any time by clicking on the *Close* button.

Class Status Panel

In the upper-right corner of your LIVE screen, there is a class status panel.



This panel shows the following information:

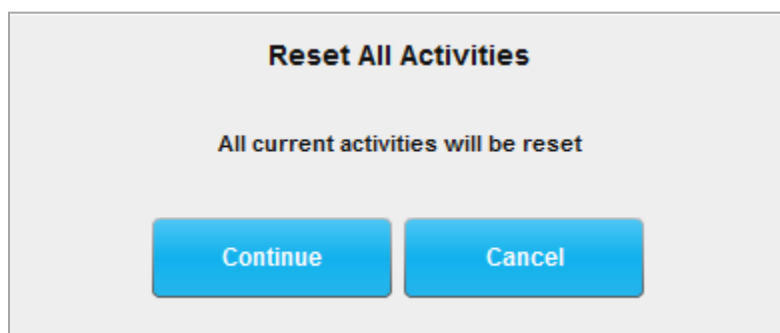
- 24-hour clock
- Name of teacher currently logged in (e.g. Gerry)
- Name of class currently selected (e.g. Benenden – English – ENG-101A)
- Number of students connected/students in roster (e.g. 2/6)
- Login/logout button (click on the face icon)

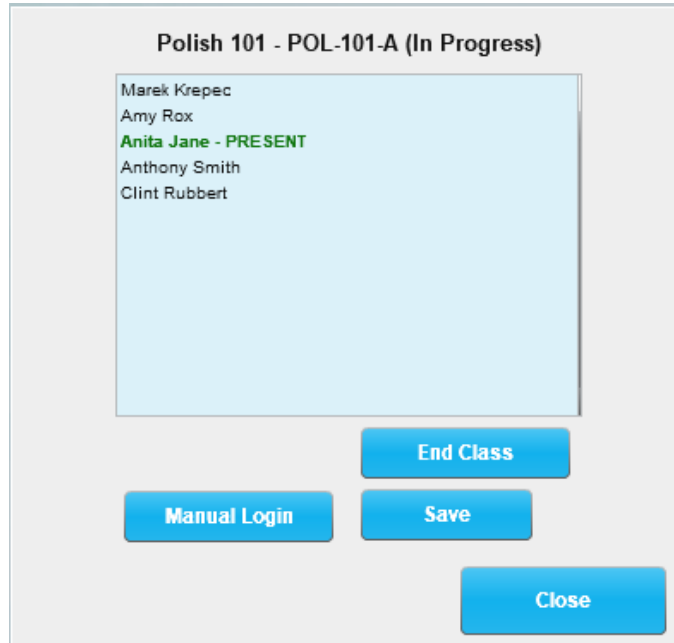
Class Management



To modify the currently active class, click on the *Manage Class* button (shown at left) in the upper-left corner of the LIVE screen.

You must acknowledge the confirmation message (shown below) by clicking *Continue*.





You are shown the class selection panel (above), the characteristics of which are influenced by your initial choices.

Save Attendance Log

To save the attendance log for your class, click on the *Save* button. A pop-up panel prompts you to choose the folder location where the log will be saved as a CSV file. An example of an Attendance Log is shown below:

	A	B	C	D
1	Polish 101 - POL-101-A			
2	5/24/2018			
3				
4	Marek	Krepec		
5	Amy	Rox		
6	Anita	Jane	PRESENT	
7	Anthony	Smith		
8	Clint	Rubbert		

End Class

Before you exit the LIVE application, make sure that you click on the *End Class* button and logoff from your teacher account.

#####

Which Activity Do You Want to Do?

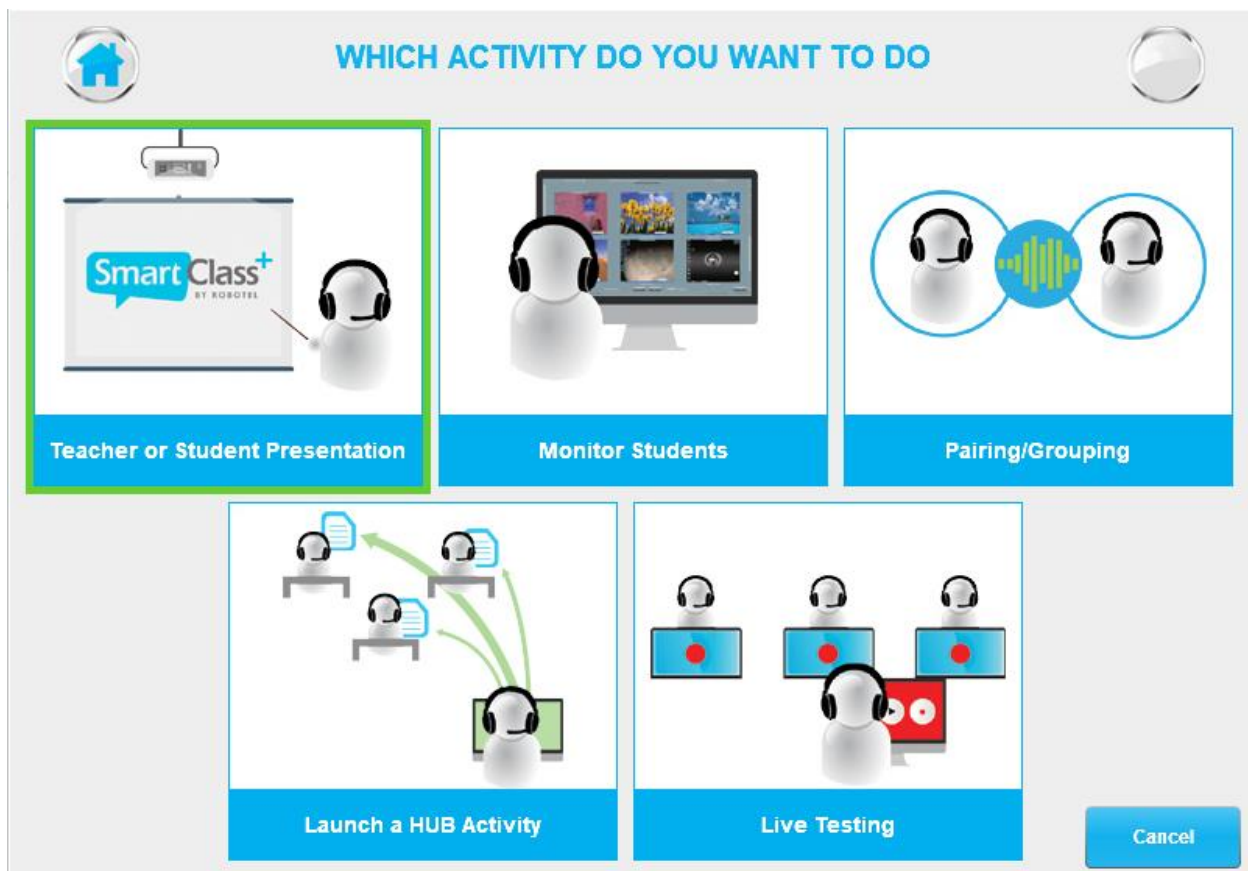
Once you have selected a class and have had your students get connected, you will see the **Home** panel. You can access this utility at any time by clicking on the Home button (shown at right).



