



 **SynchronEyes**®
Classroom Management Software

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Introduction

With SynchronEyes® software, you can manage your classroom, communicate with your students and assist individuals, all without leaving your computer.

Using SynchronEyes software you'll be able to monitor and control your students using the Thumbnails view, which displays real time images of your students' desktops. You can completely customize the appearance of this view. In addition to viewing the thumbnails, you can capture snapshots of a student's screen, take control of a student's desktop, place a temporary lock on your students' computers, remotely shut down your students' computers, block Internet access, block the use of specific applications and broadcast your desktop.

You can also use SynchronEyes software as a way to communicate with your class, a group of students or an individual student. You can broadcast your desktop, conduct polls, send messages to your students and receive replies, send files to your students, distribute interactive quizzes, and more.

If you're using this software in conjunction with a SMART Board™ interactive whiteboard, you can write notes using a pen tray pen and the students will see your notes on their desktops. However, if you're working at a desktop, you can still create notes using the tools in SynchronEyes software.

What's New in SynchronEyes Software 6.0

The following are either new features or existing features that are greatly improved in SynchronEyes software version 6.0.

Wireless Networking Improvements

The performance and efficiency of SynchronEyes software 6.0 is greatly improved. This is particularly noticeable across wireless networks.

Multiple Teachers and Teacher Aides

You can allow limited access to SynchronEyes software so your colleagues can monitor your class. SynchronEyes software refers to these additional teachers as Teacher Aides. They can access the Thumbnails view and monitor the whole class, a group or an individual student. However, teacher aides can monitor your class only if you permit it. You have total control over who can access your class. For more information on multiple teachers and teacher aides, see page 67.

Class Lists and Teacher-to-Student Connection

You can connect to your students by selecting a class list (that is, a customizable list of the students who attend a particular class). If you use this new connection option, students can't connect to the wrong class or take too much time to connect. For more information on connecting to students, see page 15.

Interactive Quizzes

New enhancements in the Quiz Wizard allow you to:

- edit quizzes within another program (for example, Microsoft® Word) and import these text files into the Quiz Wizard
- drag-and-drop questions and images
- customize questions by italicizing, bolding and underlining text, changing colors and fonts, changing the paragraph's alignment, formatting text with bullets and using superscripts and subscripts
- insert mathematical symbols into questions

For more information on creating quizzes, see page 53.

Showing Media to Students

You can play media files on your computer and broadcast these files to the entire class, to a group or to an individual student. For more information on showing media files to students, see page 45.

Rearranging Thumbnails

You can rearrange thumbnails in any way you like. For example, you can rearrange them to more closely reflect the seating plan in the room. For more information on rearranging thumbnails, see page 22.

Giving Control of a Broadcast to a Student

When you broadcast either your desktop or a student's desktop, you can pass temporary control of the broadcast to a student. For more information on broadcasting, see page 39.

Student Name Definition

When you install the SynchronEyes student-station software, you can define the Student Name for that installation as the student's user account name combined with the host name of the computer. For more information on installing SynchronEyes student-station software, see page 6.

Blocking Applications

Using SynchronEyes software 6.0, you have even greater control of your student's access to applications. You can customize application-blocking by creating and activating/deactivating application blocking rules. SynchronEyes software comes with five application blocking rules already defined. For more information on blocking applications, see page 35.

Blocking the Task Manager

If you lock a student's desktop, the student can't bypass the lock by accessing the task manager. For more information on locking students' desktops, see page 31.

Setting Exceptions to an Internet Block

You can give your students limited access to the Internet by blocking their access to all Internet pages except for the ones you specify. For more information on blocking Internet access, see page 34.

Launching a Web Page

You can remotely launch Internet Explorer and open a specific Web page on the desktops of your whole class, a group or selected students. You can do this from Internet Explorer or from SynchronEyes software. For more information on launching a Web page, see page 51.

Closing an Application on a Student's Computer

You can remotely close an application on the computers of your whole class or a group of students. For more information on closing applications remotely, see page 38.

Optimal Display Settings and Network Configuration

SynchronEyes software works best when the teacher and student computers are set to the same screen resolution and color depth. However, the software can make adjustments for different color settings or resolutions. For example, if a broadcasting station (either teacher or student) is running at a higher resolution than a viewing station, scroll bars appear on the viewing station, so you can view the entire higher-resolution screen.

Similarly, if a broadcasting station has a higher color setting than a viewing station, that broadcasting station's colors are reduced so you can see it at the viewing station. For example, if a student's computer has a higher color setting than your computer, you'll see a **Color Reduced** message below the thumbnail, and, when you view a live, full-screen image, the colors appear slightly degraded.

To change the display settings of your monitor (Windows® 98/2000/Windows NT® operating system)

1. Click **Start** on the taskbar, and then select **Settings > Control Panel**.
2. Double-click **Display**.
The *Display Properties* dialog box opens.
3. Click the **Settings** tab.
4. Under **Colors** or **Color Palette**, select a new color setting from the list.
5. Under **Screen Area** or **Desktop Area**, move the slider to select a new resolution.

To change the display settings of your monitor (Windows XP operating system)

1. Click **Start** on the taskbar, and click **Control Panel**.
2. If the Control Panel is in Classic View, select **Switch to Category View**.
3. Click **Appearance and Themes**.
4. Click **Change the Screen Resolution**.
5. Click the **Settings** tab.

6. Under **Color Quality**, select a new color setting from the list. Under **Screen resolution**, move the slider to select a new resolution.

Recommended Color Depth and Screen Resolution Settings

For enhanced speed and program performance, the recommended screen resolution is 1024 × 768. Refer to the chart below for the optimal color depth and screen resolution settings for your monitor.

Color Depth/ Screen Resolution	High Color (16-bit)	True Color (32-bit)
1024 × 768 or less	optimal	optimal
1152 × 864	acceptable	acceptable
1280 × 1024	acceptable	acceptable
1600 × 1200	acceptable	not recommended

Network Size and Speed Considerations

The preferred TCP/IP network configuration for SynchronEyes software is a switched or switching hub, which isolates network traffic to a particular segment of your local area network. With this configuration, other network traffic doesn't affect your system, and SynchronEyes software doesn't slow down the network. Of course, the smaller the number of connected students, the faster the activity.

