

# **Acer Classroom Manager**

## Getting Started Guide

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## WHAT IS ACER CLASSROOM MANAGER?

Acer Classroom Manager is the class-leading training software solution, providing teachers with the ability to instruct and visually/audibly monitor, as well as interact with their students, individually, as a pre-defined group or to the whole class.

Rising to the challenge and requirements of today's modern classroom, Acer Classroom Manager provides the ability to deliver lesson content, simultaneously monitor all student PCs and work collaboratively, ensuring that complete student attention and focus is maintained at all times. There are no hidden extras; all features are included as standard including a customised testing suite, dedicated Technicians' Console, digital student revision aids, lesson planning tools and the option for teachers to reward students for good effort.

Acer Classroom Manager can be used on any Windows computer and is designed to work flawlessly over both wired and wireless networks. Increasingly, schools are also embracing new PC technologies and Acer Classroom Manager works happily in Terminal Server, shared resource, virtual desktop and thin/zero client computing environments.

### Classroom Assistant

A free component available from both the Apple and Android App stores, the Acer Classroom Manager Classroom Assistant delivers greater mobility for teachers around the ICT suite and is also the ideal tool to allow teaching assistants to help with monitoring student progress.

iPad, iPod, iPhone, Android tablet and smartphone compatible, once installed on a device the app pairs with the Acer Classroom Manager desktop Tutor software, allowing teachers the freedom to move around the classroom, helping retain key control and monitoring of all student workstations/devices.

## **Student for Android**

The Acer Classroom Manager Student for Android meets the challenges presented by the increased use of mobile technology in the modern classroom. Enabling mobile learners to participate in Acer Classroom Manager-managed lessons, once installed on students' Android tablets, teachers can interact with and support students from the traditional desktop Tutor application.

## DEFINITIONS

The 'Tutor' is the workstation or device that shows to or views/takes over the Student. This is sometimes called the Control.

The 'Student' is the workstation or device that is being shown to, viewed or taken over. This is sometimes called the Client.

## FEATURES

Acer Classroom Manager contains a wealth of features to assist you to train, support and monitor students.

### Classroom Management

#### **Class Wizard**

The Class Wizard, which loads on start-up, provides the Tutor with a simple-to-use interface in order to combine the elements required during a lesson. The Tutor can also choose the connection method for the current class.

#### **Power Management**

Power On or Off and manage all classroom computers from the Tutor PC.

#### **Automatic Student Login**

To enable the class to begin straight away, the Tutor can automatically login in all Student machines before the class starts.

#### **Lock Students' Keyboards and Mice**

The Tutor can quickly lock the students' keyboards and mice to ensure that the Student workstations/devices are not used whilst a demonstration/lecture is being given.

#### **Store Classroom Layout**

The Tutor can organise Student icons into multiple layouts on the Control View window. For example, once the teacher has selected the members of a group, they can rearrange the individual Client icons in the Control View window to reflect the layout of the classroom.

## **Lesson Planner**

Acer Classroom Manager's Lesson Plan feature enables the Tutor to pre-plan the scope of a lesson, building in appropriate timings and prompts as required.

## **Print Management**

The Tutor can maintain full control over students' printer usage by monitoring all printing activity, applying page limits and preventing printing.

## **Device Control**

The Tutor may also prevent data being copied to or from USB devices, CD/DVD drives and the creation of new network drives for the duration of the class.

## **Student Register**

To keep a record of each class, the Tutor can prompt the Students to register their details. This allows their names to be displayed instead of a less meaningful computer name and is ideal for use with the classroom layout feature. Student registration details can be viewed in a Registration report that can be saved for each class.

## **Student Toolbar**

Acer Classroom Manager features a Student Information bar, neatly located at the top of each Student screen. This displays information such as lesson objectives and can be set to be always visible, hidden or to auto-hide.

## **Send/Collect work files**

The Tutor can prepare files for students to work on in advance and automatically distribute them as the lesson begins. Even better, once they have worked on the files they can automatically be retrieved for later review and marking.

## **File Transfer**

Using advanced 'Drag and Drop' technology, the Tutor can transfer files between their own workstation and that of an individual Student. Includes support for long file names.

## **File Distribution**

The Tutor can also drag and drop files from their own workstation to multiple Student workstations simultaneously. Ideal for classwork preparation.

## **Instruct**

### **Show**

Display the Tutor's screen on all, some or one of the Student screens. Display in full screen mode or in a Window to enable the students to carry on working.