The Home panel displays the five activities for which you will use the LIVE.

- Teacher or Student Presentation
- Monitor Students
- Pairing/Grouping
- Launch a HUB Exercise
- Live Testing

Each of these activities is visually represented by one of the shortcuts shown below.

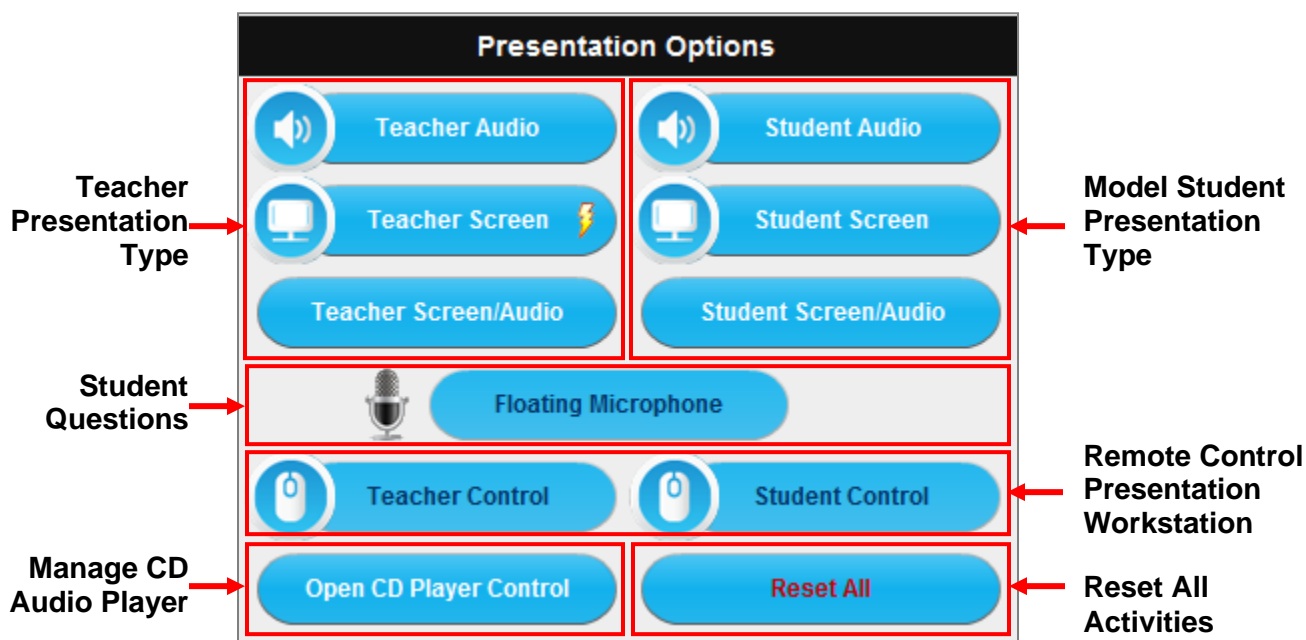


Make a Teacher or Student Presentation



Choose this activity when you want to make a presentation to the class, or when you want a model student to make a presentation to the class.

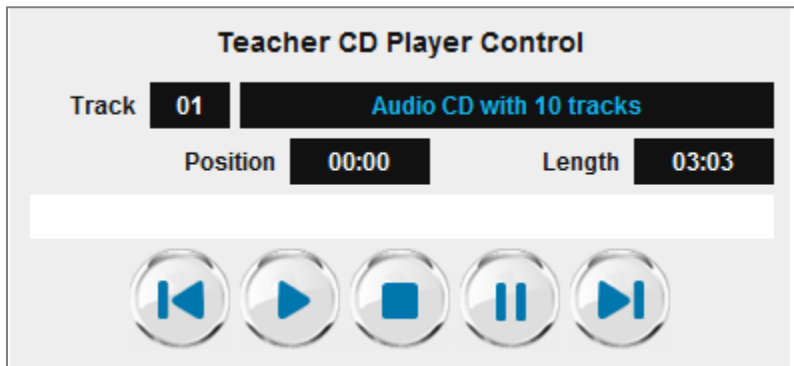
When you select the Teacher or Student Presentation activity, the Presentation Options menu will appear in the control panel.



- **Teacher Presentation Type** – You can make an oral or visual presentation (or both together). Audio includes both your microphone and computer sound – and you are able to mute your microphone from the class management bar.
- **Model Student Presentation Type** – You must first select a student in the Workstation Layout Area before the model student presentation type buttons become available. This can be an oral or visual presentation. Your microphone is automatically enabled during student presentations.

Note that if the webcam parameter is enabled (under user preferences), then the presenter's webcam will automatically be activated along with his audio.

- **Manage CD Audio Player** – If you wish to include CD Audio sound as part of your presentation, click on the *Open CD Player Control* button.



Button	Function
	Play – plays the selected track
	Pause – pauses the selected track at the current position
	Next Track – advances to the beginning of the next track
	Previous Track – returns to the beginning of the previous track
	Stop – stops and returns to the beginning of the first track

- **Student Questions** – During an oral presentation, if you wish to let other students comment or ask questions, you can temporarily assign the *Floating Microphone*.

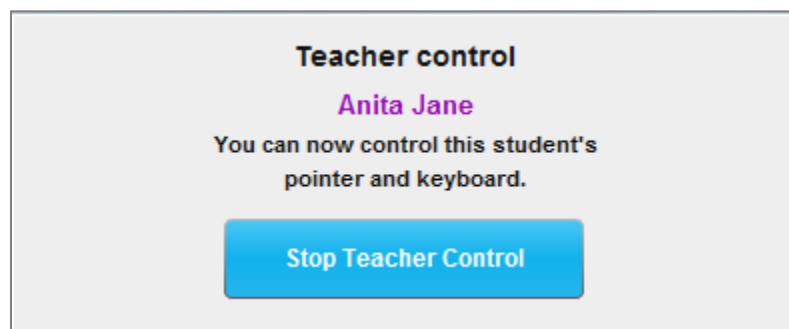
When you click on the Floating Microphone button, a red line will link your mouse’s cursor to the floating microphone icon (as shown below). Just click on the student to whom you wish to pass the mic to the student and click on the *Floating Microphone* button to close the microphone.