TIP



If your students have graphics-rich backgrounds on their desktops, this may slow SynchronEyes software's performance. We recommend that your students' computers have simple, single-color desktop backgrounds. As an alternative, customize your advanced preferences to ignore backgrounds (page 24).

Use the following chart to determine the appropriate number of student stations for your network setup.

10 Mbps Network	100 Mbps Network	Wireless Network (single 802.11 a/b/g access point)
Up to 40 students	Up to 80 students	Up to 30 students

Installing SynchronEyes Software

It's a two stage process to install SynchronEyes software:

- Install SynchronEyes Teacher-Station Software on your computer.
- Install SynchronEyes Student-Station Software on each student's computer.

This chapter explains how to customize these installations to suit your environment. The following pages also include information about avoiding possible issues with Internet connection firewalls, reconfiguring student options after installation, installing SynchronEyes software for teacher aides and installing stand-alone versions of the Quiz Wizard.

Internet Connection Firewalls

Before you install SynchronEyes software, ensure there isn't an active Internet connection firewall on the computer. For example, if you're using the Windows XP operating system, don't activate the Internet Connection Firewall in your computer's Local Area Connection options. When this firewall is active, the teacher and students can't make a connection in SynchronEyes software.

To ensure the Windows XP Internet Connection Firewall isn't active

1. Open the Windows **Control Panel**.
2. Click **Network Connection**.
3. Click **Local Area Connection**.
The *Local Area Connection Status* dialog box appears.
4. Click **Properties**.
The *Local Area Connection Properties* dialog box appears.
5. Click the **Advanced** tab.
6. If your computer uses the Windows XP SP1 operating system, ensure that the check box beside **Protect my computer and network by limiting or preventing access to this computer from the Internet** is not selected.

If your computer uses the Windows XP SP2 operating system, click **Settings** to open the *Windows Firewall* dialog box, and click **Off**.

Ports Required for SynchronEyes Software

If you install SynchronEyes software on a computer with an active Internet connection firewall, the firewall may cause network problems. If possible, set your firewall to allow network traffic from SynchronEyes software. If this doesn't resolve the problem, ensure the following ports are open.

Port	Purpose
5461 (TCP)	Main Teacher to Student communications port
5485 (TCP)	Main Teacher to Teacher communications port
5496 (UDP)	Teacher discovery port
5491 (UDP)	Broadcast port
5493 (UDP)	Broadcast recovery port

If you're upgrading from previous versions of SynchronEyes software, you may need to open the ports listed in the following table.

Port	SynchronEyes Software Version
5492 (TCP)	Any version prior to 3.0
5494 (TCP)	3.0
5497 (TCP)	3.01 to 4.0
5460 (TCP)	4.1 to 5.1

Installing SynchronEyes Teacher-Station Software

The SynchronEyes software CD contains both the teacher-station and student-station software. Install the teacher-station software first.

When you install SynchronEyes software or run it for the first time, you provide a Teacher ID that represents your computer on the network. You can use any name you like, provided it identifies you uniquely. For example, your Teacher ID could be your name, the name of the course or the classroom location.

NOTE: There are several approaches to connecting students. If you choose to have students connect to your Teacher ID, you must provide your ID to your students.

For more information about Teacher IDs, see page 19.

To install SynchronEyes teacher-station software

1. Insert the SynchronEyes Software CD in the CD drive on the teacher computer.
2. On most computers, the CD is self-starting. If you didn't activate the AutoPlay feature, navigate to the **SynchronEyes Teacher** folder on the CD and double-click the **Setup.exe** file.
3. Follow the on-screen instructions.

Installing SynchronEyes Student-Station Software

When you install SynchronEyes student-station software, you can accept the default settings or configure customized student settings.

If you decide to configure customized student settings, you can choose:

- whether the software runs in visible or hidden mode on the student's computer
- whether the software starts automatically on the student's computer
- the student connection style
- the student name (e.g., the default machine name, computer user account, a name the student chooses or a name you choose)
- the file location for the files you send to the student

NOTE: Install the Student Configuration Wizard when you install SynchronEyes student-station software. The choices you make during the student installation are then not fixed permanently, and you can reconfigure any of these options at any time (page 9).

To install SynchronEyes student-station software

1. Put the SynchronEyes Software CD in the CD drive on the student computer.
2. Navigate to the **SynchronEyes Student** directory and double-click **SynchronEyesClient.exe**.
3. Follow the on-screen instructions. The following pages include further information on some of the installation options.
4. Repeat steps 1 through 3 on each student's computer.



TIP

To configure the other students' computers with the same options as the first student computer (without having to select all the same options with each installation), copy the **SynchronEyesClient.ini** file from the SynchronEyes Student folder on the student's computer, and paste it into the same folder on the other students' computers.

The student's installation settings are taken from the SynchronEyes software configuration file (**SynchronEyesClient.ini**) each time a student logs on to the computer.

Install Separately or Upgrade

If an older version of SynchronEyes software is installed on the computer, you can install SynchronEyes software 6.0 separately or upgrade the previous installation.

Student Configuration Wizard

Install the Student Configuration Wizard when you install SynchronEyes student-station software. The choices you make during the installation are then not fixed permanently, and you can reconfigure any of these options at any time (page 9).

Hidden and Visible Mode

You can install SynchronEyes software on student computers in either Hidden or Visible mode. In Hidden mode, there's no indication on the student interface that SynchronEyes software is running, and your students are only aware of the software if you distribute a quiz, conduct a poll, broadcast a media file, broadcast a desktop, or lock their computers.

In Hidden mode, SynchronEyes software automatically starts in the background when a student logs on to a computer. For more information on connection styles, see page 8. However, Hidden mode isn't suitable for some environments. For example, it greatly limits what students can do when they use SynchronEyes software.

In Visible mode, the students know that SynchronEyes software is running on their computers. The SynchronEyes icon appears in the system tray on your students' computers, and they have access to menu options that enable them to connect to a teacher, connect to a different teacher, exit SynchronEyes software, join a group, ask the teacher a question, cast a vote, chat with the teacher or other students, submit responses to a quiz, submit a file to the teacher and browse files sent by the teacher. Visible mode is the default mode.

