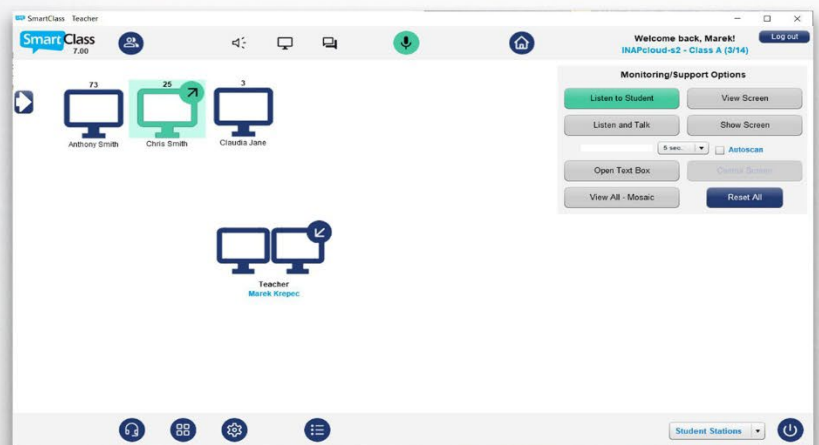


SmartClass[®]
BY ROBOTEL

Live

Quick Reference

Quick Reference Guide for the Language Lab



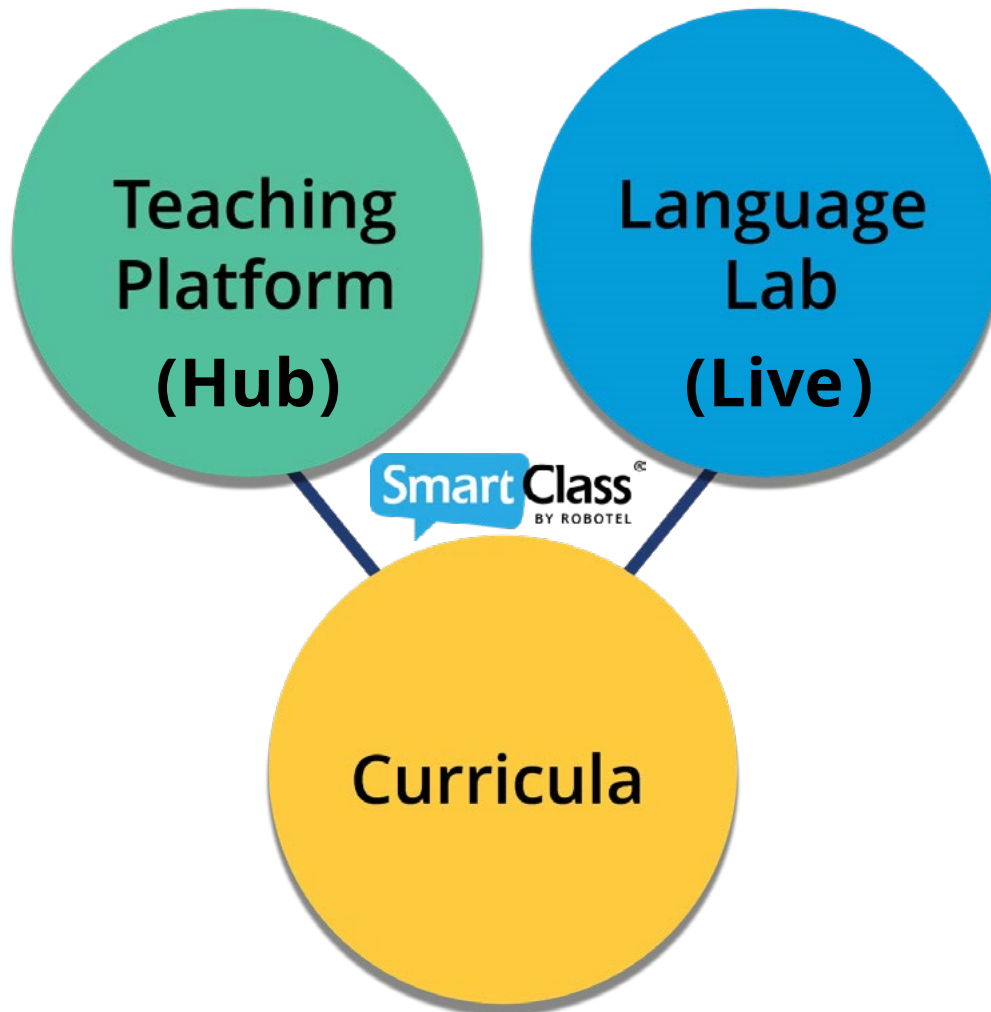
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Before Getting Started

Application Nomenclature



SmartClass has two main applications:

HUB

SmartClass Hub

The Hub is the application you will use to manage self-study activities and review all student responses.

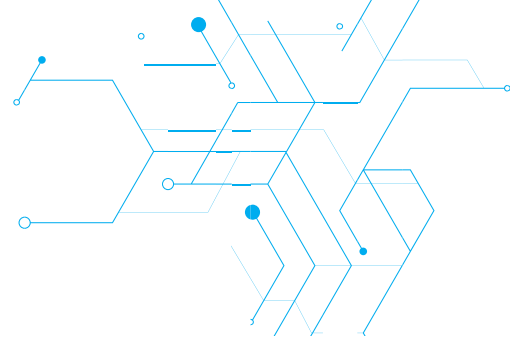
LIVE

SmartClass Live

The Live is the application you will use to manage activities with your students in a classroom setting.

This guide focuses on the **SmartClass Live** application.

The **SmartClass Hub** application is covered in a separate document.



Teacher Login

Desktop Icon: To launch the SmartClass Live 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 log in to SmartClass. This is mandatory for capturing student responses. (AP Testing is covered in a separate guide and this option can be removed from the menu).

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

OK Quit

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.

Teacher Login

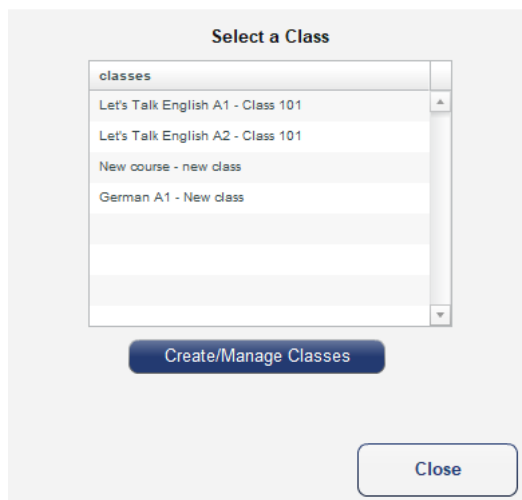
Username:

Password:

Login Cancel

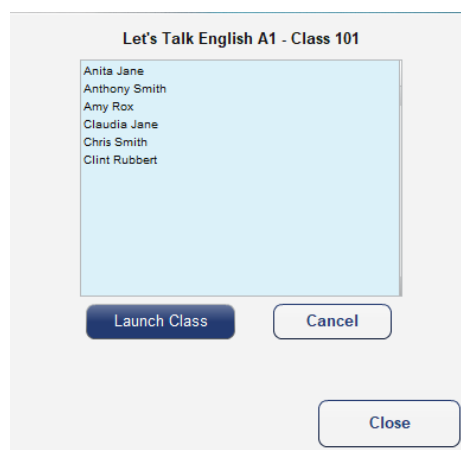
Choose a Class

After logging in, you have access to a list of the classes that you have created using the SmartClass Hub user interface. 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. (For more details on class creation, please refer to the Hub Quick Reference guide).

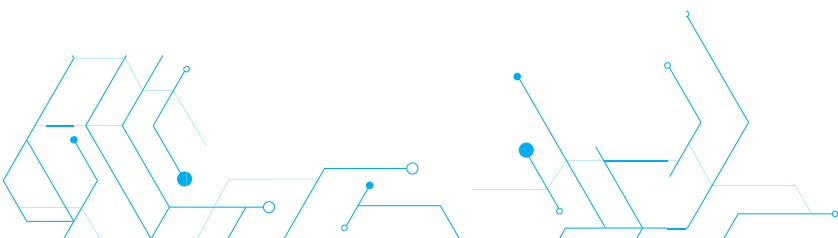


Launch an Existing Class

Choose your target class from the list of classes, (e.g., Let's Talk English A1 – Class 101). You will see a list of the students already assigned to that class.