- **Remote Control Presentation Workstation** – During a teacher visual presentation, you can assign keyboard/mouse control of your station to any student, and during a model student presentation, you can take keyboard/mouse control of the student's station.

Note that this function works only with Windows-based devices at present.

The warning message shown below will appear on your screen when remote control has been invoked. Click on Stop Teacher Control to return control to the student.



- **Reset All Activities** – Click on the Reset button to reset all presentation activities. (Alternately, you can cancel individual activities by clicking a second time on the activated function.)

Monitor Student Work



Choose this activity when you have assigned students a task such as researching the Internet, and want to be able to discreetly monitor student screens & audio.

When you select the Monitor Students activity, the Monitoring/Support Options menu will appear in the control panel. (Note that this same panel will appear during most other activities.)

Monitoring/Support Options			
Oral & Visual Monitoring	<table border="1"> <tr> <td> Listen to Student</td> <td> View Screen</td> </tr> </table>	Listen to Student	View Screen
Listen to Student	View Screen		
Dialog	<table border="1"> <tr> <td> Listen and Talk</td> <td> Show Screen</td> </tr> </table>	Listen and Talk	Show Screen
Listen and Talk	Show Screen		
Auto-scan All Students	<input type="text"/> 5 sec. <input type="checkbox"/> Autocan		
Chat/Text	<table border="1"> <tr> <td> Open Text Box</td> <td> Control Screen</td> </tr> </table>	Open Text Box	Control Screen
Open Text Box	Control Screen		
Mosaic view All Students	<table border="1"> <tr> <td> View All - Mosaic</td> <td>Reset All</td> </tr> </table>	View All - Mosaic	Reset All
View All - Mosaic	Reset All		

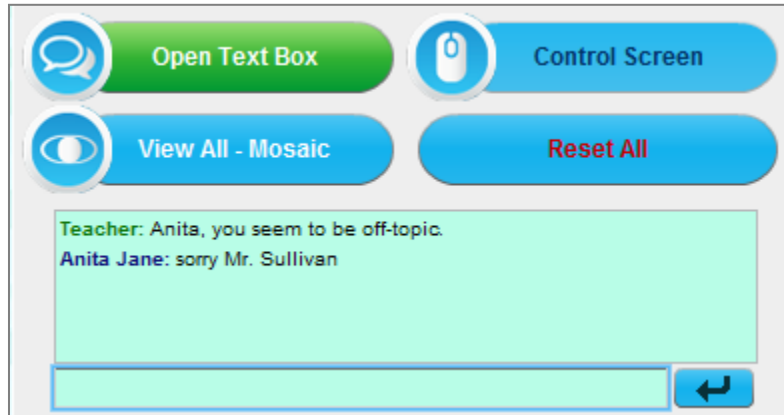
Share Teacher Screen

Remote Control Student Workstation

Reset All Activities

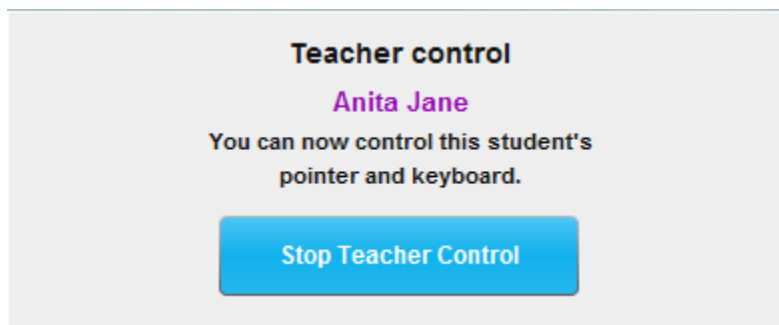
- Oral & Visual Monitoring** – You are able to monitor individual students orally and/or visually by selecting the *Listen to Student* and/or *View Screen* buttons. (You must first select the target student.) The student is not aware of your presence.
- Dialog** – If while monitoring a student, some level of intervention is required, you can click on the Listen and Talk button. This activates your microphone for a two-way dialog.

- **Chat/Text** – Another way to provide support is open a text-based chat window with the individual student. Click on the Open Text Box button to begin:



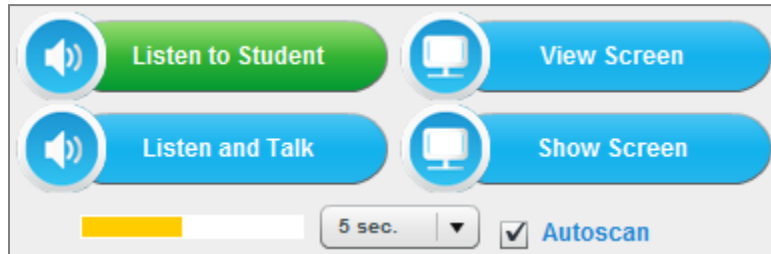
- **Remote Control Student Workstation** – If you are viewing a student's screen and would like to demonstrate something on his computer, you can click on Control Screen for keyboard/mouse control.

The warning message shown below will appear on your screen. Click on Stop Teacher Control to return control to the student.