NOTE: Even if a student has access to these features, you still control what your students can and can't do. For example, you can enable or disable students' ability to chat at any time.

Automatic Program Startup

If you install SynchronEyes student-station software in Visible mode, you can set the software to start automatically each time the student starts the Windows operating system. However, if you want to, you can disable automatic program startup and give your students the responsibility of starting the software.

Automatic program startup is enabled by default.

NOTE: If you install SynchronEyes student-station software in Hidden mode, you can't deactivate automatic program startup. In Hidden mode, the software starts automatically in the background each time the student launches the Windows operating system.

Connection Style

You can set up the student connection to work in one of three styles:

- the student connects to the teacher manually
- the student automatically connects to the same Teacher ID or host name
- the teacher connects to the students using class lists

Allow Students to Browse for and Connect to Teachers

If you select this option, your students must connect to the appropriate Teacher ID at the start of each class. The advantage of this option is that students are not restricted to connecting to only one Teacher ID. However, it's your students' responsibility to connect promptly to the correct Teacher ID.

NOTE: You can't select this connection style if SynchronEyes software runs in Hidden mode.

Connect to the Same Teacher Every Time

If you select this option, your students connect to the same teacher automatically. However, this option won't be suitable in some classrooms. For example, this option doesn't support multiple Teacher IDs.

If you select this option and click **Next**, the *Automatic Connection* dialog box appears. Enter the Teacher ID, or the IP address or host name, for the connection.

Accept Connection from a Teacher

If you accept this option, you connect to the correct students for your class by instructing SynchronEyes software to connect to every student included in a particular class list. A class list is a customizable list of the students who attend a particular class.

The advantage of using class lists is that it gives flexibility to student connection but, unlike asking the student to connect manually, you have complete control of the class lists. This prevents students from connecting to the wrong class or from taking too much time to connect.

NOTE: When you create a class list (as described on page 16) and SynchronEyes software searches for students, it locates students only if their connection style is set to **Accept connection from a teacher**.

Student Features

If you want, you can disable the student's ability to ask questions, chat and submit files. By default, the student features of asking questions, chatting and submitting files are all enabled.

NOTE: If you enable student chat during the installation, you can later enable and disable a student's ability to chat at any time from within the software.

Student Name

You can set the student's name to:

- the student's user account name combined with the host name of the computer
- the student's user account name
- the computer's host name
- a name of the student's choosing
- a customized name

Shared Files Folder

You can specify the destination folder for all the files you send to the student. The default destination is the student's My Documents folder. However, if you want, you can click **Browse** and select a different folder.

NOTE: If you change the file location, select a location that the student can access.

Reconfiguring Student Options after Installation

If you install the Student Configuration Wizard, you can reconfigure any of the installation options at any time by running **StudentConfig.exe**.

To reconfigure student options after installation

1. Navigate to the SynchronEyes software folder on the student's computer.
2. Double-click **StudentConfig.exe**.

The *SynchronEyes Student Configuration* dialog box appears.

3. On each page of the *SynchronEyes Student Configuration* dialog box, select the options you want, and click **Next**.

For more information on the installation options for SynchronEyes student-station software, see pages 7 through 9.

4. Click **Finish**.
5. Repeat steps 1 through 4 on each student's computer.



TIP

To configure the other students' computers identically to the first student computer (without having to select all the same options with each installation), copy the **SynchronEyesClient.ini** file from the SynchronEyes Student folder on the student's computer, and paste it into the same folder on the other students' computers.

Installing SynchronEyes Software for Teacher Aides

You can allow colleagues limited access to SynchronEyes software so that they can monitor your class. SynchronEyes software refers to these additional teachers as teacher aides (page 67). They can access the Thumbnails view and monitor the whole class, a group or an individual student.

NOTE: You must have SynchronEyes teacher-station software installed to monitor a class as a teacher aide. However, you don't need an additional license for this installation.

To install SynchronEyes software for teacher aides

1. Install SynchronEyes teacher-station software (page 6). This installation includes all of the features of SynchronEyes software for a limited time only.
2. When you open SynchronEyes teacher-station software for the first time *after* the evaluation period expires, the *SynchronEyes 6.0 Evaluation Expires* dialog box appears. Click **Continue as TA**.

After the evaluation period expires, you can't use many of SynchronEyes software's features but you can still monitor another teacher's class as a teacher aide.

Installing the Quiz Wizard






When you install SynchronEyes teacher-station software, the Quiz Wizard is installed automatically. Use the Quiz Wizard to create interactive quizzes that you can distribute to student computers through the Quiz view of SynchronEyes software. If you want to create quizzes at home, you can install the Quiz Wizard on your home computer as a stand-alone application.

To install SynchronEyes Quiz Wizard on a home computer

1. Insert the SynchronEyes software CD into the CD drive.
2. On most systems, the CD is self-starting. If you didn't activate the AutoPlay feature, navigate to the **SynchronEyes > SynchronEyes Quiz Wizard** folder on the CD, and double-click the **Setup.exe** file.
3. Follow the on-screen instructions.

The Teacher Interface

SynchronEyes teacher-station software offers five views:

-  Thumbnails view
-  Chat view
-  Applications view
-  File Transfer view
-  Quiz view

You can access a view by clicking its icon in the **Views** toolbar on the left side or by selecting a view from the **View** menu.

NOTE: You can manage student groups, lock students' desktops, respond to student's questions, block Internet access and conduct polls from any of the five views.



Thumbnails View

When you start SynchronEyes software, you'll see thumbnails (miniature images) of the connected students' desktops. These thumbnails change in real time (though slightly delayed) with every instance of student input.

You can customize the appearance of the Thumbnails view by editing thumbnail names, changing thumbnail sizes, rearranging the thumbnails and refreshing the view.

In the Thumbnails view, you can monitor the class, monitor and take control of a student desktop, broadcast your desktop, broadcast a student's desktop, broadcast media files, capture an image of a student desktop, and shut down, log off or restart a student's desktop.



Chat View

Using SynchronEyes software, you can chat with your whole class, a specific group or selected students. The Chat view displays all the chat messages, including the messages between students.