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

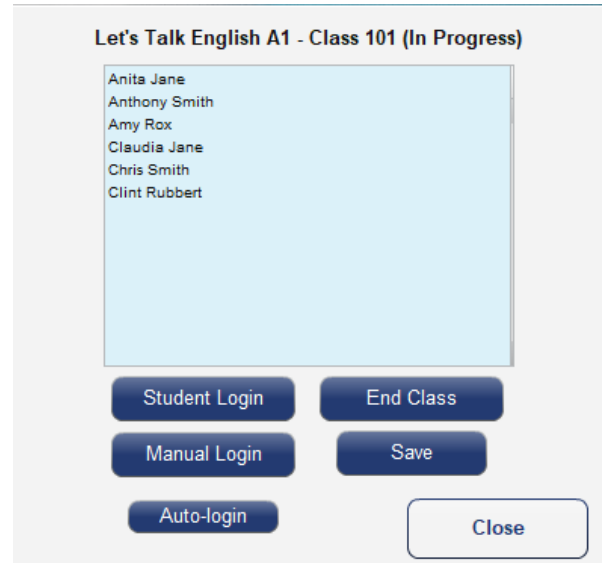




Choose the Student Login Method

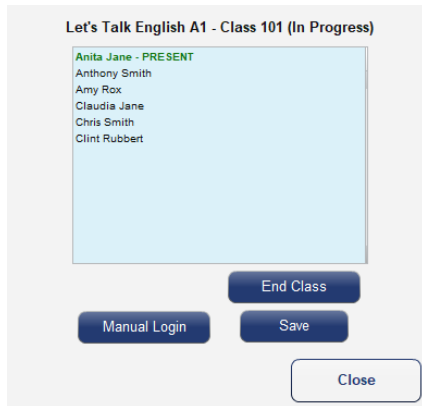
If your system is configured for BYOD operation, students can begin connecting to your class immediately – skip to the section below starting with “As students log in to your Live class.”*

If your class is “fixed”, (rather than BYOD), you must first choose the appropriate login method as shown in the image on the right. Normally this is *Student Login*.



*As students log in to your Live class, you will have two visual forms of confirmation:

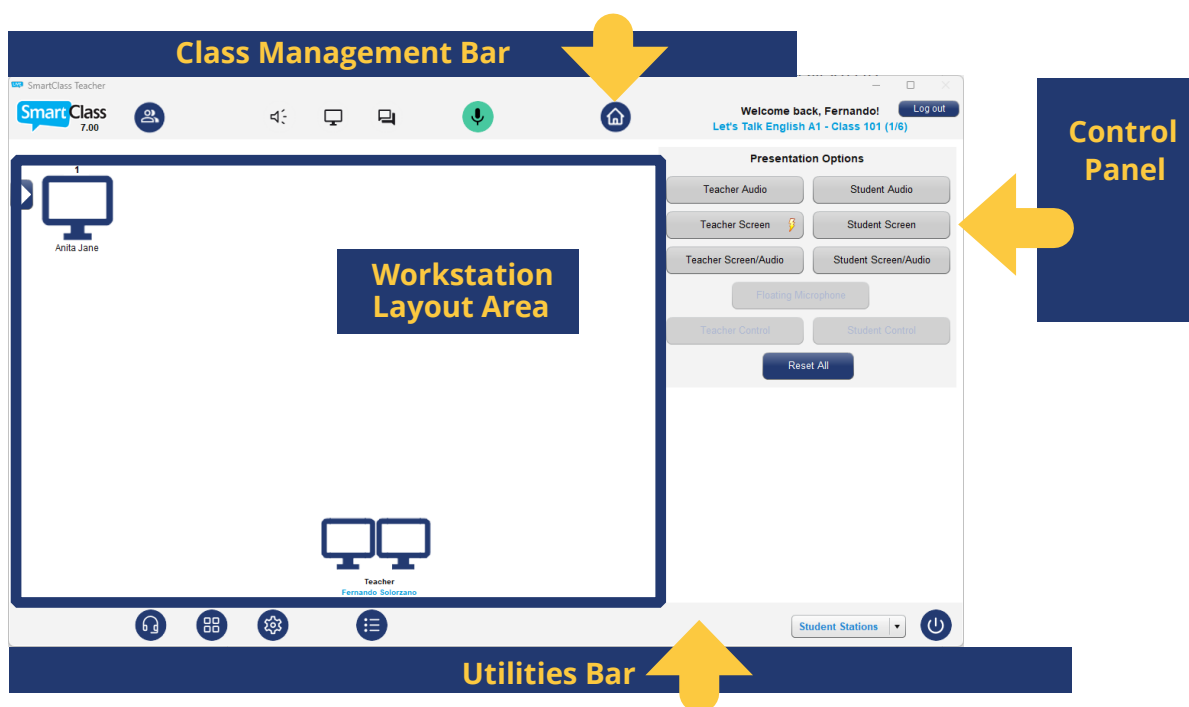
1. In the *Student List* panel, the names of each connected student will be highlighted in green, and the word PRESENT will appear beside each name – as shown below on the left.



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 in the screenshot on the right).

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

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 includes utilities for

- showing the status of the currently selected class and logged-in teacher.
- modifying the currently selected class.
- opening the *Home* panel (for activity selection).
- accessing shortcuts for frequently used functions (talk-to-all, text-to-all, blank-all screens, mute teacher's microphone).

Utilities Bar: This bar includes utilities for

- managing user parameters.
- managing applications that can be launched on student stations (Windows).
- live configuration.
- managing sections (partitioning the class for different activities).
- managing student stations (power on, power off, log off)
- exiting the Live application.

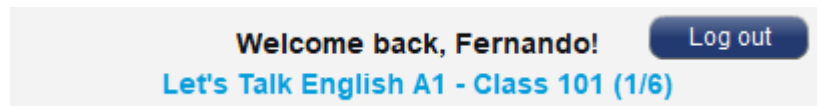


Class Management Bar

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:

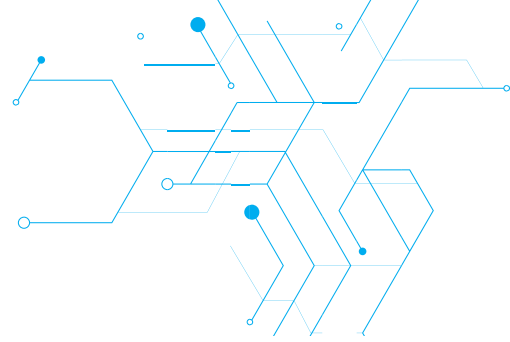


- Name of teacher currently logged in (e.g., Fernando).
- Name of class currently selected (e.g., Let's Talk English A1 – Class 101).
- Number of students connected/students in roster (e.g., 1/6).

Shortcuts Panel

This panel shows the following information:

SHORTCUTS PANEL	
BUTTON	FUNCTION
	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 are broadcast to all. Students can respond to the teacher only.
	Blank All Screens: This function blackens all student screens to focus their attention.
	Teacher Microphone Mute: You can mute your microphone, while the PC sounds are still broadcasting (e.g., web browser audio, MP3 player, or CD audio).



Choose an Activity

Once you have selected a class and have your students connected, you can close the Class Selection panel. You will then see the Home panel.