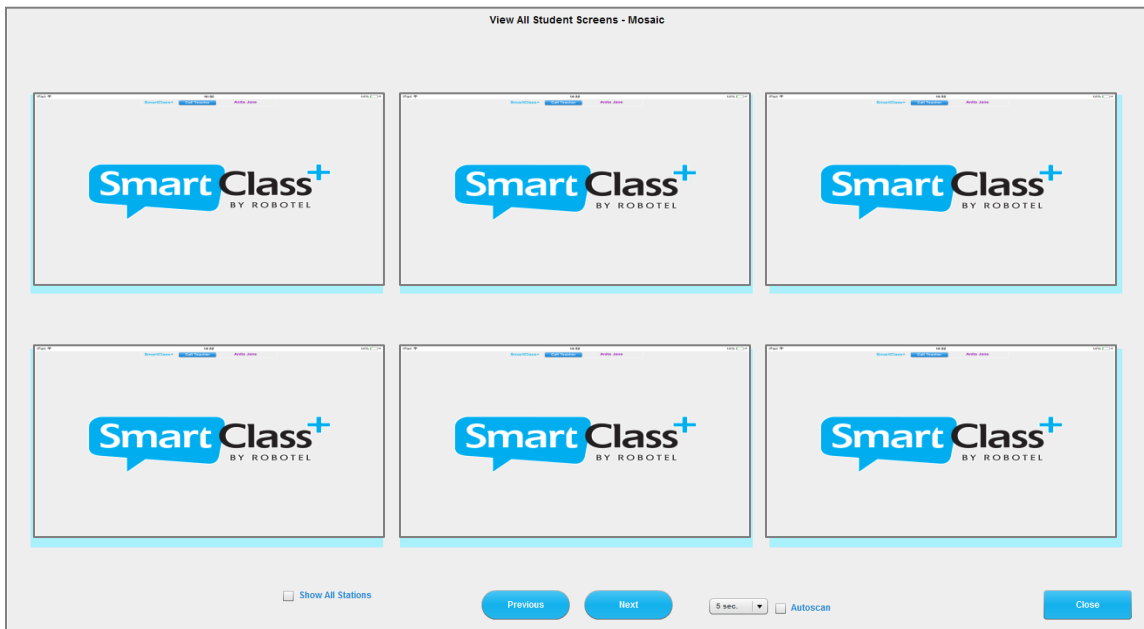
- **Show Screen** – If while monitoring a student, you find that he does not understand the assignment, you can demonstrate to him by sharing your workstation screen. This is essentially a one-on-one broadcast.

- **Auto-Scan All Students** – One method of automating the monitoring of all students is to invoke the Auto-scan function. You simply configure the monitoring controls (described above) and then check the Auto-scan box.



The system will begin monitoring the currently selected student and the timer will count down to zero, at which time the system will select the next student and reset the counter. This process continues in a looping process until to uncheck the Auto-scan box.

- **Mosaic View All Students** – Another way to automate monitoring of all students is to click on the View All – Mosaic button.



By default, the initial view will show the first 6 student station screens, but you can page through all students using the Next and Previous navigation buttons (with or without auto-scan), or you can check the *Show All Stations* box to view smaller thumbnails of all students.

Click on any student station to view the student’s work full-screen. Click on *Close* to return to the main LIVE screen.

- **Reset All Activities** – Click on the Reset button to reset all monitoring activities. (Alternately, you can cancel individual activities by clicking a second time on the activated function.)

Pairing/Grouping

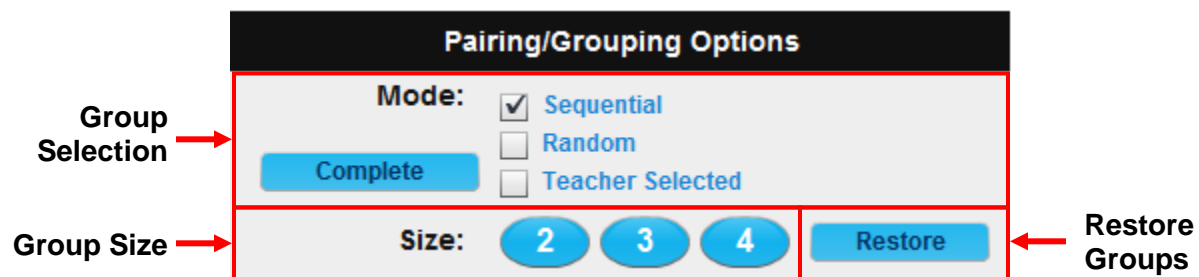


Teachers choose this activity when they want their students to practice speaking in pairs or small groups.

When you select the Pairing/Grouping activity, the following menus will appear in the control panel:

- Pairing/Grouping Options
- Monitoring/Support Options
- Student Recorder Control

Pairing/Grouping Options



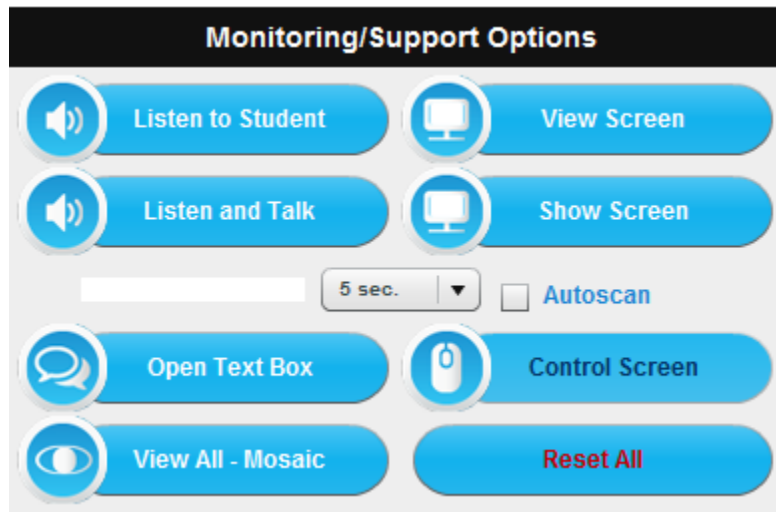
- **Group Selection** – There are currently three ways of selecting the student partners for all groups:
 - Sequential – e.g. stations 1-2-3, stations 4-5-6, etc.
 - Random – the software randomly assigns partners
 - Teacher Selected – you manually select the partners for each group

If the Teacher Selected method is chosen, you can manually assign a few key groups (e.g. pair stronger students with weaker students and/or make sure close friends are not in the same group), and then click on the Complete button to have the system assign the remaining groups randomly.

- **Group Size** – You can configure groups of 2, 3, or 4 students. All groups are normally the same size, but the no-student-left-out algorithm is provided so that if pairing an odd number of students, the last “pair” will comprise 3 students.

- **Restore** – If a grouping activity is temporarily interrupted, (e.g. by making a Call All announcement), click on the Restore button to restore the same partner assignment that preceded the interruption.

Monitoring/Support Options



These functions are identical to those described for the Monitor Student Work activity earlier in this chapter.

When students are grouped, the oral monitoring and speaking functions are applied at the group level rather than the individual student level. So, for example, if you select Anita and chose Listen to Student, you will actually hear Anita and her partner(s).