In Chat view you can:

- chat with your students (either with the entire class or selected groups)
- chat privately with selected students
- control student chat
- save the current chat session as a text (.txt) file
- clear the chat history

Applications View



The Applications view gives you complete control over which applications your students can use at any time. For example, if you're administering an exam, you can block students from accessing information that would give them an unfair advantage. Similarly, if you want your students to focus on an assignment, you can block all applications except those that are necessary for that assignment.

You can also remotely launch and close applications on your students' computers.

File Transfer View



The File Transfer view is divided into:

- Files Sent, which lists the files you've sent to students
- Files Received, which lists the files you've received from students

Both sections list the name of the student who sent or received the file, the percentage of the file that has been transmitted, the size of the file and its network path.

In the File Transfer view, you can send files to students, check if you've received any files from students, cancel a file transfer, open a sent or received file, clear a file from the list and open a Web page (within Internet Explorer) on students' computers.

Quiz View



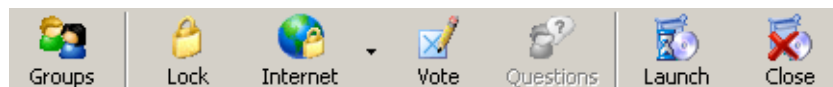
The Quiz view provides access to the Quiz Wizard. Using the Quiz Wizard template, you can create anything from a pop quiz with a handful of questions to a lengthy final exam. The Quiz Wizard also lists all the quizzes that you've created for distribution to the class. When you select a quiz in the upper half of the Quiz view, a preview of the quiz displays in the lower half.

After you distribute a quiz and receive the students' responses, SynchronEyes software can automatically mark most types of questions. The Quiz view displays your students' results and a class average.

In the Quiz view, you can create, edit or delete a quiz, add a quiz created under another Teacher ID (or in the stand-alone Quiz Wizard), import a quiz from a text file and distribute a quiz to your class or a group. You can also collect, view and save your students' answers, and view and save the quiz results summary.

Main Toolbar and Menus

Although some buttons and menu options are available regardless of the current view, some buttons and menu options are specific to a particular view. For example, the **Launch** button and the **Edit > Launch Application** menu option appear only in the Applications view.

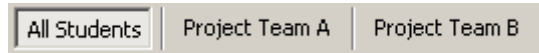


Main Toolbar in the Applications View

When you select a view, the toolbar buttons and the menu options automatically change to the buttons and options appropriate for that view.

Group Tabs

If you want to interact with some but not all of the class, you can create groups within SynchronEyes software that can include up to 10 students.



When you create a new group, SynchronEyes software creates a group tab for the group.

When you select a group's tab, you can interact with the members of the group. For example, you can lock the group's desktops, broadcast your desktop for the group, chat with the group, send a file to the group, conduct a poll of the group and more.

All Students, which includes all the connected students, is the default group.

The Students List

The Students list appears on the right side of the interface when you're in the Chat, Applications, File Transfer and Quiz views.

NOTE: The Thumbnails view doesn't include the Students list as you can get the same information from the students' thumbnails.








The Students list includes:




- all the currently connected students (if you're viewing the All Students tab)
- all the currently connected students in a group (if you're viewing a group's tab)


When you select one or more students from the student list, you can interact with them in a number of ways, such as by locking their desktops, broadcasting, chatting, sending and receiving files, conducting polls and more.

The symbol next to each student's name indicates the student's status.

The symbols are shown in the following table in order of priority from most important (**Disconnected**) to least important (**Connected**).

Symbol	Status
	Disconnected – The student has disconnected.
	Locked Out – The student is locked out.
	Quiz – The student is completing an interactive quiz.
	Vote – The student has yet to respond to a vote.
	Vote Yes – The student has responded affirmatively to a vote.
	Vote No – The student has responded negatively to a vote.
	Question – The student has a question.

Symbol	Status
	Application Block – The student is blocked from using one or more applications.
	Internet Block – The student is blocked from using the Internet.
	Connected – The student is connected.

When more than one status applies to a student, the symbol of greater importance is displayed. For example, if a student is both connected and asking a question, the **Question** symbol displays  alongside the student's name.

Opening SynchronEyes Software and Connecting to Students

In this section, you'll learn how to:

- open SynchronEyes software (see below)
- connect to students (see below)
- create class lists (page 16)

Opening SynchronEyes Software



To open SynchronEyes teacher-station software, double-click the **SynchronEyes** icon on your desktop. By default, SynchronEyes software opens with the Thumbnails view active and the All Students tab selected.

NOTE: If you create class lists (see pages 16 through 18) and select the option to open the *SynchronEyes Student Connection Wizard* automatically at startup, the connection wizard opens before the main SynchronEyes software interface. After you've created, selected or modified the class list you want, SynchronEyes software opens with the Thumbnails view active and the All Students tab selected.

By default, SynchronEyes teacher-station software always opens to the last Teacher ID used. However, you can select a different Teacher ID, and your customized profile loads automatically. For more information on creating and selecting Teacher IDs, see page 19.

Connecting to Students

When you set up student connection during the SynchronEyes student-station software installation (page 8), you select one of three connection styles.

Allow Students to Browse for and Connect to Teachers

If you select this connection style, your students must connect to the correct Teacher ID manually.

Connect to the Same Teacher Every Time

If you select this connection style, students connect to the same Teacher ID automatically.

Accept a Connection from a Teacher

If you select this connection style, you connect to your students by selecting a class list (that is, a customizable list of the students who attend a particular class). Using this connection style prevents students from connecting to the wrong class or from taking too much time to connect.

Class Lists

When you create a class list, it's automatically saved, so you'll never need to create the same list twice. The next time you teach the same class, you can select the same list and automatically connect to all of the students on that list. You can also edit existing class lists and delete class lists that you don't need anymore.

NOTE: When you create a class list, you save it under your current Teacher ID. You can select only class lists saved under your current Teacher ID.

To create a class list

1. Select **Connect > Student Connection Wizard**.

The *SynchronEyes Student Connection Wizard* appears.

NOTE: If you want, select **Show Student Connection Wizard on Startup**. If you select this option, the connection wizard appears automatically when you open SynchronEyes teacher-station software.