Whilst the Tutor is showing their screen in full screen mode, the Students' keyboards and mice are locked - ensuring their full attention.

For greater interaction, the Tutor can nominate a Student to take over the Show.

### **Show Replay Files**

Activity at the Student or Tutor machines can be recorded and the information stored in a file which can be played back at a later date. A Replay conversion utility is provided, allowing Replay files to be trimmed and edited before then being exported as AVI or WMV files.

### **Show Application**

Applications can be launched simultaneously on individual or multiple Student workstations from the Tutor PC. For example, the Tutor can launch the same application on all Student workstations in preparation for the next activity/exercise.

### **Show Video**

A quick and easy method for playing a video on Student screens.

### **Exhibit (Student Screen)**

This allows the Tutor to display an individual Student's screen on selected or all Students' screens.

## **Screen Capture**

This feature allows a visual record of Student activity to be saved by taking a 'snapshot' of a Student's screen.

## **Annotate the Screen**

Acer Classroom Manager provides as standard a wealth of screen annotation tools to aid in presenting. These include line tools, arrows, shapes, text highlighters and more.

## **Interactive Whiteboard**

Acer Classroom Manager's full screen interactive whiteboard provides the Tutor with a range of drawing tools enabling them to present learning points in graphic form. The content of the whiteboard can be shown to Students at any point during a lesson.

## **Internet Co-Browse**

This is a simple and straightforward interface that enables the Tutor to navigate Students through various web pages, with the added security of locking/unlocking Students depending on the requirements of the lesson.

## **Group Function**

For group work, Acer Classroom Manager enables groups of Student workstations to be defined. For example, the Tutor can execute a program, send a message, and initiate a scan on all Students that are members of the group. A nominated Student can be assigned certain Tutor rights and act as a Group Leader until such privileges are revoked. A visual layout of group members and leaders is displayed on the Tutor PC.

## **Group or 1:1 Chat**

This allows a two-way on-screen chat session between a Tutor and a Student so assistance can be provided without disturbing the rest of the class. The Tutor can also allow a group chat session between Students.

## **Message**

The Tutor can send a message to an individual or groups of Students.

## **Audio**

The Tutor can broadcast Audio to the class or transmit their voice during a presentation. Audio support is included in all Show Screen and Remote Control sessions.

## **Tutor Toolbar**

When the Teacher application is minimised a convenient toolbar is provided for quick access to key features within Acer Classroom Manager. This toolbar is optimised for use with interactive whiteboards.

## **Monitor**

### **Audio Monitoring**

The Tutor can simultaneously view all Student screens in a classroom and see in an instant which computers have live audio activity. They may also select one of the displayed Student thumbnails to listen to the audio being played on that PC, listen to a Student's microphone feed and correct pronunciation or conduct a two-way chat with a specific student, avoiding disruption for the rest of the class.

### **Monitor Mode**

The Tutor can display a thumbnail view of all connected Student machines and the Auto Zoom feature allows them to mouse over a specific Student thumbnail for a better view. Student thumbnails can be sized using a flexible slide-bar enabling you to make better use of the space available on the Tutor screen. The Tutor interface can be viewed full screen by pressing 'F11' should more room be needed to view the Student thumbnails.

### **Messenger Monitoring**

The Tutor can monitor and control the use of Messenger applications during a lesson.

### **Keyboard Monitoring**

This allows the Tutor to gain a real-time insight into Student activity by displaying any content typed by the Students while using approved applications.

It also provides 'Target' Keywords for tracking of student understanding and a full history of keyboard usage by Student and application.

### **Application and Internet Monitoring and Control**

The Tutor can use the Application and Web monitoring modules to control the use of applications and websites. They may also restrict the Students' use of certain applications and sites by creating an approved list. Real-time reporting provides the Tutor with details of currently open applications and sites.

### **Remote Control (Viewing)**

The Tutor can Watch, Share or Control a Student's screen. They may also scale the View Windows to fit their screen and view multiple Student screens simultaneously. This is ideal for conducting one-to-one training without affecting the other Students and without the Tutor needing to leave their desk.

### **Scan**

Monitor up to 16 Students' screens on the Tutor workstation, at one time. This enables the Tutor to keep a discreet watch over what the Students are running on their workstations/devices.

### **Help Requests**

Students can raise a request for help on the Tutor's screen without disturbing the rest of the class. The Tutor is instantly alerted to the Student's need for assistance via a pop-up box on their screen and a Help Request icon next to the Student icon.