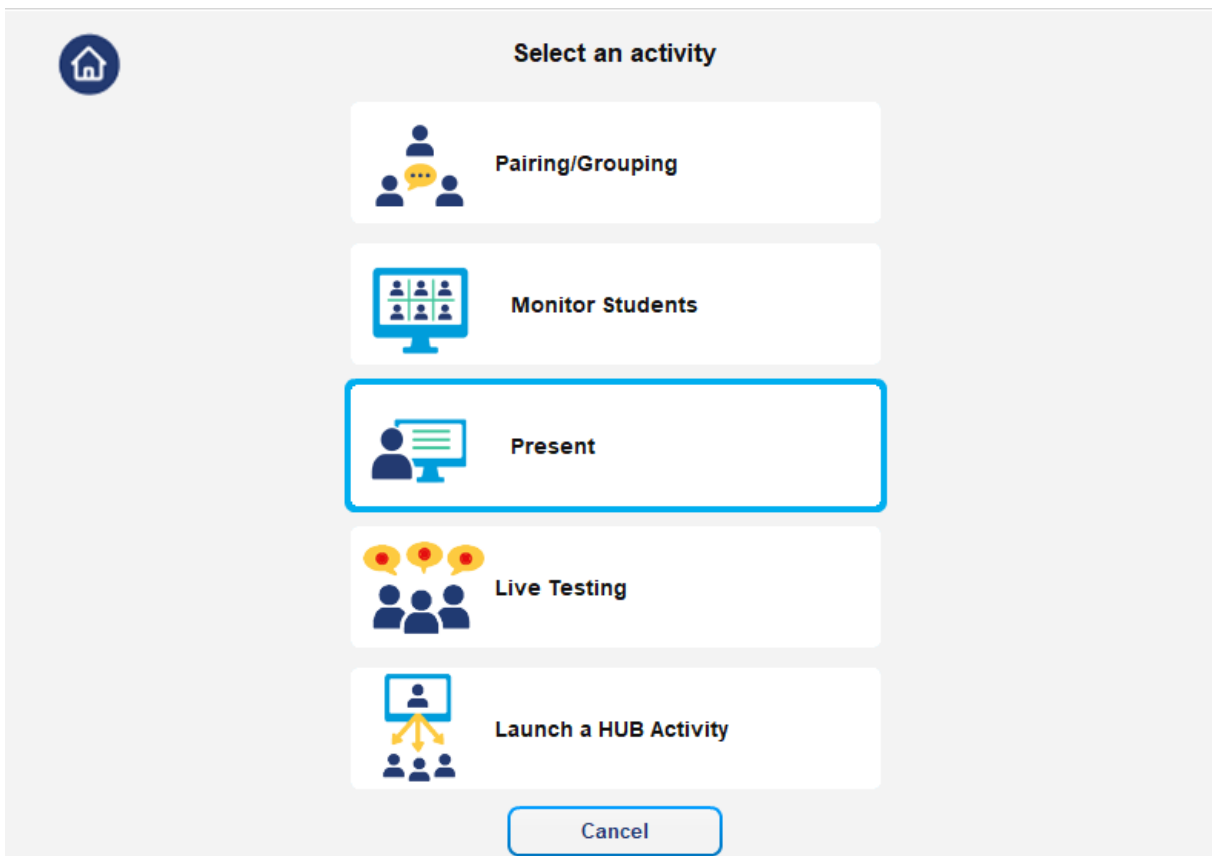


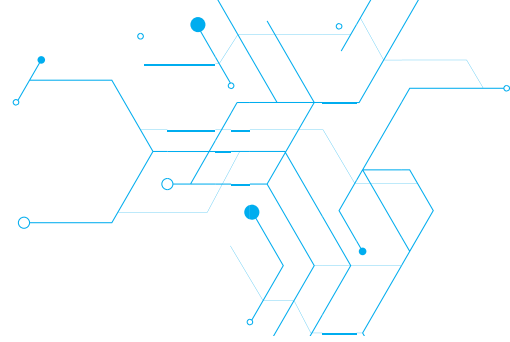
You can also access this utility at any time by clicking on the Home button.

The Home Panel displays the five activities for which you will use the Live Language Lab.

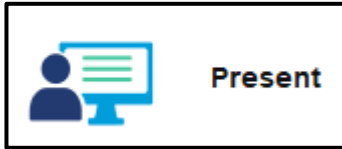
- Teacher or Student Presentation
- Monitor Students
- Pairing/Grouping
- Launch a HUB Activity
- Live Testing

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



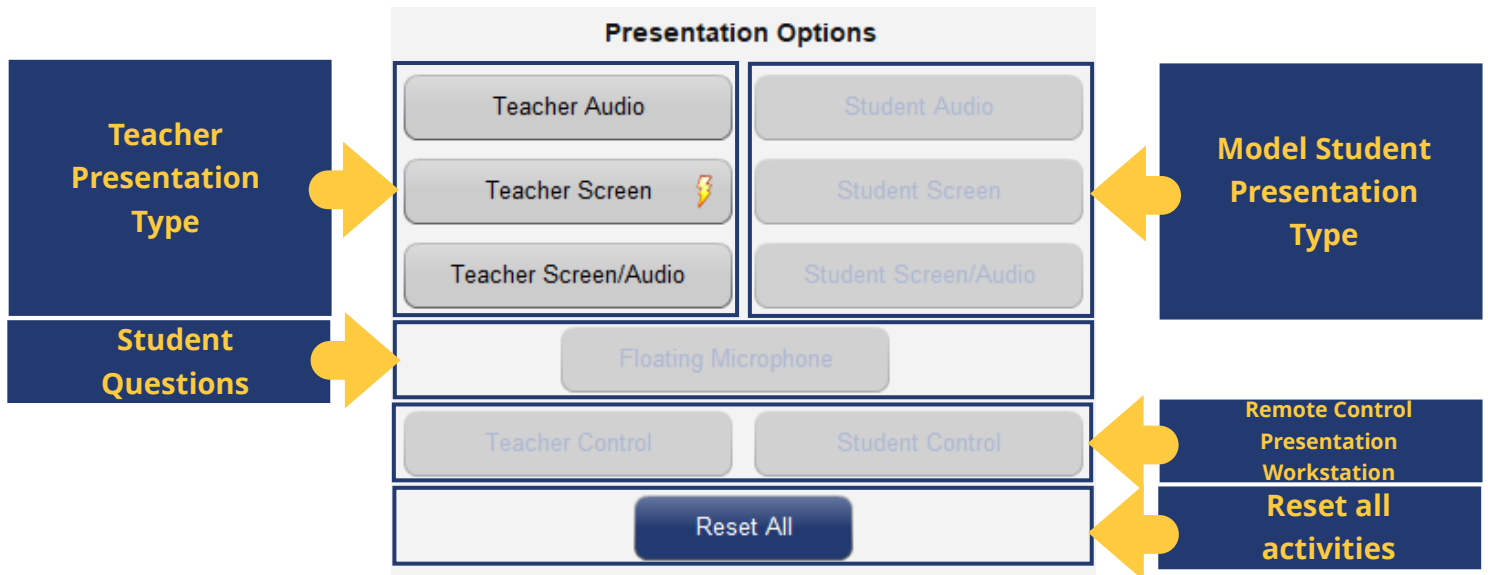


Teacher or Student Presentation



Choose this activity when you want to make a presentation to the class, or when you want a model student to present 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 – optionally, you can mute your microphone from the class management bar.

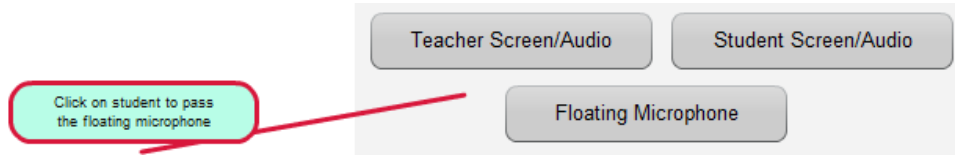
Model Student Presentation Type: You must first select a student in the Workstation Layout Area before the model student presentation type buttons become available. This can be an oral or visual presentation. Your microphone is automatically enabled during student presentations.

Note that if the camera parameter is enabled (under user preferences), then the presenter's camera will automatically be activated along with his/her audio. The teacher's mic/camera is always active when a student's mic/camera is open.

Student Questions: During an oral presentation, if you wish to let other students

comment or ask questions, you can temporarily assign the *Floating Microphone*.

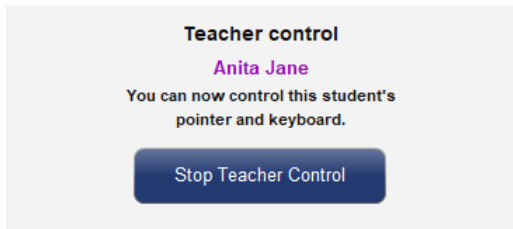
When you click on the Floating Microphone button, a red line will link your mouse cursor to the floating microphone icon (as shown below).