2. Select **Create a new class list**.

3. Click **Next**.

The *Searching* message appears. This message closes automatically when SynchronEyes software has found all the available students.

The next page of the connection wizard appears. This page lists all the available students. If they're currently connected to a class, this page also lists the name of their current teacher.

NOTE: When you install SynchronEyes software on a student's computer, you identify the connection style for that computer (see page 6). The list of available students only includes students whose connection style is **Accept a connection from a Teacher**.

4. Select the students you want in the class list.
5. When you've finished selecting students, click **Next**.

The *Connecting* dialog box appears.

If any of the selected students are already in a class with another teacher, a dialog box appears on the teacher's screen, asking for permission to transfer the student to your class.

6. If any of the connections fail, the *Student Connection Failed* dialog box appears, listing the Student Name and the Reason for each failed connection. For example, if one of the students is already connected to another class and the teacher for that class has refused your transfer request, this registers as a failed connection.

If you want to try to connect to one or more of these students again, select the Student Name and click **Retry**. If one or more of the connections fail again, repeat this step.

If you want to continue without connecting to these students, click **Continue**.

7. To save this class list, select the **Save this class list for future use** option and type a Class List Name.

NOTE: When you save a class list, you save it under your current Teacher ID.

8. Click **Finish**.

To select a class list

1. Select **Connect > Student Connection Wizard**.

The *SynchronEyes Student Connection Wizard* appears.

NOTE: If you want, select **Show Student Connection Wizard on Startup**. If you select this option, the connection wizard appears automatically when you open SynchronEyes teacher-station software.

2. Select **Use a saved class list** and select an existing class list.

NOTE: You can select only class lists saved under your current Teacher ID.

3. Click **Next**.

The *Connecting* dialog box appears.

If any of the selected students are already in a class with another teacher, a dialog box appears on the teacher's screen, asking them for permission to transfer the student to your class.

4. If any of the connections fail, the *Student Connection Failed* dialog box appears, listing the Student Name and the Reason for each failed connection.

If you want to try to connect to one or more of these students again, select the Student Name and click **Retry**. If one or more of the connections fail again, repeat this step.

If you want to continue without connecting to these students, click **Continue**.

5. Click **Finish**.

To edit a class list

1. Select **Connect > Student Connection Wizard**.

The *SynchronEyes Student Connection Wizard* appears.

NOTE: If you want, select **Show Student Connection Wizard on Startup**. If you select this option, the connection wizard appears automatically when you open SynchronEyes teacher-station software.

2. Select **Modify a saved class list** and select a class list.

NOTE: You can select only class lists saved under your current Teacher ID.

3. Click **Next**.

The *Searching* message appears. This message closes automatically when SynchronEyes software has found all the available students.

The next page of the connection wizard appears. This page lists all the available students. If they are currently connected to a class, this page also lists the name of their current teacher.

NOTE: When you install SynchronEyes software on a student's computer, you identify the connection style for that computer (see page 6). The list of available students only includes students whose connection style is **Accept a connection from a Teacher**.

4. Select the students you want in the class list.

5. When you have finished selecting students, click **Next**.

The *Connecting* dialog box appears.

If any of the selected students are already in a class with another teacher, a dialog box appears on the teacher's screen, asking them for permission to transfer the student to your class.

6. If any of the connections fail, the *Student Connection Failed* dialog box appears, listing the Student Name and the Reason for each failed connection.

If you want to try to connect to one or more of these students again, select the Student Name and click **Retry**. If one or more of the connections fail again, repeat this step.

If you want to continue without connecting to these students, click **Continue**.

7. To save the changes to the class list, select the **Save this class list for future use** option.
To save your list as a *new* class list, select the **Save this class list for future use** option and type a new Class List Name.
8. Click **Finish**.

To delete a class list

1. Select **Connect > Delete Class List**.
The *Delete Class List* dialog box appears.
2. Select the class list you want to delete.
NOTE: You can select only class lists saved under your current Teacher ID.
3. Click **Delete**.
4. Click **OK**.

Customizing the Teacher-Station Software Interface

You can customize the teacher-station software interface to suit your needs. In this section, you'll learn how to:

- create multiple Teacher IDs (this page)
- organize your students into groups (page 20)
- change the size of the student thumbnails (page 21)
- rearrange thumbnails (page 22)
- change the name of a thumbnail (page 23)
- refresh the Thumbnails view (page 23)
- customize SynchronEyes software preferences (page 24)

Creating Multiple Teacher IDs

Every class is unique. The only similarity between two classes may be the room in which they are taught. Everything else may be very different, including the students who attend, the seating plan, and more.

To help you keep the different classes organized, SynchronEyes software lets you create a different Teacher ID for each class, and each Teacher ID is associated with a unique profile of settings, student groups, class lists and quizzes. This profile is applied each time you select that Teacher ID.

By default, SynchronEyes teacher-station software always opens to the last Teacher ID used. However, you can select another Teacher ID at any time, and the customized profile loads automatically.

To create a new Teacher ID

1. Select **Connect > Change Teacher ID**.

The *Teacher ID* dialog box appears. If you have a current Teacher ID, it appears in the *Teacher ID* box.

2. If the *Teacher ID* dialog box is displaying a Teacher ID, clear the ID.

NOTE: You're not deleting the ID or any of its settings. Clearing the box simply lets you create a different ID.

3. Enter a unique Teacher ID of up to 36 characters.
4. Click **OK**.

The SynchronEyes software title bar changes to reflect the new Teacher ID.

If any students were connected to the previous Teacher ID, they receive a message asking them if they want to switch to the new Teacher ID. They must click **Yes** to connect to the new Teacher ID.

To change to a different Teacher ID

1. Select **Connect > Change Teacher ID**.

The *Teacher ID* dialog box appears, displaying your current Teacher ID.

2. Clear the current Teacher ID and enter the Teacher ID you want.

OR

Select the Teacher ID you want from the list.

NOTE: The list includes the 10 most recently used Teacher IDs.

3. Click **OK**.

The SynchronEyes software Title bar changes to reflect the new Teacher ID.