## **Learn and Test**

### **Question and Answer Module**

Acer Classroom Manager's Question and Answer Module is a unique collaborative tool that enables teachers to reinforce key learning points and instantly gauge student understanding during a lesson. The teacher can verbally ask questions to the whole class, gauge student answers and understanding, bounce questions around the classroom and develop peer assessment opportunities, as well as track

rewards against both the individual and, where appropriate, teams.

### **Student Journal**

Acer Classroom Manager provides a powerful and unique Student Journal. During a typical class, all appropriate items relating to the subject can be captured and automatically included in a PDF file for post-lesson review by each student.

### **Student Surveys**

The teacher can obtain instant feedback by displaying a question on the Students' screens and receive a real-time analysis of the Students' responses. They can then publish survey results to all Students.

### **Testing Module**

Acer Classroom Manager's Test Designer can be used to create customised tests that can be remotely delivered to Student machines and marked in real time.

## **Tech Tools**

### **Tech Console**

Acer Classroom Manager provides a 'Tech Console' specifically for IT technicians, so that all of the computers in a school can be managed and maintained. It includes functionality such as: the ability to monitor the entire network in a single view; application and internet monitoring; generating a hardware/software inventory of a selected PC; power management, and the ability to apply a school-wide set of internet/application restrictions that are "always on".

## INSTALLATION - WINDOWS

Installing Acer Classroom Manager is exceptionally easy and you should be up and running within a very short time.

### **Decide what functions to install**

If you wish to manage the class as the teacher, you will need to install the Tutor (Control) on your machine.

On every student machine you wish to connect to, you need to install the Student (Client).

To allow technicians to manage and maintain the school's network, as well as providing technical support, you can install the Technicians' Console.

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**Note:** The Acer Classroom Manager Tutor is configured to use TCP/IP.

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### **Recommended method to connect to Students (Clients)**

Room Mode is a quick and easy method to connect to the Clients in a given room. A start-up wizard will allow you to assign machines to a particular room, and, at the start of a lesson, the teacher simply indicates which of the pre-defined rooms they wish to connect to. 'Roaming' Students also have the option of connecting to a designated room.

The Room settings can also be configured at the Student in the Acer Classroom Manager Student Configurator.

Other ways to connect the Tutor to the Students are via Browse Mode, PC Mode or User Mode. Please refer to the Acer Classroom Manager Product Manual for further details.

You are now ready to install Acer Classroom Manager Tutor and Student programs.

## **System Prerequisites**

Some areas of Acer Classroom Manager's functionality rely on the presence of certain files/applications; please ensure these are available before installing Acer Classroom Manager:

### **General**

Internet Explorer 5 service pack 2 or above.

Windows XP (SP2), 2003 (SP2), Vista, 2008, Windows 7 and Windows 8.

50Mbytes free disk space for a Student-only installation.

140Mbytes free disk space for a Tutor-only installation.

100Mbytes free disk space for an IT Technician-only installation.

160Mbytes free disk space for a full installation.

TCP/IP.

Acer Classroom Manager operates in Terminal Server, Thin/Zero Client, Virtual Desktop and shared-resource computing environments and is supported Android tablets.

Classroom Assistant app supported on iOS devices running 4.3 and higher, Android 2.3 and higher.

Student for Android app supported on Android tablets running 4.0 or later.

The Acer Classroom Manager Tutor requires a screen resolution of 1024 x 768 or above.

Synchronised Multimedia Player for WAV, MOV, AVI, MPG, etc. files

### **Testing Module**

The Test Designer requires MDAC 2.1 or higher and COMCTL32.dll version 5.80 or higher. During installation, Acer Classroom Manager will check to see if these files are present and advise if not. However, if installing 'silently' using the Acer Classroom Manager Deploy utility, you will not be warned if the files are missing.

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**Note:** To enable printer notifications to be sent to the Tutor PC, the installer applies the following changes to the Student PCs:

**Windows Firewall**

On installation, Windows Firewall entries are automatically added to allow the product to be used for the active network. If you change to another network, you may need to extend the scope of the Windows Firewall entries to allow connections to continue to be allowed through the Windows Firewall.

The File and Print Sharing Exception is enabled on Windows XP SP2 and Windows Vista.

The scope of port TCP 139 is changed from "Subnet" to "ANY" on Windows XP SP2.