Just click on the student to whom you wish to pass the mic to 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 the moment.



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

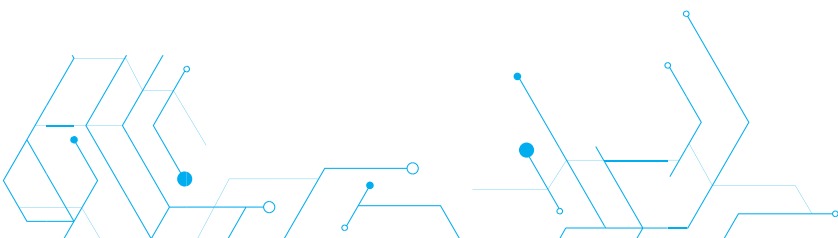
Monitor Student Work

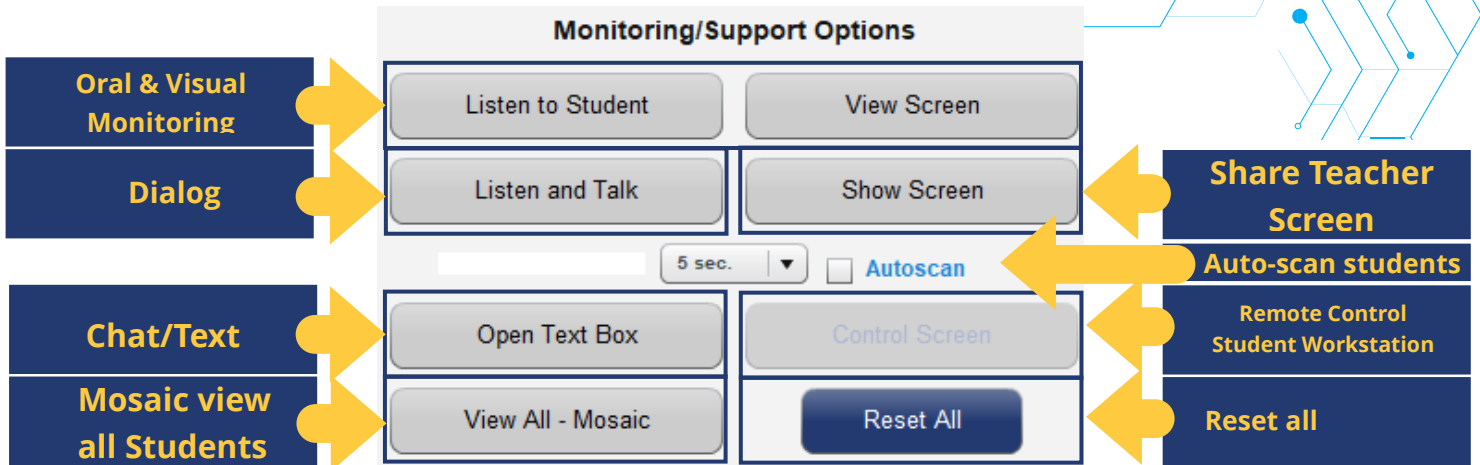


Monitor Students

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.)

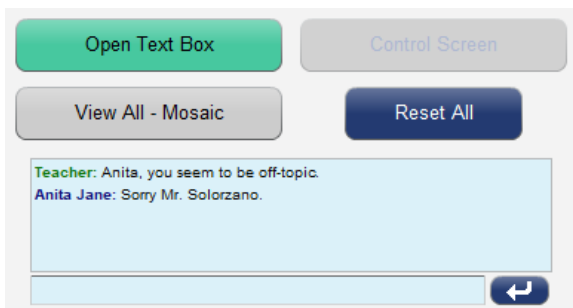




Oral & Visual Monitoring: You can monitor individual students orally and/or visually by selecting the *Listen to Student* and/or *View Screen* buttons. (You must first select the target student.) The student is not aware of your presence.

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.

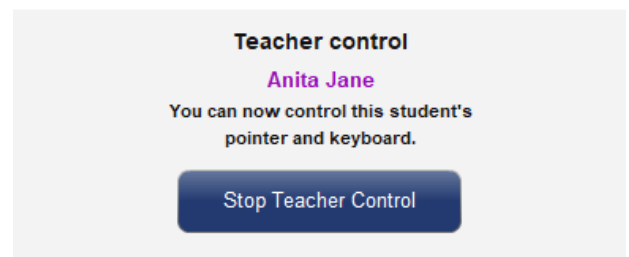
Chat/Text: Another way to provide support is to open a text-based chat window with the individual student.



Click on the *Open Text Box* button to begin. Make sure to click again on the *Open Text Box* to close it before selecting another student icon.

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. Your keyboard and mouse will control the student computer (available for Windows computers only). The warning message (image on the right) will appear on your screen. Click on *Stop Teacher Control* to return control to the student.



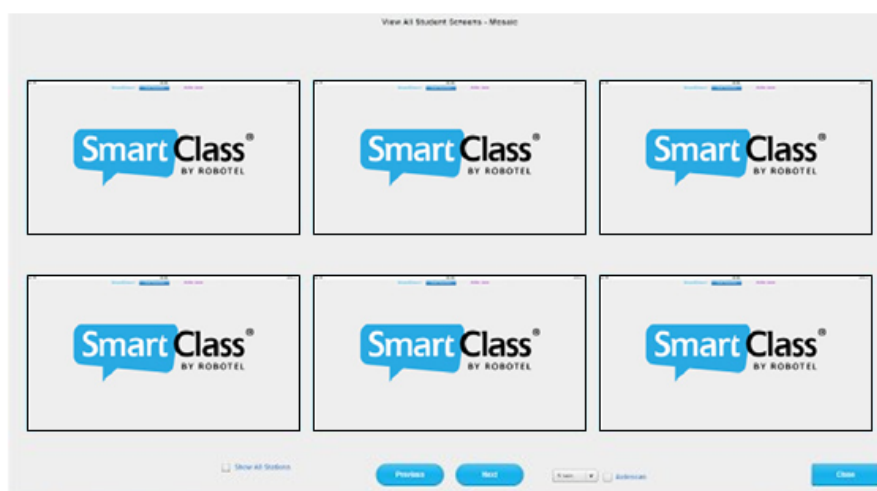
Show Screen: If, while monitoring a student, you find that he/she does not understand the assignment, you can demonstrate to him/her by sharing your workstation screen. This is essentially a one-on-one broadcast.

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.



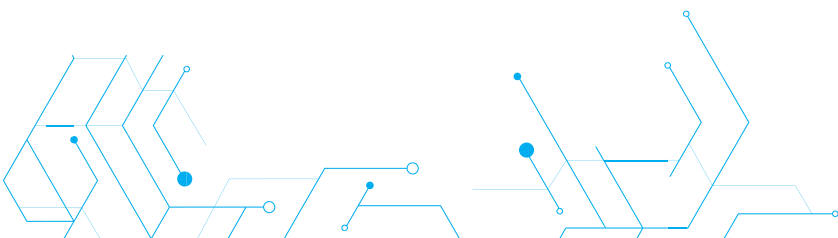
The system will begin monitoring the currently selected student and the timer will count down to zero, at which time the system will select the next student and reset the counter. This process continues in a looping process until you uncheck the Auto-scan box.

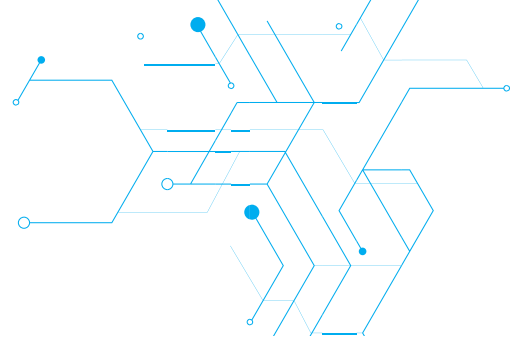
Mosaic View All Students: Another way to automate monitoring for all students is to click on the *View All-Mosaic* button.



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 in full screen. Click on *Close* to return to the main Live screen.