If any students were connected to the previous Teacher ID, they receive a message asking them if they want to switch to the new Teacher ID. They must click **Yes** to connect to the new Teacher ID.

Organizing Students into Groups

If you want to interact with some, but not all, of the class, you can use SynchronEyes software to create groups that can include up to 10 students.

When you create a new group, SynchronEyes software creates a group tab for the group. **All Students**, which includes all the connected students, is the default group.

When you select a group's tab, you can interact with the members of the group. For example, you can lock the group's desktops, broadcast your desktop for the group, chat with the group, send a file to the group, conduct a poll of the group and more. By creating groups, you can tailor specific actions to a certain section of the class. For example, you can create a group made up of students who are more easily distracted, and then monitor the thumbnails of just that group.

To create a group

1. Click **Groups** or select **Edit > Groups**.

The *Groups* dialog box appears.

2. Click **New**.

The *New Group* dialog box appears.

3. Enter a Group Name that identifies the group of students.

4. If you want, select **Allow students to join this group on their own**. If you select this option, students can join or leave the group. If you don't select this option, you're the only person who can add or remove students from this group.

5. Click **OK** to close the *New Group* dialog box.

6. Click **OK** to close the *Groups* dialog box, or select the new group and click **Edit** to begin editing the list of group members (see below).

The new group appears as a tab in the main SynchronEyes software window.





To edit the list of group members

1. Click **Groups** or select **Edit > Groups**.
The *Groups* dialog box appears.
2. Select the group you'd like to edit from the list.
3. Click **Edit**.
The *Edit* dialog box appears.
4. If you want, edit the Group Name that identifies the group of students.
5. To add a student to a group, select the student's name in the Students list and click **Add**.
6. To remove a student from a group, select the student's name in the Group Members list and click **Remove**.
7. If you want, edit **Allow students to join this group on their own**. If you select this option, students can join or leave the group. If this option isn't selected, you're the only person who can add or remove students from this group.
8. When you have finished editing the group, click **OK** to close the *Edit* dialog box.
9. Click **OK** to close the *Groups* dialog box.

To select a group

To interact with a group, click that group's tab.

NOTE: To interact with all your students, rather than a particular group, click the **All Students** tab.

To delete a group



1. Click **Groups** or select **Edit > Groups**.
The *Groups* dialog box appears.
2. Select the group you want to delete.
3. Click **Remove**.
NOTE: SynchronEyes software deletes the group without asking for confirmation. Ensure you have selected the correct group before you click **Remove**.
4. Click **OK**.

Changing Thumbnail Size

When you're monitoring a class or group in Thumbnails view, you can change the size of the thumbnails. There are advantages and disadvantages to increasing the size of the thumbnails. If the thumbnails are larger, it's easier to see the details, but you'll likely have to scroll to view some of them.

If you reduce the size of the thumbnails, you can display more of them without having to scroll, but it's more difficult to see the details.

To change the thumbnail size

1. Click **Thumbnails** in the **Views** toolbar or select **View > Thumbnails**.
The Thumbnails view appears.
2. Select **View > Thumbnail Size** and then select one of the following:
 - **Very large** (two thumbnails wide)
 - **Large** (three thumbnails wide)
 - **Medium** (four thumbnails wide)
 - **Small** (five thumbnails wide)
 - **Very Small** (six thumbnails wide)
 - **Best Fit** (automatically adjusts to the best arrangement for the current number of connected students)



Rearranging Thumbnails

By default, the Thumbnails view arranges the student thumbnails alphabetically. However, you can rearrange the thumbnails in any way you like. For example, you can rearrange them to more closely reflect the seating plan in the room. You can customize the thumbnails in this way for all students and for all groups.

The new thumbnail arrangement becomes part of the group information and remains in effect in subsequent sessions. You can easily restore alphabetical order to a thumbnail group you've rearranged.

To rearrange the thumbnails

1. Click **Thumbnails** in the **Views** toolbar or select **View > Thumbnails**.
The Thumbnails view appears.
2. If you want to arrange the thumbnails for the whole class, click the **All Students** tab. If you want to rearrange the thumbnails of a group, click the group's tab.
3. To rearrange the thumbnails into a customized pattern (perhaps to reflect the class seating plan), clear the selection of **View > Thumbnail Arrangement > Align to Grid**. Click and move the thumbnails vertically or horizontally. If a new student joins the group, that student's thumbnail appears at the end of the thumbnail arrangement.
4. To rearrange the thumbnails alphabetically, select **View > Thumbnail Arrangement > Alphabetical Ordering**. The thumbnails are rearranged in alphabetical order starting in the upper left corner. If a new student joins the group, that student's thumbnail appears in the thumbnail arrangement in alphabetical order.



Editing Thumbnail Names

You can edit the name displayed under each thumbnail. The thumbnail retains this name until you close SynchronEyes software but returns to its default name when you next open the software.

To rename a thumbnail permanently, you must use the *Student Configuration Wizard* installed on the student machine.

To change the thumbnail name (for the current session)



1. Click **Thumbnails** in the **Views** toolbar or select **View > Thumbnails**.

The Thumbnails view appears.

2. Select the thumbnail name that you want to change.
3. Type a new name.

To change the thumbnail name (for future sessions)

NOTE: You must have the *Student Configuration Wizard* installed on the student's computer before you can change the thumbnail name permanently. For more information on student installation options, see page 6.

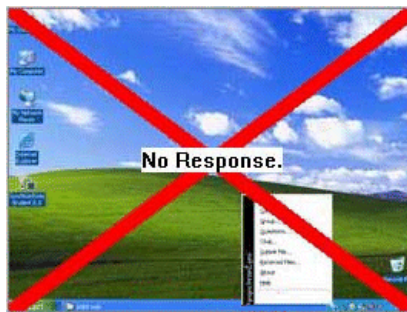
1. On the computer of the student you want to rename, navigate to the **C:\Program Files\SynchronEyes Student** folder and double-click **StudentConfig.exe**.
2. Click **Next** until you reach the **Student Name** window.
3. Select **The Following** and type a new name.
4. Click **Next** until you reach the final window, and click **OK**.

The next time you start SynchronEyes teacher-station software, the thumbnail's new name appears.