**Local Security Policy Settings**

On Windows Vista (or higher) workgroup connected PCs, the following local policy settings are set:

Network Access:	
Allow anonymous SID/Name translation	ENABLED
Network Access:	
Do not allow anonymous enum of SAM accounts	DISABLED
Network Access:	
Do not allow anonymous enum of SAM accounts & shares	DISABLED
Network Access:	
Let everyone permissions apply to anonymous users	ENABLED
Network Access:	
Restrict anonymous access to Named Pipes and Shares	DISABLED

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## Starting the Installation

Click the appropriate language from the menu and select the option to install Acer Classroom Manager.

Select which installer to use: setup.exe or MSI file. If an Active Directory deployment is required, you will need to install using the MSI file.

The Acer Classroom Manager installation will start displaying a Welcome screen. Click **Next** to continue.

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### **Notes:**

- If you are upgrading your Windows operating system, you must ensure that you uninstall Acer Classroom Manager prior to upgrading. Acer Classroom Manager can then be re-installed once the operating system upgrade has been completed.
  - When installing, make sure that you are logged in as an Administrator.
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## Acer Classroom Manager Licence Agreement

The Acer Classroom Manager Licence Agreement will be displayed. Please read the Licence Agreement carefully and select "I accept the terms in the Licence Agreement" and click **Next** to continue.

If you reject the Licence Agreement, ("I do not accept the terms in the Licence Agreement") click **Cancel**. Acer Classroom Manager will not be installed and you will be directed to exit from the install program.

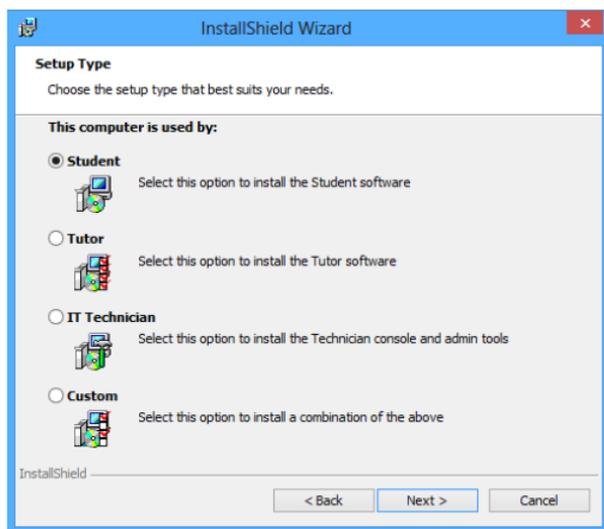
## Licence Information

Select **Register** and enter the Acer Classroom Manager licence details you have been provided with. If you are evaluating Acer Classroom Manager, select **30 day evaluation**.

Click **Next**.

## Select Setup Type

Choose the setup type to install on the workstation.



### Student

Installs the Student software. This feature (the Client) should be installed on workstations/devices that will be remote controlled.

### Tutor

Installs the Tutor software. This feature (the Control) should be installed on workstations/devices which will be used to remote control other PCs.

### IT Technician

Installs the Tech Console. This feature should be installed on workstations that will be managing and maintaining computers.

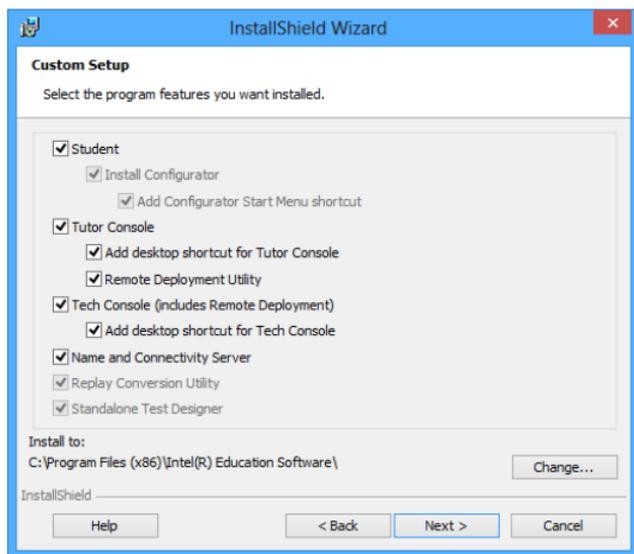
### Custom

Allows you to pick and choose which features to install on the workstation.

Click **Next**. If you have selected **Custom** the Custom Setup screen will be displayed.

## Custom Setup

Select the component(s) to install on the workstation.