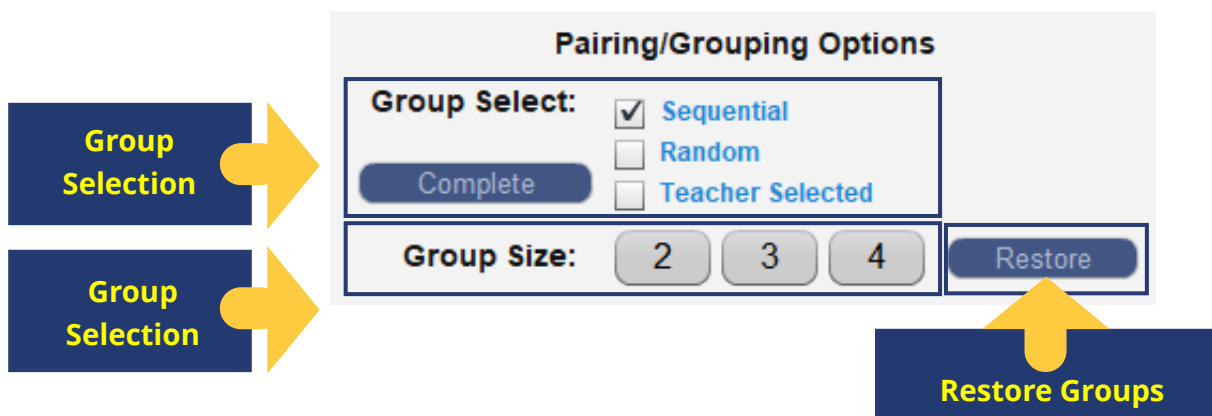
Pairing/Grouping



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 menu will appear in the control panel:

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



Group Selection: There are currently three ways of selecting the student partners for all groups.

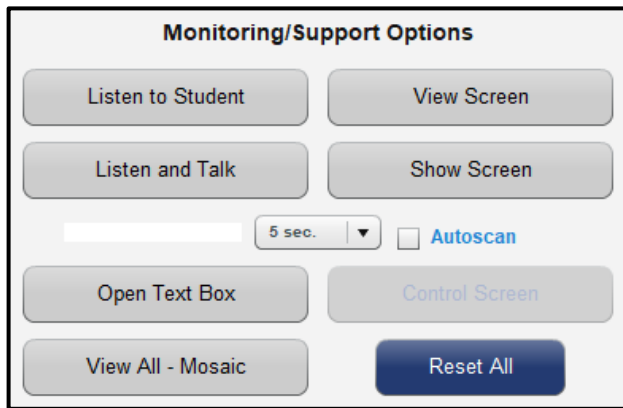
- Sequential: e.g., stations 1-2-3, stations 4-5-6, etc.
- Random: The software randomly assigns partners.
- Teacher Selected: You manually select the partners for each group.

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. If you don't have the option to group 4 students, it means your system administrator has removed it to prevent poor performance. 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. If you have an even number of students and select groups of 3, the last group will have 2 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

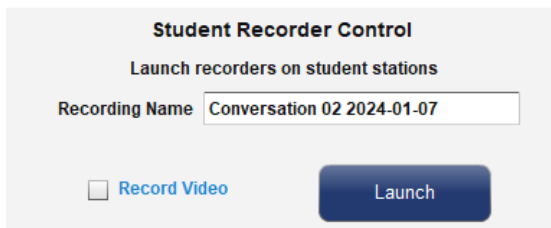


These functions are identical to those described for the Monitor Student Work activity earlier in this chapter.

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 choose *Listen to Student*, you will hear Anita and her partner(s).

Student Recorder Control

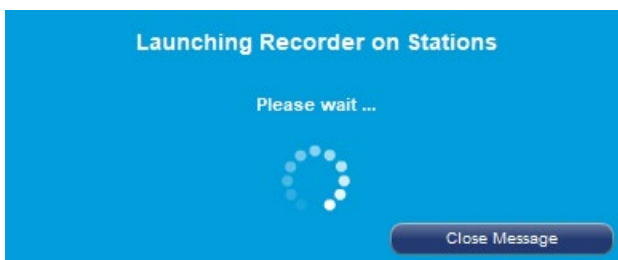
Naming the Recording



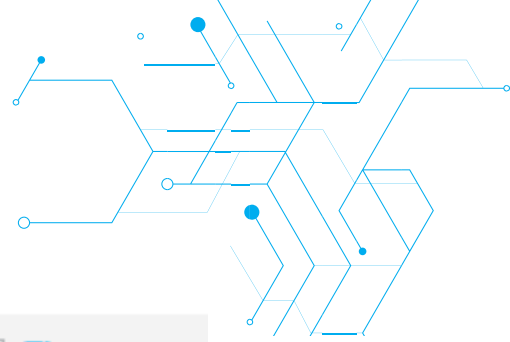
You can record the dialogs of all students in the Pairing/Grouping activity. First, you must provide a name for this recording activity, and click on the *Launch* button.

Check the *Record Video* box to record both audio and camera video. Use only if all student devices have a camera. Using it with student devices without a camera may cause instability and you can lose the recordings.

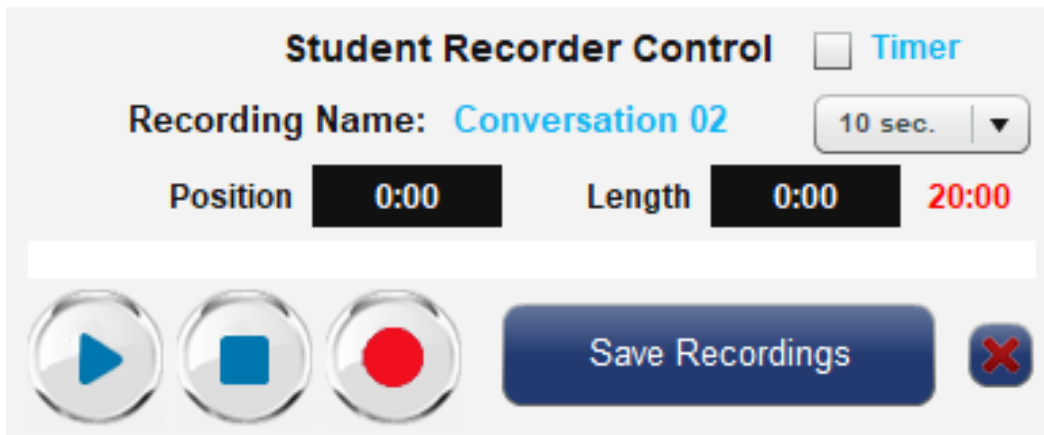
Launching the Recorders






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



Student Recorder Control



BUTTON	FUNCTION
	Play: plays the selected track
	Pause / Stop: pauses the recording (and/or playback)
	Record: enables recording

Timer: You can select a duration for the recording.

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



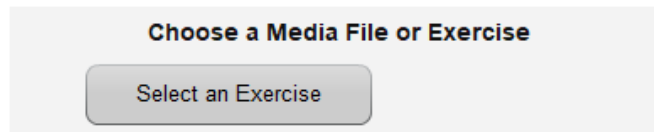
Launch a HUB Activity

Choose this activity when you want students to work on an exercise, such as a recording, that you created or downloaded using the Hub.