Student Recorder Control

Naming the Recording



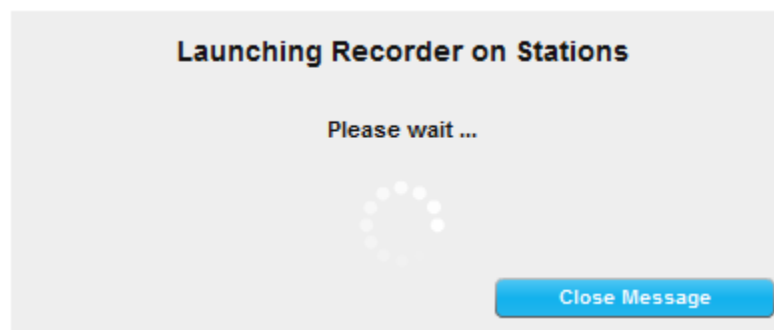
The screenshot shows a control panel titled "Student Recorder Control" with a subtitle "Launch recorders on student stations". It features a text input field for "Recording Name" containing "Groups of Four - 2016-12-16". Below the input field is a checkbox labeled "Record Video" which is currently unchecked. To the right of the checkbox is a blue "Launch" button.

You are able to record the dialogs of all students in the Pairing/Grouping activity. First, you must provide a name for this recording activity, and click on the *Launch* button.

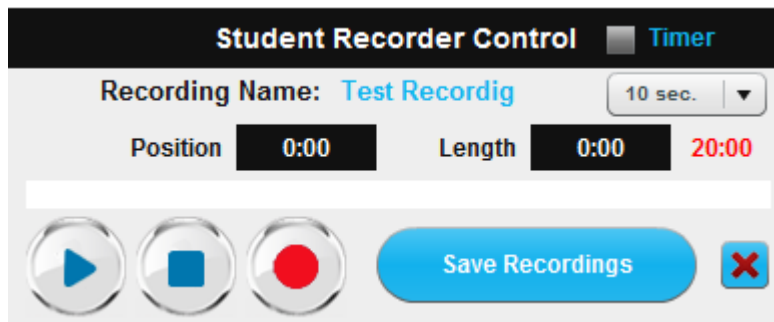
Check the *Record Video* box to record both audio and webcam video.




Launching the Recorders

The message shown below is displayed while the student recorders are launching, and will automatically disappear when all student recorders have opened.



Controlling Student Recorders



Button	Function
	Play – plays the selected track
	Pause/Stop – pauses the recording (and/or playback)
	Record – enables recording

- **Timer** – This function is not active in Pairing/Grouping
- **Save Recordings** – Click on the Save Recordings button to close student recorders and save their work. The activity is treated as a live exercise with the results accessible from the HUB under the activity you assigned.

Note that the maximum duration for recording is 20 minutes.

- **Erase Recordings** – Click on the Erase Recordings button, (x), to erase all current recordings. (Note that you must still click on the Save Recordings button to exit the recording process, but your recordings will have no content.)

Launch a HUB Activity



Choose this activity when you want students to work on a media activity, such as a recording, that you produced using the HUB.

When you select the Launch a HUB activity, the following menu will appear in the control panel:

- Choose a Media File or Exercise
- Monitoring/Support Options

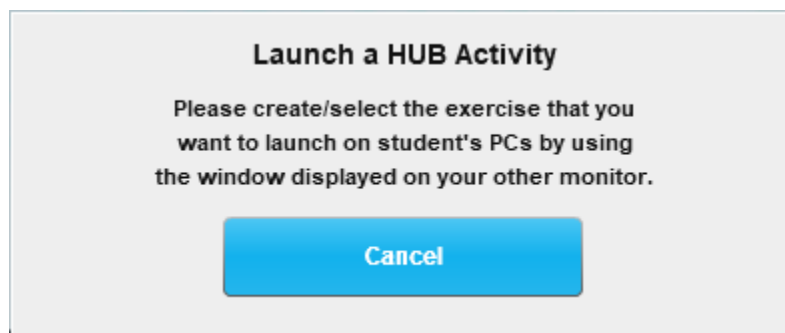
Choose a Media File or Exercise

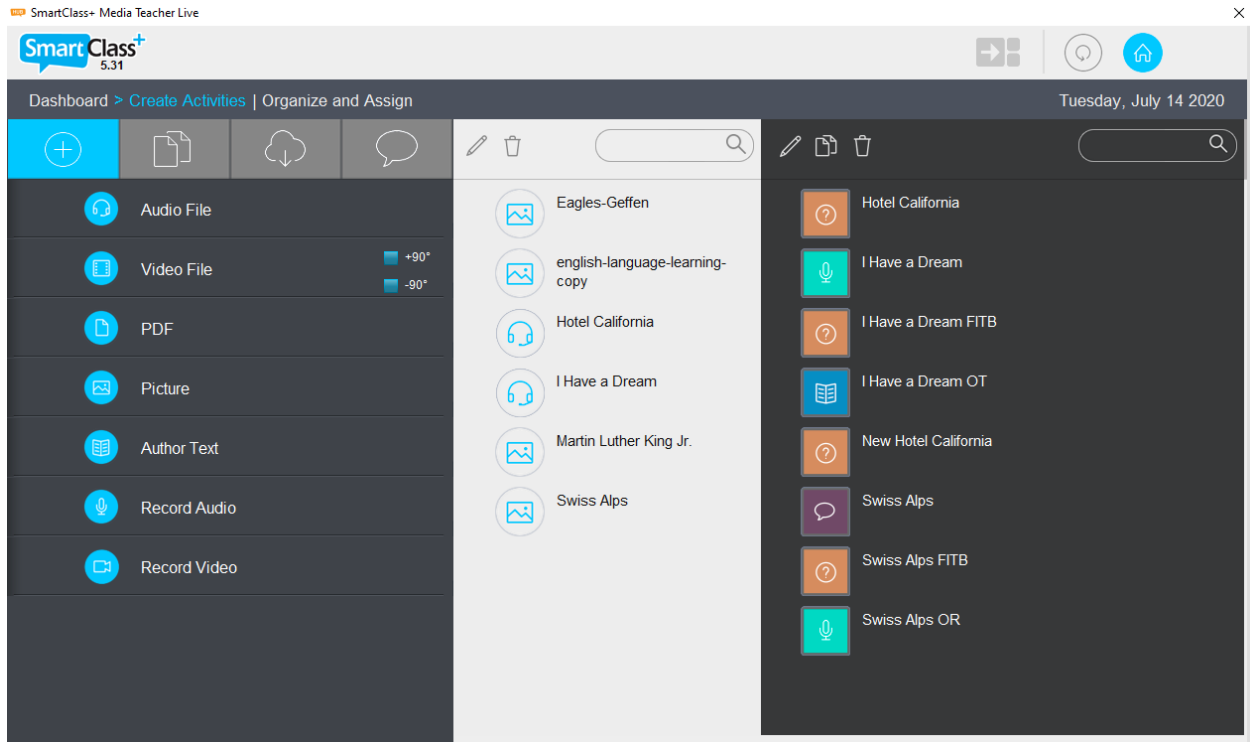


- **Block Applications** – If you check the Block Applications box before selecting an exercise, this will prevent students from opening any additional applications while they are working on the exercise.