### **Student**

Install this component (the Client) on workstations/devices that will be remote controlled. By installing this component, you are enabling a Tutor machine to establish a link with the Student. The range of features available to students is limited to those that enable them to communicate with the teacher: for example, sending a help request.

### **Install Configurator**

The Acer Classroom Manager Client Configurator is used to customise the Student setup at each workstation. For example, setting the Transport to be used, allocating a Student name and setting security.

When you choose the Student component, you will also be given the option of installing the Client Configurator.

Clear this check box if you do not want to install the component, you can still configure the Student machine by running the Client Configurator at a later stage of this installation.

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**Note:** If you're installing the Tutor component, the Client Configurator will be installed by default.

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### **Add Configurator Start Menu shortcut**

Choose whether to create a Start Menu shortcut to the Client Configurator at the Student workstation. The advantage of installing this at the Student machine is that it is easier to make changes to the settings in the future. The disadvantage is that the Students themselves could access the option and make changes.

### **Tutor Console**

This component (the Control) should be installed on workstations which will be used to remote control other PCs. It gives teachers access to Acer Classroom Manager's full range of features: for example, viewing student screens and showing their screen to students.

Selecting this component will also install a Portable Tutor folder. This allows you to run the Tutor from a portable device such as a USB Pen Drive, Memory Stick or Flash Drive.

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**Note:** If you need the flexibility of allowing other machines to view this one, you can also install the Student component.

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### **Add Desktop Shortcut for Tutor**

Choose whether to create a desktop icon for the Control (Tutor) to enable easy access to the Tutor program.

### **Remote Deployment Utility**

The Remote Deploy Utility enables you to perform multiple Acer Classroom Manager installations without the need to visit each individual workstation.

### **Tech Console (includes Remote Deployment Utility)**

This component should be installed on workstations that will be managing and maintaining computers. It provides lab technicians and network managers with the main Acer Classroom Manager features.

### **Add Desktop Shortcut for the Tech Console**

Choose whether to create a desktop icon to enable easy access to the Tech Console program.

### **Name and Connectivity Server**

This provides a simple and reliable method of locating and connecting to Student PCs.

### **Replay Conversion Utility**

This utility allows you to convert Replay Files to video files.

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**Note:** This will be installed by default if you are installing the Tutor or Tech Console component.

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### **Standalone Test Designer**

The Test Designer allows you to set customised tests including text, picture, audio and video questions.

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**Note:** If you are installing the Tutor component, the Test Designer will be installed by default.

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### **Install to:**

By default, Acer Classroom Manager will be installed in the folder **C:\Program Files\Acer\Acer Classroom Manager**. If you want to install in a different folder, click **Change**.

Click **Next** when ready to continue.

### **Room Identification**

Enter the value for the room you wish to connect to. The default room value is Eval. The room value can be updated later in the Tutor Configuration settings.

Click **Next** to continue.

### **Ready to Install the Program**

To start the installation, click **Install**. To change any of the previous selections, click **Back**. To quit the installation, click **Cancel**.

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**Note:** If you have elected to install a Client (Student), the Setup program will make the required amendments to your System.INI and/or registry, to load the Client as Windows initialises. Acer Classroom Manager will not replace any of your existing Drivers.

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## Installation Complete

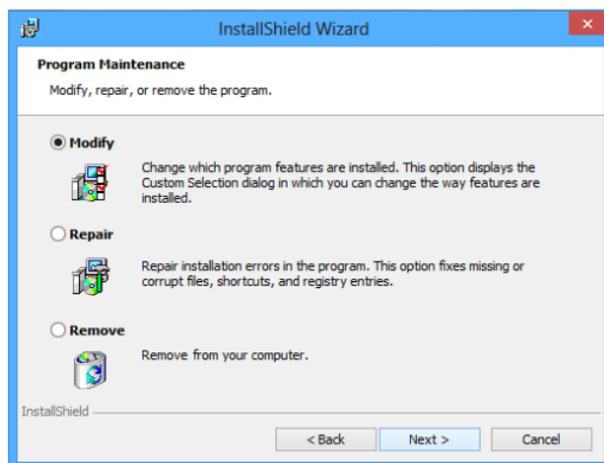
To complete the installation:

- Choose whether to run the Client Configurator. This enables you to set basic Client information and security.
- Choose whether to run the Remote Deploy utility. This provides you with the facility to install and configure Acer Classroom Manager on multiple workstations.

Click **Finish** to exit the Setup program.

## Existing Installation Detected

This screen will appear if a copy of Acer Classroom Manager is already installed on the workstation.