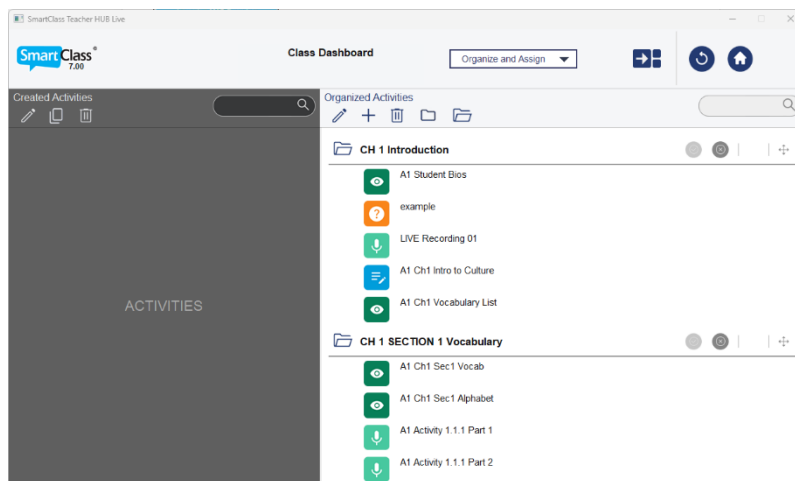
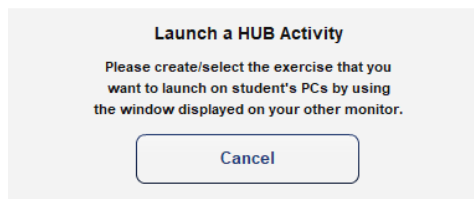
When you select *Launch a Hub Activity*, the following menus will appear in the control panel:

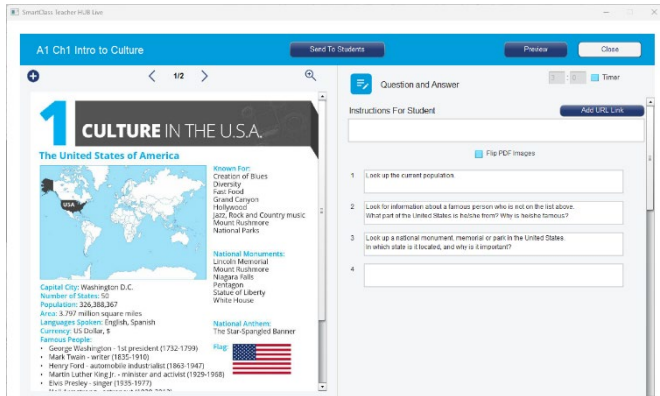
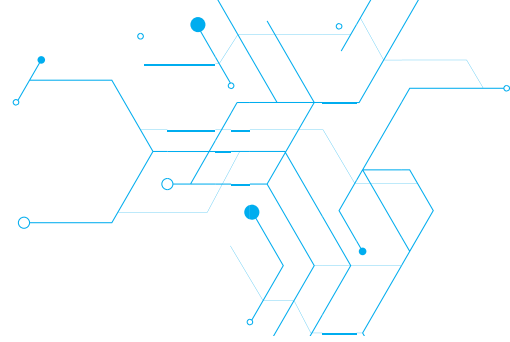
- Choose a Hub Exercise
- Monitoring/Support Options

Choose a Hub Exercise



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.



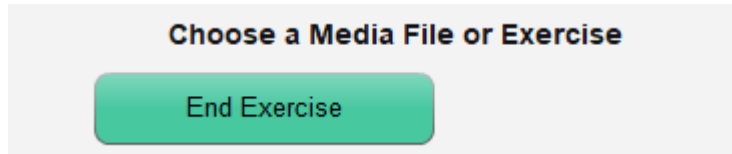


You can choose a prebuilt exercise from the Exercises panel on the right, or you can create a new exercise right then. (See the Hub User Guide for additional information on creating exercises.)

Click on the target exercise you wish to launch. This will open as shown.

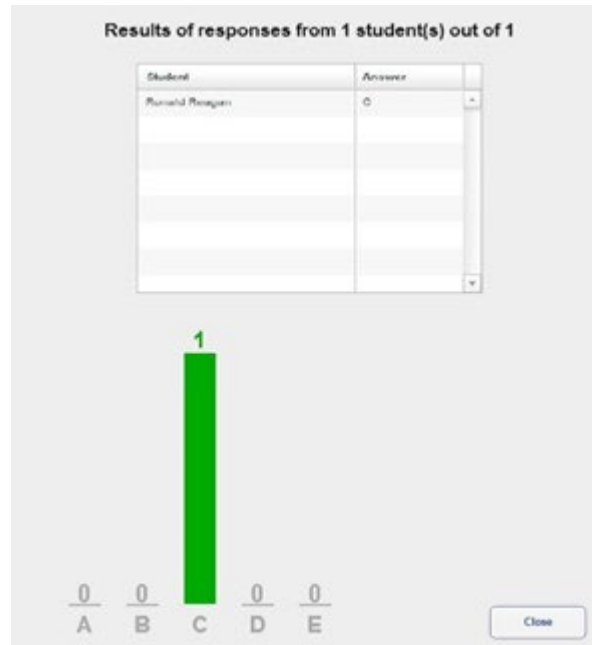
Verify that this is the correct exercise and click on the *Send to Students* button in the upper-right corner.

Individual students have the option of saving their work if they complete the exercise early. If you want to impose a time limit on this exercise, just click on the *End Exercise* button shown below. All student work will be saved before closing the activity.



Display Student Response in Real-Time

If you assign a Multiple-Choice Quiz comprising a single question, student responses will be displayed in real-time in a pop-up panel on the Live application as shown below. Responses are shown both in a tabular and graphical format.



Live Testing

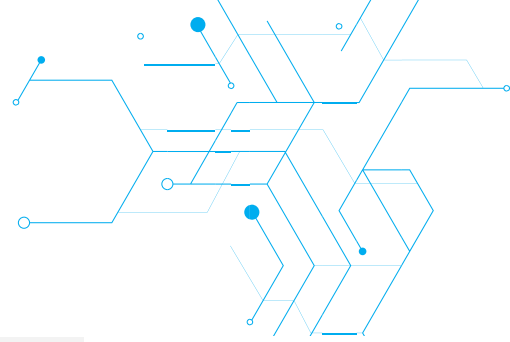


Choose this activity when you want to record students who are responding to a Live stimulus such as an audio track, a video or a website playing on the teacher's computer.

When you select the *Live Testing* activity, the following menus 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 can 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 can mute your microphone from the class management bar.

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

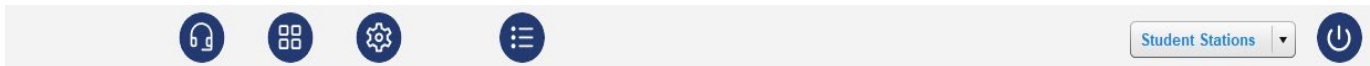
Reset All Activities: Click on the *Reset* button to reset all presentation activities. (Alternately, you can cancel individual activities by clicking a second time on the activated function.)

Student Recorder Control

See the section titled “Student Recorder Control” on page 13 under the Pairing activity.

Live Utilities

The Utilities Bar provides access to the following utilities:

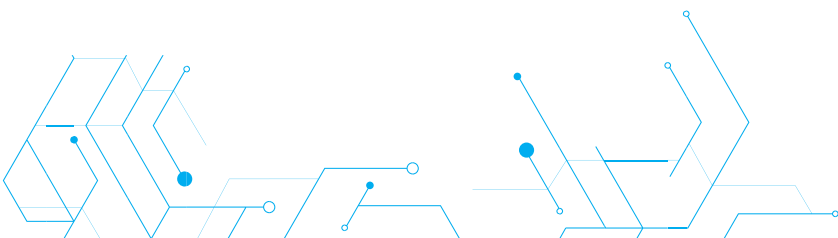


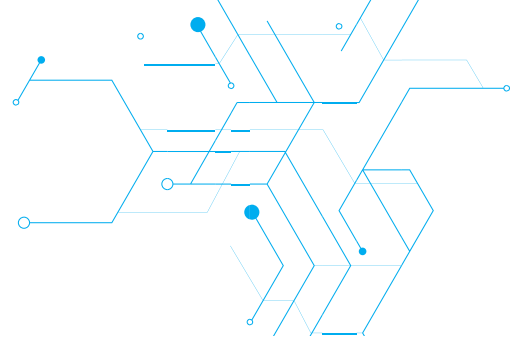
- Set parameters for Live.
- Launch applications.
- Configuration for Live.
- Manage sections (partition the class for different activities).
- Manage student stations (power on, power off, log off).
- Exit the Live application.