Refreshing the Thumbnails View

You can refresh the Thumbnails view to remove the thumbnails of students who have disconnected. By refreshing the view, you make more room on your monitor for active thumbnails; you'll scroll less and be able to see more thumbnail detail.

If a student has disconnected, a red **X** is superimposed over the student's desktop thumbnail.



To refresh your Thumbnails view

1. Click **Thumbnails** in the **Views** toolbar or select **View > Thumbnails**.
The Thumbnails view appears.
2. Select **View > Refresh**.



Customizing the Preferences

When you change to a different Teacher ID, SynchronEyes software automatically loads the preferences you have defined for that ID. You can customize your preferences for the current Teacher ID for the following features:

- locking the student's screen (page 32)
- controlling the student's screen (page 31)
- broadcasting (page 40)
- annotating (page 42)
- transferring files (page 50)
- distributing quizzes (page 63)
- changing advanced settings (see below)
- logging (page 25)

Customizing the Advanced Settings

From the Advanced tab of the *Preference Settings* dialog box, you can customize advanced settings such as the thumbnails frame rate, multicast, unicast and screen capture settings. Don't change the advanced settings unless you're instructed to by SMART Technical support or if you're familiar with the settings described.

To customize Advanced preferences

1. Select **Options > Preferences**.
The *Preference Settings* dialog appears.
2. Click the **Advanced** tab.
3. If you want, edit the **Thumbnail frame rate**. The default value is 5000 milliseconds per frame.
4. If you want, edit the **Multicast TTL** (Time To Live) value for IP multicasting.

By default, SynchronEyes multicast packets are sent with a TTL of one, which prevents them from being forwarded beyond a single subnetwork. Multicast datagrams with a TTL of greater than one can deliver to more than one subnetwork (if there are one or more multicast routers attached to the first-hop subnetwork.)

Typically used TTL thresholds are:

TTL Threshold	Scope
1	Restricted to the same subnet
15	Restricted to the same site
63	Restricted to the same region
127	Worldwide
191	Worldwide; limited bandwidth
255	Unrestricted in scope

5. If you want, select **Enable for screen broadcast**. If you select this option, multicast UDP is used to broadcast screen images. If the option box is unchecked, TCP/IP is used to broadcast screen images.
6. If you want, select **TCP no delay**. This option must be set for some laptops with special NICs and drivers. This option might also be required with computers with faulty network hardware or drivers.
7. If you want, select **Use Redraw Hooks DLL**. This option improves SynchronEyes software's screen capture performance.
8. If you want, select **Use Mirror Driver**. This option improves SynchronEyes software's screen capture performance.

NOTE: If you experience capture problems, clear the selection of **Use Mirror Driver**, as it is not suitable to all systems. If you continue to experience capture problems, clear the selection of **Use Redraw Hooks DLL**, as this option doesn't work well with some special applications. Disabling these options increases the time required to capture screen images but doesn't affect any other aspect of SynchronEyes software.

9. If you want, select **Hide Desktop Background**. If you select this option, the desktop background is not included when you observe, control or broadcast a student's desktop.
10. When you have finished customizing the advanced preferences, click **OK**.

Customizing the Logging Tab

From the Logging tab of the *Preference Settings* dialog box, you can control the generation of system logs. SMART Technical support uses these logs to review software processes. This is particularly helpful in tracking unexpected behavior. By default, logging is off so that it doesn't affect the speed and efficiency of your computer. Activate logging only if you're advised to by SMART Technical support.

Monitoring and Controlling Students

In this section, you'll learn how to:

- monitor the class (this page)
- monitor a student (page 29)
- capture an image of a student's desktop (page 29)
- control a student's desktop (page 30)
- lock out all students or a single student (page 31)
- shut down, log off or restart a student's computer (page 32)
- remotely disconnect a student (page 33)
- block Internet access (page 34)
- block specific applications (page 35)
- remotely launch an application on students' computers (page 38)
- remotely close an application on students' computers (page 38)

Monitoring the Class

You can monitor the desktops of your students. The Thumbnails view displays images of your students' desktops, enabling you to determine at a glance that everyone is focused on the assigned task. You can view the thumbnails of your entire class or of a group. As an alternative, you can view an individual student's desktop (page 29).

When you're monitoring a class or group, you can interact with the students by locking their desktops, blocking their Internet access, conducting a poll, responding to their questions, broadcasting your screen, broadcasting media files and shutting down their computers.

To monitor the class or a group



1. Click **Thumbnails** in the **Views** toolbar or select **View > Thumbnails**.

The Thumbnails view appears.









2. To monitor the whole class, click the **All Students** tab.

To monitor a specific group, click the group's tab.

The Thumbnails view displays the thumbnails of the class or the selected group.

NOTE: You can customize the appearance of the Thumbnails view by changing the size of the thumbnails (page 21), rearranging the thumbnails (page 22) and editing the names of the thumbnails (page 23).

If a thumbnail has a symbol in the top right corner, the symbol indicates the student's current status. When more than one status applies to a student, the symbol of greatest importance is displayed. For example, if a student is both blocked from using the Internet and is asking a question, the **Question** symbol is displayed. The symbols appear below in order of priority from most important (**Locked Out**) to least important (**Internet Block**).

Symbol	Status
	Locked Out – The student is locked out.
	Quiz – The student is completing an interactive quiz.
	Vote – The student has yet to respond to a vote.
	Vote Yes – The student has responded affirmatively to a vote.
	Vote No – The student has responded negatively to a vote.
	Question – The student has a question.
	Application Block – The student is blocked from using one or more applications.
	Internet Block – The student is blocked from using the Internet.

NOTE: If a student logs off SynchronEyes software, a large red **X** appears over that student's thumbnail.



- To clear the thumbnails of disconnected students from the Thumbnails view, select **View > Refresh**.

Monitoring a Student's Desktop

You can watch a live image of a student's desktop from the Thumbnails view. You can view desktops simply to monitor students' work, but you can also take control of a student's desktop, write over the top of student's desktop, broadcast the desktop to the rest of the class, and more.