- **Modify**  
Change the program features that are installed.

- **Repair**  
Repair any installation errors in the program.
- **Remove**  
Remove Acer Classroom Manager from the computer.

Select the required option and click **Next**.

## **Creating an administrative (network) installation**

An administrative installation (distribution copy) of Acer Classroom Manager is designed to assist administrators to install Acer Classroom Manager on networked PCs where the installation media or licence details may not be readily available and it is anticipated that a number of installs will be performed either at once or over a period of time.

This type of installation can also be pre-configured to set up Acer Classroom Manager with certain options, therefore ensuring that all Acer Classroom Manager installations are configured in the same way.

Once created, the distribution copy can be used when performing a standard installation, a silent installation or as part of a remote deployment.

### **To set up a distribution copy of Acer Classroom Manager on a server**

1. Create a folder on the network that is accessible to all PCs that you may want to install on.
2. Copy, from your original source media (CD or download), the file SETUP.EXE.
3. Create and copy a valid NSM.LIC file to this folder. If a licence file is not present in the folder when running the installation, Acer Classroom Manager will be installed using the default Evaluation licence.
4. Create and copy a CLIENT32.INI file to this folder.

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**Note:** You can make the network folder 'read only' to avoid the configuration being altered by unauthorised users.

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## **To install Acer Classroom Manager from a server onto individual workstations**

1. At the required workstation, navigate to the network folder containing the Acer Classroom Manager setup files.
2. Run Setup.exe.
3. Follow instructions in Starting the Installation.

## **Silent Installation**

A silent installation is one which requires no input from the user, providing a convenient method for performing a set installation at several machines.

### **To perform a silent install**

1. Create a distribution copy of Acer Classroom Manager containing the required Acer Classroom Manager Installation files.
2. To determine the properties for the installation, at the command line run INSTCFG.EXE /S from the Acer Classroom Manager program folder. The Installation Configuration Options dialog will appear. The selected properties are stored in a parameter file: default name NSS.ini.
3. Choose {File}{Save} and save the 'NSS.ini' file to the folder containing the distribution copy of Acer Classroom Manager.
4. To perform the silent install at the required workstation, from the folder containing the distribution copy, run:  
msiexec /i "Acer Classroom Manager.msi" /qn (MSI installer)  
setup /S /v/qn (setup.exe installer)

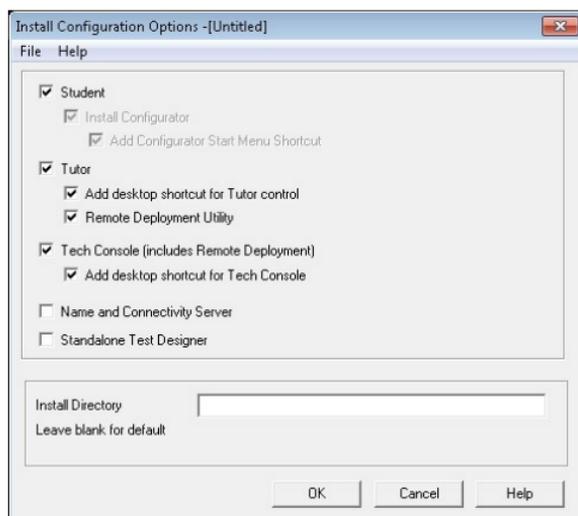
---

**Note:** Acer Classroom Manager can be installed via Active Directory. The software installation group policy object (GPO) must be applied to organisational units (OUs) containing computer accounts rather than users. Please note that for software installation to take effect immediately, it is necessary to enable the, "Always wait for the network at computer start-up and logon" parameter in the Computer Configuration| Administrative Templates| System| Logon| leaf of the group policy controlling the computers that are subject to software installation. This change will affect login times for Windows XP machines that have this applied. Without this change, an additional log off / log on cycle is required to effect installation.

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## Install Configuration Options dialog

When performing a silent installation or using Acer Classroom Manager Deploy, you can customise the installation to suit individual requirements. This dialog, accessed by running INSTCFG.EXE /S from the Acer Classroom Manager program folder if performing a silent installation or, if using Acer Classroom Manager Deploy, via the Install Properties General tab, enables you to specify the variables for the installation. The information is stored in a parameter file: default name NSS.ini.



## **Icons**

Select the relevant check boxes to indicate which Acer Classroom Manager components will be installed on the Client machines.

## **General**

### **Install Directory**

Specify the directory where Acer Classroom Manager will be installed. Leave blank to install in the default directory, \Program Files\Acer\Acer Classroom Manager.