Configuration



The Configuration section (accessed from the button shown) 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 are 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.
- Camera with Audio Activation.
- Intercom Recording (with hardware intercom option only)

Set Parameters

Choose Color: [White] [Teal] [Light Blue] [Grey] [Purple]

Choose Background: [None] Contrast: 10

Choose Language: [English]

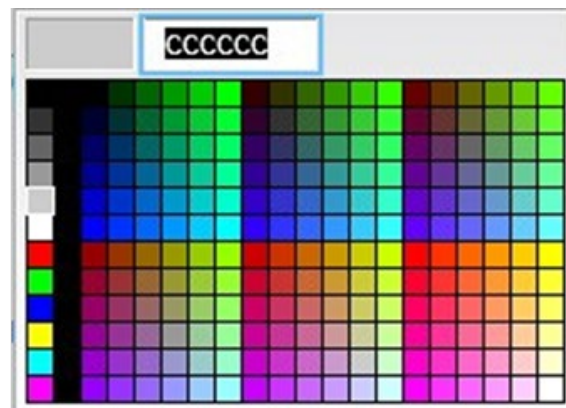
Webcams: Video with Audio Maximum FPS

Close

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.

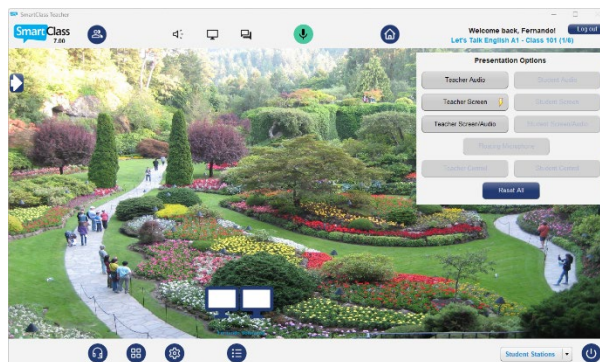
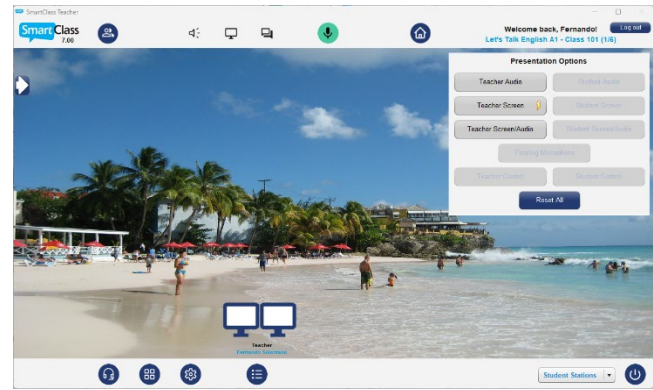
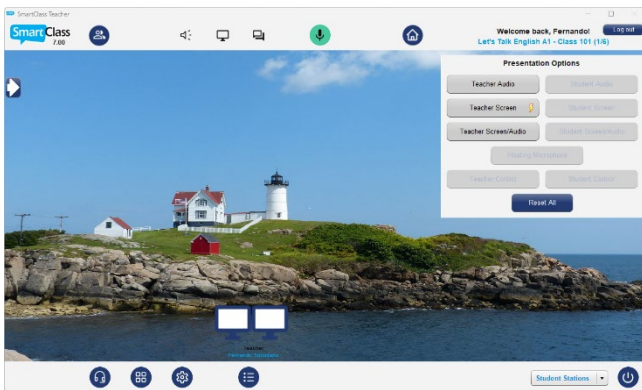
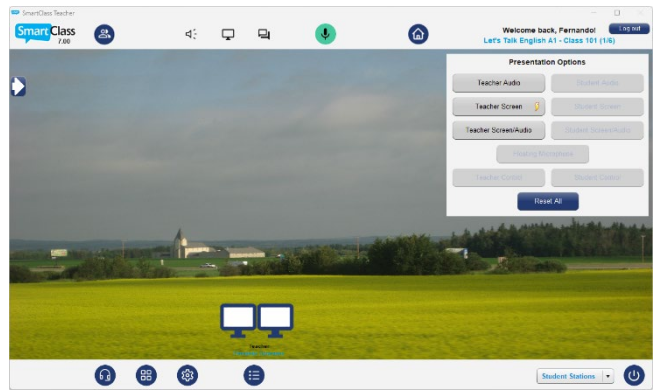
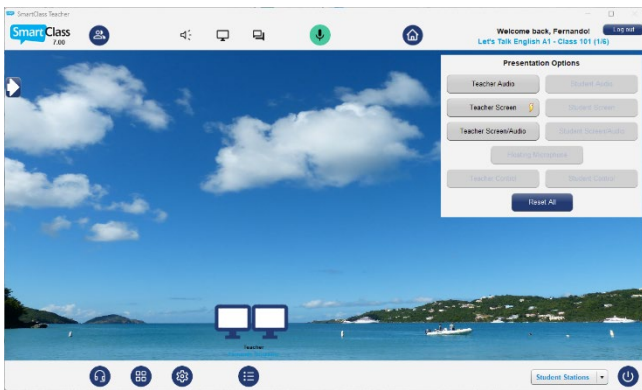
For the highlight color, you can choose between 4 pre-defined colors (shown below) or a custom color setting:



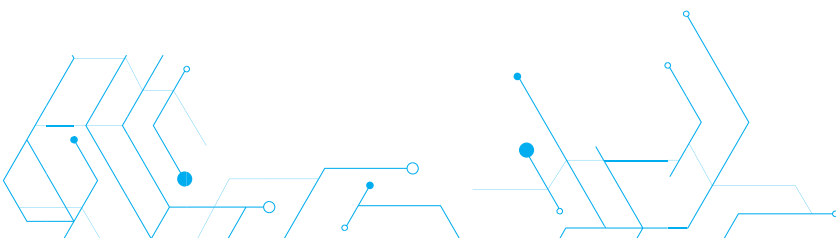
Screen Background Color / Image

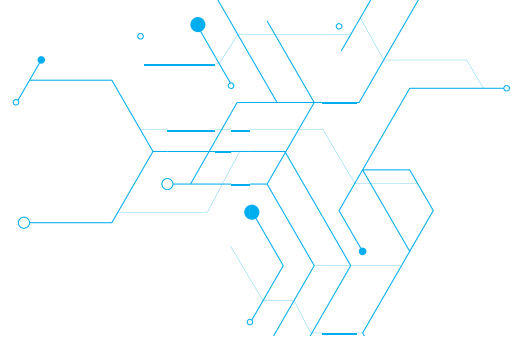
For the screen background, there are 5 pre-defined backgrounds from which you may choose, and the option for importing a custom image.

- None
- Background #1 to #5
- Custom Background
- Import Custom ...



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





User Interface Language

The following language options are available:

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

Camera-with-Audio Activation

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

Webcams: Video with Audio Maximum FPS

Check the *Maximum FPS* (Frames Per Second) box for the best camera 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 Wi-Fi 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 ensure that student pairing activities record both sides of the conversation.

Intercom Recording: Enable (except for AP Testing) Disable

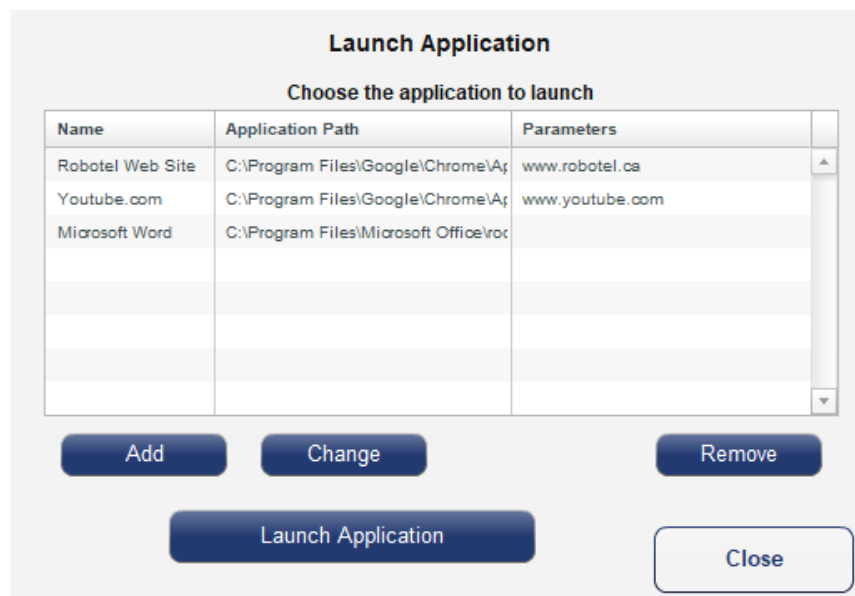
Launch Applications Utility

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

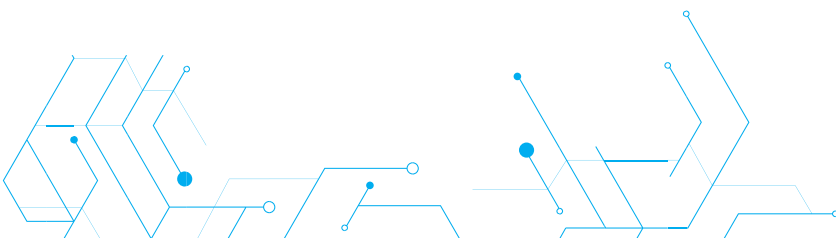
At present, this utility is only compatible with student stations running the Microsoft Windows operating system.