Note that this function currently only works with Windows student stations.

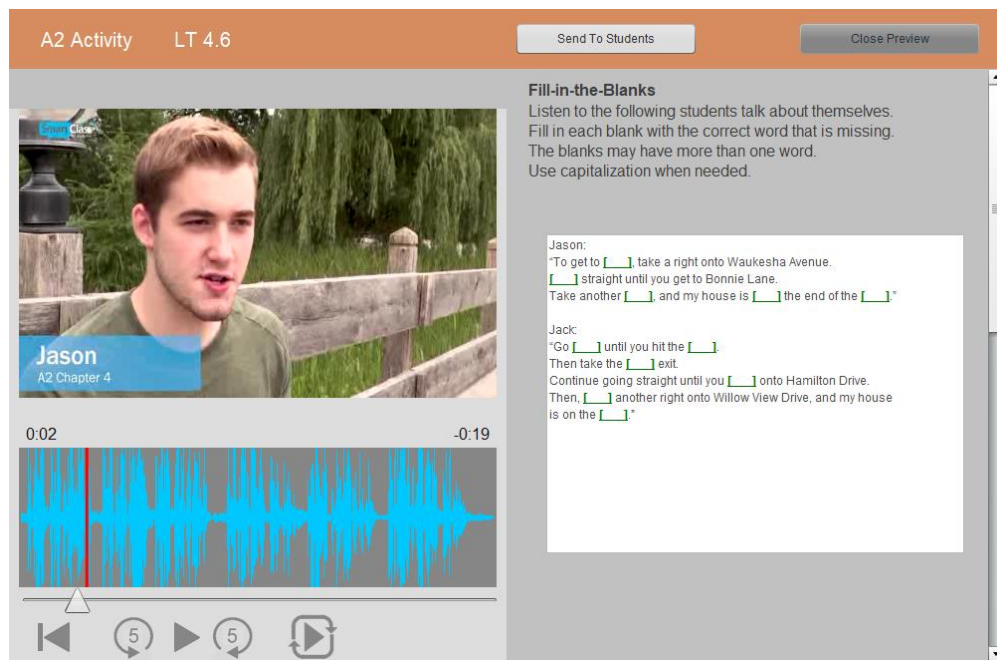
- **Select an Exercise** – When you click on *Select an Exercise*, a simplified version of the HUB application opens on your main screen. You will use this application for exercise selection. Initially, the confirmation message below is shown.





You can choose a prebuilt exercise from the Activities panel on the right, or you can build a new activity on-the-fly. (See the HUB User Guide for additional information on building exercises.)

Beginning with SmartClass Release 4.3, you now also have the option of choosing an exercise from the Assigned Exercises panel. Click on the target exercise you wish to launch. This will open as shown below:



Live Testing

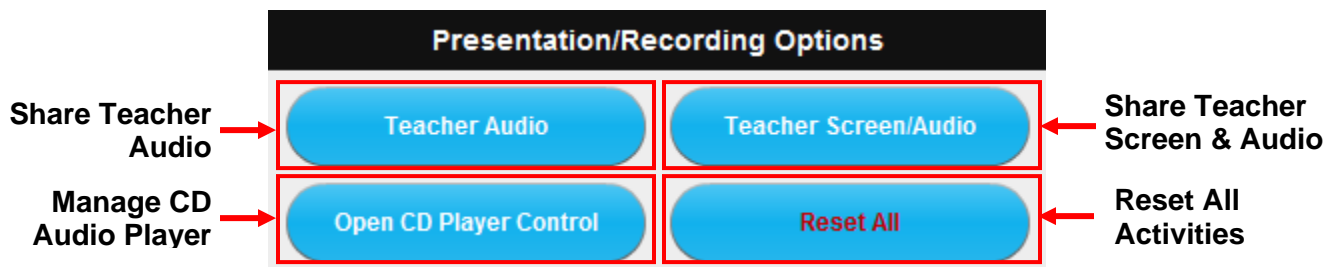


Choose this activity when you want to record students who are responding to a live stimulus such as you speaking or an electronic stimulus such as a CD-Audio.

When you select the Live Testing activity, the following menu will appear in the control panel:

- Presentation/Recording Options
- Student Recorder Control

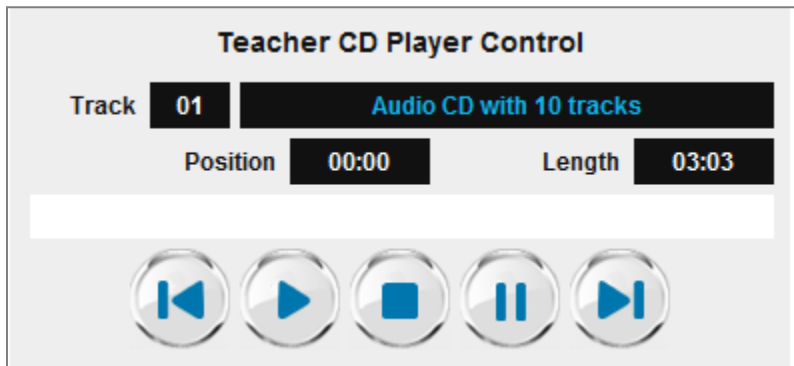
Presentation/Recording Options



- **Share Teacher Audio** – You can make an oral presentation. Audio includes both your microphone and computer sound – and you are able to mute your microphone from the class management bar.
- **Share Teacher Screen & Audio** – You can make an oral/visual presentation. Audio includes both your microphone and computer sound – and you are able to mute your microphone from the class management bar.

Note that if the webcam parameter is enabled (under user preferences), then your webcam will automatically be activated along with your audio.

- **Manage CD Audio Player** – If you wish to include CD Audio sound as part of your presentation, click on the *Open CD Player Control* button.




Button	Function
	Play – plays the selected track
	Pause – pauses the selected track at the current position
	Next Track – advances to the beginning of the next track
	Previous Track – returns to the beginning of the previous track
	Stop – stops and returns to the beginning of the first track

- **Reset All Activities** – Click on the Reset button to reset all presentation activities. (Alternately, you can cancel individual activities by clicking a second time on the activated function.)