## **ACER CLASSROOM MANAGER DEPLOY – ACER CLASSROOM MANAGER’S REMOTE INSTALL UTILITY**

The Acer Classroom Manager Deploy Utility provides network administrators with the facility to install and configure Acer Classroom Manager on multiple workstations without the need to visit the machines individually.

You are provided with a view of your network, allowing you to pick and choose which workstations you want to deploy to.

### **With Acer Classroom Manager Deploy you can:**

- Remotely Install a Acer Classroom Manager package on multiple workstations simultaneously.
- Create and download specific Client configurations to multiple workstations.
- Remotely update Acer Classroom Manager licence details on multiple workstations.
- Remotely Uninstall a Acer Classroom Manager package from multiple workstations simultaneously.

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### **Notes:**

- When deploying to a Windows Vista (or later) PC within a domain, the console user must be either logged onto the domain or enter the user credentials, when prompted, of a domain account that has local Administrator rights to the target PC.
  - The Deploy Prompt user options are not supported on Windows Vista and above.
-

## Installing the Deploy Utility

When installing Acer Classroom Manager, you decide which combination of components to include. To install Acer Classroom Manager Deploy, select the **Remote Deployment Utility** along with any other components you require.

Acer Classroom Manager Deploy is currently supported on the following operating systems:

- Windows XP
- Windows 2003
- Windows Vista
- Windows Server 2008\2008r2
- Windows 7
- Windows 8
- Windows Server 2012

### **Planning**

Acer Classroom Manager Deploy is a powerful utility that makes installing Acer Classroom Manager packages on multiple workstations a quick and easy process. However, while we endeavour to ensure that there are no limitations or incompatibility issues in the use of the software, it is recommended that a trial deploy is performed on a small number of workstations to ensure there are no conflicts with other similar products such as remote control or desktop security packages. In addition, for added security and protection you must have appropriate administrator rights for the machines you are deploying to.

## Deploying on Windows XP and above

To enable you to deploy Acer Classroom Manager on Windows XP Professional and above, you need access to the Admin\$ share on the remote machine in order to transfer the package to be deployed. By default, there is no access allowed to Admin\$ share.

### **To enable network access:**

1. In Administrative Tools select **Local Security Policy**.
2. Select {Security Settings}{Local Policies}{Security Options}.
3. Select {Network access : Sharing and security model for local accounts}.
4. Alter the setting for this policy to {Classic – local users authenticate as themselves}.

The Admin\$ share will now be available and you can deploy as normal.

## STARTING ACER CLASSROOM MANAGER ON WINDOWS

After installation, the Student program is automatically loaded on the Student workstations as Windows starts up.

To start the Acer Classroom Manager Tutor program, double click on the **Acer Classroom Manager Tutor** icon in your Acer Classroom Manager Program Group, or choose {Start}{Programs} {Acer Classroom Manager}{Acer Classroom Manager Tutor Console}.

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**Note:** On Windows 8, only the Tutor and Tech Console icons will appear in the Start screen. You can access the other Acer Classroom Manager components by right-clicking and selecting **All Apps** along the bottom of the screen. If you want any of the other Acer Classroom Manager components to appear in the Start screen, right-click the item and choose **Pin to Start**.

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When Acer Classroom Manager loads, the Welcome Wizard will appear. From here, you can deploy the Student software onto new computers in your current classroom by clicking **Classroom**. If you need to deploy the Student software across your network or need more advanced options, click **Network**. To just start the Tutor program, click **Start** and the Class Wizard will appear.

The Class Wizard enables you to enter the general properties of a new lesson and allows you to choose how to locate and connect to your Students. You can create multiple classes using different connection methods. The required class can then be loaded at the start of the lesson and you can quickly connect to Student machines.

As the Tutor program loads, Acer Classroom Manager will then browse the network for the specified Students. While it is searching, the browsing message will be displayed. A warning icon will highlight machines you have been unable to connect to. Mouse over the icon to display the reason why the connection failed.

All connected Students will have their icons displayed in the Control window.

You can enter or alter the lesson details for the current class in Normal view. This pane can be minimised by clicking the  button.

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**Note:** To prevent the Tech Console from automatically connecting to the Tutor workstation, ensure the Acer Classroom Manager Client is installed and set the **Enable User Acknowledge** option in the Client Configurator. You will have to confirm the connection before it can take place.