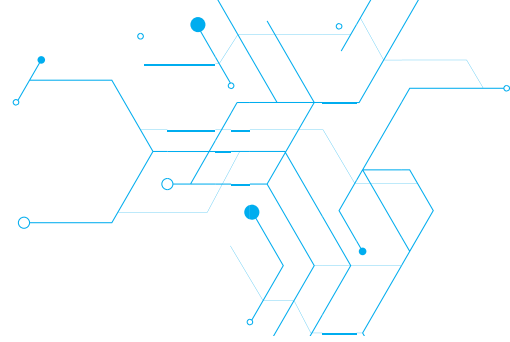
Also, for the app to be open on each student computer, the application path must be identical on all stations. This means that the app you want to open must be installed in the same place on each computer (e.g. [C:\Program Files\Google\Chrome\Application\chrome.exe](file://C:\Program\Files\Google\Chrome\Application\chrome.exe)).

To begin, click on the *Applications* button.



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 “Microsoft Office WORD”.

Program: You must enter the path for the program on student stations. Normally you can just browse the application (e.g., chrome.exe) on the teacher station and the path is automatically loaded, but you need to be sure it is the same on the student's computer. Note that in this example, the program is Microsoft Office WORD.

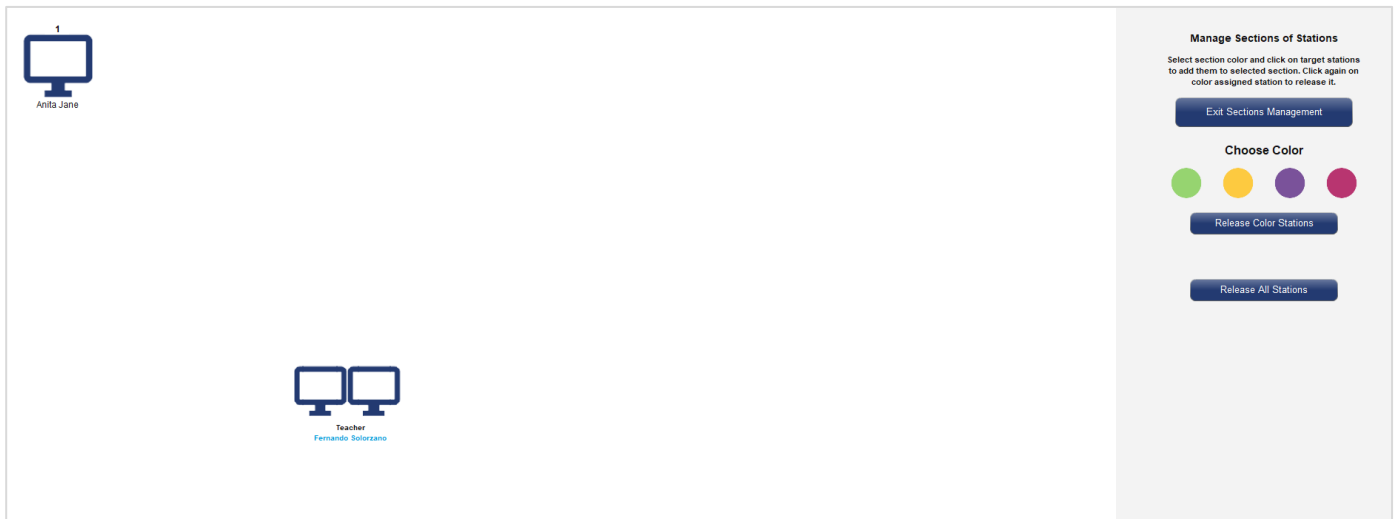
Parameters: You can enter a specific file (accessible to students) or a website URL. For websites, you can use something like <http://www.google.com>.

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.



By default, all students are members of the blue color group.

Steps to reassign students to another group:

- Choose the color button in the right-hand panel (e.g., yellow).
- Click on the student's computer icon you wish to add to the yellow group.
- The color of the screen will change to match his/her group's color.
- Click on *Exit Sections Management* when done.

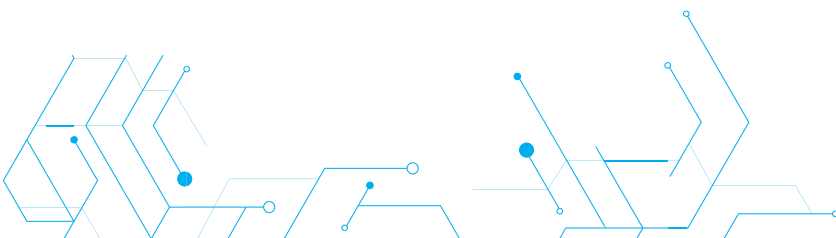


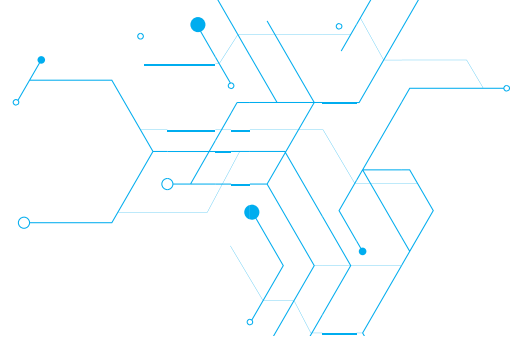
Selection of a section is done via the color section buttons shown on the right. Note that in this case there is a button for the blue section and one for the yellow section. There is also an all-sections button.



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 media files in all sections. For now, however, note that only one section can use the SmartClass audio intercom or screen sharing.

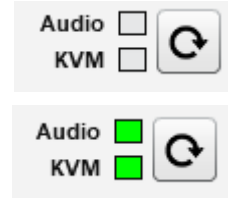





Monitor Hardware Connection Status

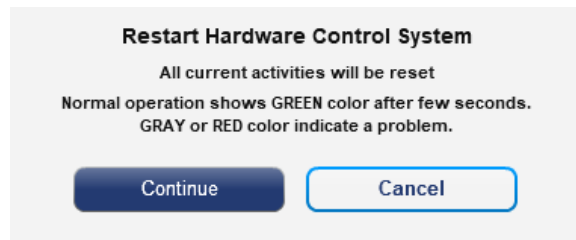
SmartClass can optionally be equipped with a hardware-based intercom (audio) and/or a hardware-based KVM (keyboard-video-mouse) layer.

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



The color **green** indicates proper communication with the hardware. The color **red** indicates a communication fault that must be resolved. The color **gray** indicates an undefined state, the SmartClass hardware should be powered OFF then ON, and the reinitialize button  should be pressed, and the message accepted to correct this.

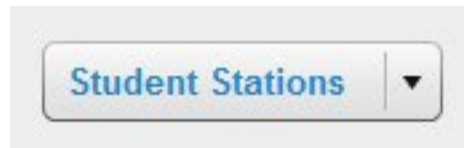
The message that will appear is shown here:



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 these utilities are currently only available for workstations running the Microsoft Windows operating system. Note also that the “Power-up” utility requires the workstation’s network card to have “Wake-on-LAN” support.