Student Recorder Control

Naming the Recording



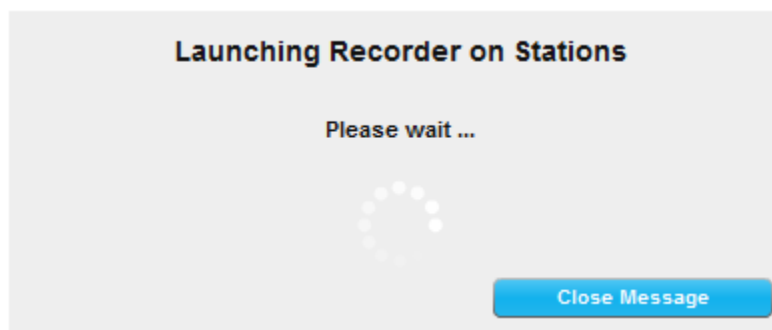
The screenshot shows a control panel titled "Student Recorder Control". Below the title is the instruction "Launch recorders on student stations". There is a text input field labeled "Recording Name" containing the text "Groups of Four - 2016-12-16". Below the input field is a checkbox labeled "Record Video" which is currently unchecked. To the right of the checkbox is a blue button labeled "Launch".

You are able to record the dialogs of all students in the Pairing/Grouping activity. First, you must provide a name for this recording activity, and click on the *Launch* button.

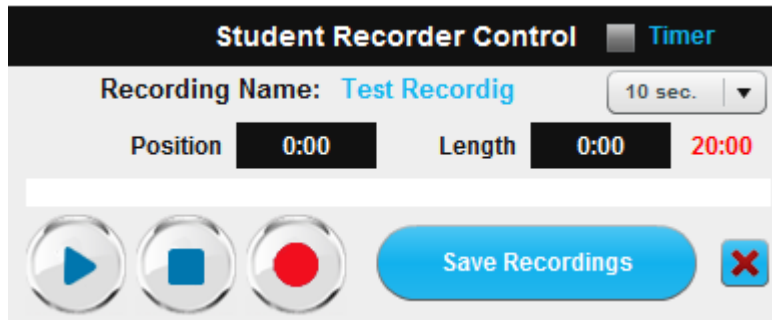
Check the *Record Video* box to record both audio and webcam video.

Launching the Recorders

The message shown below is displayed while the student recorders are launching, and will automatically disappear when all student recorders have opened.

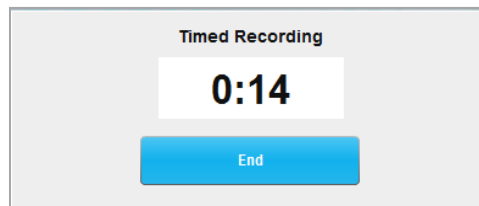
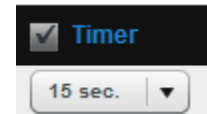


Controlling Student Recorders



Button	Function
	Play – plays the selected track
	Pause/Stop – pauses the recording (and/or playback)
	Record – enables recording

- Timer** – This function is active in Live Testing. If you wish to automatically set a pre-defined recording time for each of a series of questions, check the Timer box at the top of this panel and choose the time duration from the drop down list. Each time you click on the Record buttons, the timer countdown will appear on your screen and on all student screens.



- Save Recordings** – Click on the Save Recordings button to close student recorders and save their work. The activity is treated as a live exercise with the results accessible from the HUB under the activity you assigned.

Note that the maximum duration for recording is 20 minutes.

- Erase Recordings** – Click on the Erase Recordings button, (X), to erase all current recordings. (Note that you must still click on the Save Recordings button to exit the recording process, but your recordings will have no content.)

LIVE Utilities



The Utilities Bar provides access to the following utilities:

- SmartClass Version Information
- Configure the LIVE application
- Manage user preferences
- Launch Applications
- Manage sections (partition the class for different activities)
- Monitor hardware connection status (optional intercom or KVM hardware)
- Manage student stations (power on, power off, log off)
- Exit the LIVE application

SmartClass Version Information

The SmartClass software version information is provided on the left side of the Utilities Bar. At right, we have Version 5.31.



Configuration

The Configuration section (accessed from the button at right) is password-protected. Normally, the configuration is only accessed by the system administrator. You should know that the position and size of student and teacher icons is configurable through this section. Details can be found in the SmartClass Installation Guide.



User Parameters

User Parameters are system wide settings that can be customized by teachers. These include:



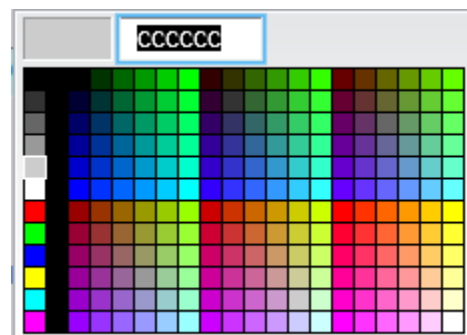
- Screen Accent Color
- Screen Background Color/Image
- User Interface Language
- Webcam-with-Audio Activation
- Intercom Recording (with hardware intercom option only)



Screen Accent Color

The “highlight” color is applied to the Class Management Bar, the Utilities Bar, The Control Panel menus, and the majority of pop-up panels for confirmation messages.

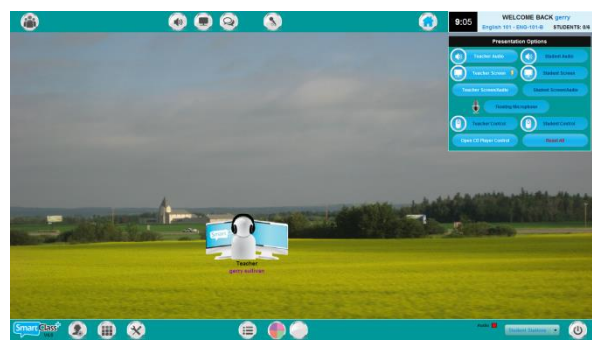
For the highlight color, you can choose between 4 pre-defined colors (shown below) or a custom color setting as shown at right:



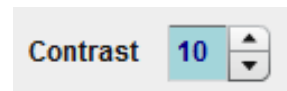
Color / Image

For the screen background, there are 5 pre-defined backgrounds from which to choose, and the option for importing a custom image.

- Background #1
- Background #2
- Background #3
- Background #4
- Background #5
- Custom Background
- Import Custom
- None



You can also adjust the contrast setting for the background image using the transparency setting at right. The scale is 1 to 10.



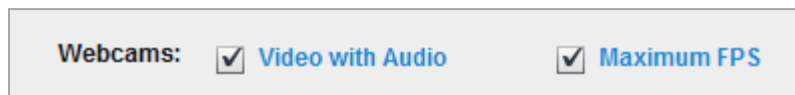
User Interface Language

The following language options are available:

Arabic	French	Myanmar
Bahasa – Indonesia	German	Portuguese
Bahasa – Malaysia	Hungarian	Romanian
Bulgarian	Italian	Russian
Cambodia	Icelandic	Slovakian
Chinese – Simplified	Japanese	Spanish
Chinese – Traditional	Korean	Thai
Czech	Laos	Turkish
Dutch	Latvian	Vietnamese
English	Lithuanian	

Webcam-with-Audio Activation

For environments like sign language teaching, you can enable webcams by checking the *Video with Audio* box. The webcams are then activated in any situation where the local microphone is activated.