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## **INSTALLING AND CONFIGURING THE ACER CLASSROOM MANAGER CLASSROOM ASSISTANT**

For use in your existing Acer Classroom Manager-managed classroom environment, the Acer Classroom Manager Classroom Assistant delivers greater mobility for teachers around the ICT suite and is also the ideal tool to allow teaching assistants to help with monitoring student progress.

The Acer Classroom Manager Classroom Assistant works on iPad, iPhone, iPod Touch, Kindle Fire, Android phones and Android Tablets and is available for free from the Apple and Amazon app stores, as well as Google Play.

### **Stage 1 - Configuring the Acer Classroom Manager Tutor to connect to the Acer Classroom Manager Classroom Assistant**

You will be prompted to configure the Acer Classroom Manager Classroom Assistant connections when the Tutor starts. From here you can set a passcode to authenticate connections from the Classroom Assistant. To access the full Classroom Assistant configuration settings:

1. Select {View}{Current Settings - Classroom Assistant} from the Control window drop-down menu.
2. The Classroom Assistant configuration settings dialog will appear.
3. Enter a name for the Acer Classroom Manager Tutor that will appear at the Classroom Assistant.
4. Enter the connection port and password to authenticate connections.
5. Decide whether to allow Classroom Assistants to be automatically authorised or manually authorised.
6. Click **OK**.

### **Stage 2 - Installing the Acer Classroom Manager Classroom Assistant**

1. Download the Acer Classroom Manager Classroom Assistant from the Apple App store, Google Play store or Amazon app store.

2. Tap the **Assistant** icon on the home page.
3. Enter the IP address of the Acer Classroom Manager Tutor console you wish to connect to.
4. Enter the password. This will have been set at the Acer Classroom Manager Tutor console.
5. The default port is 37777. This can be changed but would also need to be amended at the Acer Classroom Manager Tutor.

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**Note:** The Acer Classroom Manager Tutor will need to authorise the first connection from the Acer Classroom Manager Classroom Assistant.

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The Classroom Assistant toolbar icon will change to when the Classroom Assistant service is started and connections are allowed.

### **Features supported on Tablets:**

- Support for Android and iPad tablets.
- View student thumbnails.
- Send students a preset message.
- Block Restricted websites.
- Set Approved websites.
- Block All internet access.
- Lock/Unlock student computers.
- Log off student computers.
- Blank/Unblank student screens.
- Restrict student printing.
- Set Approved applications.
- Block Restricted applications.
- Select a group of students.
- Details View.
- View student Help Request notifications.
- Zoom on student.
- Sort students by name/tutor order.
- View current application.

- View current websites.
- Set connection password.
- Tutor badge displaying the number of currently connected Classroom Assistants.

### **Features supported on Smartphones:**

- Support for Android and Apple iOS smartphones.
- Send students a preset message.
- Block Restricted websites.
- Set Approved websites.
- Block All internet access.
- Lock/Unlock student computers.
- Log off student computers.
- Blank/Unblank student screens.
- Restrict student printing.
- Set Approved applications.
- Block Restricted applications.
- Set connection password.

## INSTALLING AND CONFIGURING THE ACER CLASSROOM MANAGER STUDENT FOR ANDROID

Acer Classroom Manager delivers the tools you need to help maximise the effectiveness of technology-led teaching on Android devices.

The Acer Classroom Manager Student for Android can be installed on each Android tablet. From the teacher's desktop you can then connect to each system, enabling you to interact with each student quickly and efficiently.

The Acer Classroom Manager Student for Android app works on Android v4.0 or later tablets and is available for free from the Google Play store.

### Set up and configure the Acer Classroom Manager Student for Android

You can pre-configure each device with the required password-protected classroom connectivity settings from the device or 'push' the settings to each device from within the Acer Classroom Manager Tutor program:

1. Select {School}{Student Settings} from the Control drop-down window.
2. Select the students you wish to send the settings to.
3. Click **Modify**. The Modify Student Settings dialog will appear.
4. Set the required options and click **Save**.
5. If a password has already been set at the Android device, enter this.
6. Click **Send**.
7. You can now browse for Android Students in Room mode.

If you selected the 'Tablet students only' licence type during installation, the Acer Classroom Manager Tutor will only display the features that are supported for Tablet Students.

Features supported on Android:

- Student Register.
- Lesson objectives.

- Receive Messages from the Tutor.
- Student Request help.
- Group or 1:1 Chat.
- Student Survey.
- Lock/Unlock student computers.
- Real Time Instruction (Show Mode).