Check the *Maximum FPS* (Frames Per Second) box for the best webcam video quality.

Note however, that Maximum FPS specifically and Video with Audio in general require a high-bandwidth wired network. These options are not recommended for shared WiFi networks.

Intercom Recording (with Hardware Intercom Option)

In systems equipped with the Hardware Intercom option, you will see an additional parameter for Intercom Recording. Normally, this capability is enabled to assure that student pairing activities record both sides of the conversation.



The image shows a blue rectangular button with white text. On the left, it says "Intercom Recording:". To the right of this text are two radio button options. The first option is "Enable (except for AP Testing)" and it has a white checkmark inside a small square box. The second option is "Disable" and it has an empty small square box next to it.

Launch Applications Utility

This utility supports the launching of applications (e.g. Browser) and/or specific files or websites (e.g. www.robotel.com) on student stations.



At present, this utility is only compatible with student stations running the Microsoft Windows operating system.

To begin, click on the *Applications* button, (shown above right).

Launch Application

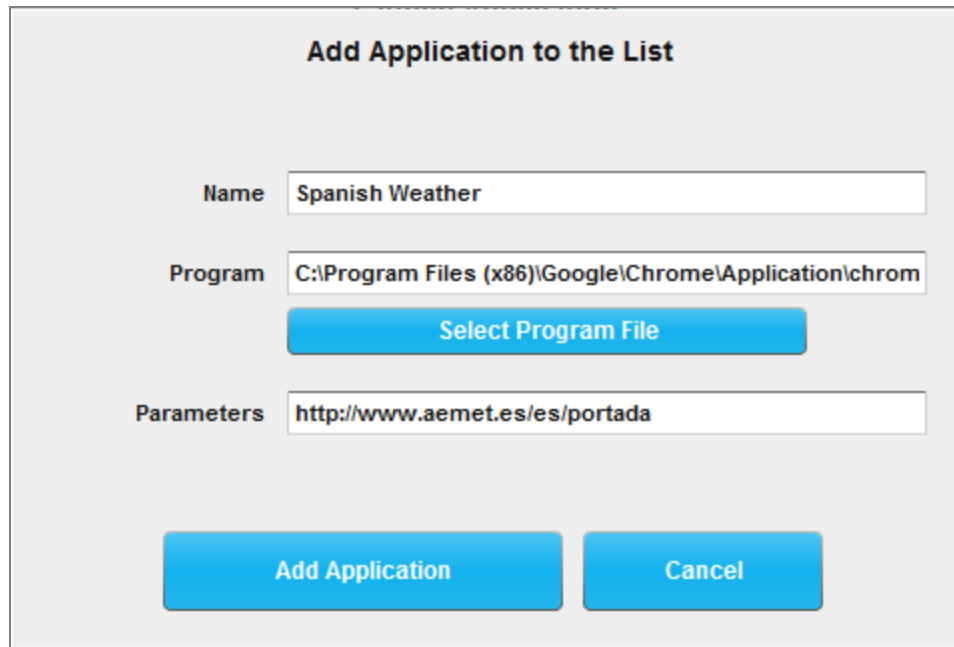
Choose the application to launch

Name	Application Path	Parameters
Robotel Web Site	C:\Program Files (x86)\Internet Explo	www.robotel.com
Test Your Spanish	C:\Program Files (x86)\Internet Explo	www.uni.edu/becker/Spanish3.html#
BBC Languages - S	C:\Program Files (x86)\Internet Explo	http://www.bbc.co.uk/languages/spar
Robotel on Win Tab	C:\Program Files\Internet Explorer\ie	www.robotel.com

If the application/page you wish to launch is already included in the list, just highlight this application and click on the *Launch Application* button.

Adding New Shortcuts

If you need to add a new application/page, click on the *Add* button.



Add Application to the List

Name

Program

Parameters

There are three fields to complete:

- **Name:** Enter a name that is meaningful to you. In this example, we have used “Spanish Weather”
- **Program:** You must enter the path for the program on student stations. Normally you can just browse to the application (e.g. chrome.exe) on the teacher station and the path is automatically loaded. Note that in this example, the program is the Google Chrome browser.
- **Parameters:** You can enter a specific file (accessible to students) or a website URL. In this example, the target URL is <http://www.aemet.es/es/portada>.

Click on *Add Application* to add this new application/page to the list. Click on *Close* to exit the Launch Application utility.

Manage Sections

You can partition the class into more than one section to support differential teaching activities in each section. Sections are defined through the Sections button (shown at right).



By default, all students are members of the White color group. To reassign students to another group:

- Choose the color button in the right hand panel (e.g. Orange)
- Click on the students you wish to add to the Orange group
- The student’s jersey color will change to match his group color
- Click on Exit Sections Management when done



Selection of a section is done via the color section buttons shown at right. Note that in this case there is a button for the White section and one for the Orange section. There is also a multi-colored all-sections button.



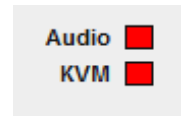
The student icons for stations that are not part of the currently selected section will be faded in the Workstation Layout area.

It is possible to concurrently launch different HUB activities in all sections. At present, however, note that only one section can use the SmartClass audio intercom or screen sharing.

Monitor Hardware Connection Status

SmartClass can optionally be equipped with a hardware-based intercom (audio) and/or a hardware-based KVM (keyboard-video-mouse) layer.

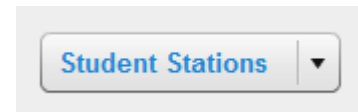
If so equipped, status indicators for these options will appear in the Utilities Bar as shown at right.



The color **green** indicates proper communication with the hardware. The color **red** indicates a communication fault that must be resolved. The color **amber** or **gray** indicates an undefined state, so the LIVE software should be closed and reopened to correct this.

Manage Student Stations

This utility lets you manage student stations by performing the following functions:



- Power-up student stations
- Logoff Students (from Windows)
- Shutdown stations

Note that at this time, these utilities are only available for workstations running the Microsoft Windows operating system. Note also that the “Power-up” utility requires the workstations to have “wake-on-LAN” support.

Exit the LIVE Application

Close the LIVE application by clicking on the *Power* button (shown at right).



#####