You can view a student desktop in Full Screen mode (the student's desktop fills your screen) or Windowed mode (the student's desktop appears in a resizable window, with the Thumbnails view open at the same time). Windowed mode lets you keep one eye on a student's desktop and the other on other parts of your SynchronEyes software interface, such as the Chat and File Transfer views.

To view a student desktop



1. Click **Thumbnails** in the **Views** toolbar or select **View > Thumbnails**.
The Thumbnails view appears.
2. Double-click the student's thumbnail, select the thumbnail and click **Observe** from the main toolbar, or select the thumbnail and select **View > Observe**.
3. You can view the student's desktop in either Full Screen or Windowed mode.
 - To view the desktop in Full Screen mode, click **Full Screen** or select **Menu > Full Screen**. A full screen view of the student's desktop appears. The Student's Desktop toolbar also appears.
 - To view the desktop in Windowed mode, select **Menu > View in Windowed Mode** from the Student's Desktop toolbar. A windowed view of the student's desktop appears.
4. To take control of the student's desktop, click **Control** or select **Menu > Control**. For more information on controlling a student's desktop, see page 30.
5. To broadcast the student's screen to the class, click **Broadcast** or select **Menu > Broadcast**. For more information on broadcasting, see page 39.
6. To capture an image of the student's desktop, click **Capture** or select **Menu > Capture** (see below).
7. If you're observing the student's desktop on a SMART Board interactive whiteboard, you can use a pen tray pen to write notes and your notes appear on the student's desktop. Otherwise, if you want to write over the student's desktop, click **Pen** or select **Menu > Pen**. For more information on writing notes over a student's desktop, see page 41.
8. To stop viewing the student's desktop and close the window (or the full screen display), click **Stop** or select **Menu > Stop Observing**.

Capturing an Image of a Student's Desktop

When you're monitoring a student, you can capture an image of the student's desktop for your records and save it as a .jpg, .bmp or .png file. By default, the screen captures are saved to C:\My Documents. However, you can customize SynchronEyes software to store these files anywhere you want.

To capture an image of a student's desktop

1. Click **Thumbnails** in the **Views** toolbar or select **View > Thumbnails**.

The Thumbnails view appears.

2. Select the thumbnail of the student whose desktop you want to capture.

3. Click **Capture** from the main toolbar or select **File > Capture**.

The **Save As** dialog appears.

The default file name contains the student's name, followed by the date and the time of the screen capture. The default graphics file type is .jpg files.

4. If you want, enter a new file name.

5. If you want to change the graphics file type, select **Bitmap file (.bmp)** or **Portable Networks Graphics (.png)** from the list.

6. Click **Save**.

OR

Click the **Save in** drop-down arrow, navigate to a different folder and click **Save**.



To view the screen capture

1. Browse to your **My Documents** folder (or the folder you selected in step 6 above).
2. Double-click on the graphics file.

Controlling a Student Desktop

When you're monitoring a student, you can take control of the student's desktop, and any changes that you make are visible to the student in real time.

NOTE: By default, you have sole control over the student's desktop but you can choose to share control with the student. If you share control, both you and the student can control the student's desktop. However, in the instances where both of you are attempting to control the desktop, your actions take precedence over the student's.

To take control of a student's desktop

1. Click **Thumbnails** in the **Views** toolbar or select **View > Thumbnails**.

The Thumbnails view appears.

2. To take control of a specific student's desktop, select the student's thumbnail and click **Control** in the main toolbar, or select the thumbnail and select **View > Control**.

3. You can view the student's desktop in either Full Screen or Windowed mode.

- To view the desktop in Full Screen mode, click **Full Screen** or select **Menu > Full Screen**. A full-screen view of the student's desktop appears. The Student's Desktop toolbar also appears.

- To view the desktop in Windowed mode, select **Menu > View in Windowed Mode** from the Student's Desktop toolbar.



4. To stop controlling the student's desktop but continue monitoring it, click **Observe** or select **Menu > Observe**. For more information on monitoring a student's desktop, see page 29.
5. To broadcast the student's screen to the class, click **Broadcast** or select **Menu > Broadcast**. For more information on broadcasting, see page 39.
6. To capture an image of the student's desktop, click **Capture** or select **Menu > Capture**. For more information on capturing an image of a desktop, see page 29.
7. If you're controlling the student's desktop from a SMART Board interactive whiteboard, you can use a pen tray pen to write notes, and your notes appear on the student's desktop. Otherwise, if you want to write over the student's desktop, click **Pen** or select **Menu > Pen**. For more information on writing notes over a student's desktop, see page 41.
8. To write over the student's desktop, click **Pen** or select **Menu > Pen**. For more information on writing over a student's desktop, see page 41.
9. To stop controlling the student's desktop and close the window (or the full screen display), click **Stop** or select **Menu > Stop Controlling**.

To change the control preferences

1. Select **Options > Preferences**.
The *Preference Settings* dialog appears.
2. Click the **Control** tab.
3. If you want sole control whenever you take control of a student's desktop, select **Teacher-Only**.
If you want to share control with the student, select **Shared**.
4. Click **OK**.
NOTE: If you make a change to the preferences while you're already controlling a student's desktop, the change takes effect immediately. So, if you have sole control of a student's desktop and you change the setting to **Shared**, you immediately share control of the student's desktop with the student.

Locking Out Your Student(s)

You can get the attention of your class, a group or an individual student by locking mouse devices, keyboards and desktops and presenting them with a simple message. The default message is "Eyes to the front, please." However, you can customize this message.

When you place a temporary lock on students' computers, you don't delete any of their work. When you remove the lock, the students' desktop views and control are completely restored.

TIP



A lock-out message is more attention-grabbing than a chat message. Consider using a customized lock-out message to communicate with students who are not focusing on their work.

To lock out students

1. Click **Thumbnails** in the **Views** toolbar or select **View > Thumbnails**.

The Thumbnails view appears.

2. If you want to lock all of your students' desktops, click the **All Students** tab.

If you want to lock a group's desktops, click the group's tab.

If you want to lock an individual student's desktop, select the student's thumbnail or select the student's name from the students list.

3. Click **Lock** from the main toolbar or select **Edit > Lock**.

A lock symbol appears over the locked desktops in the Thumbnails view.

Also, lock symbols appear beside locked-out students in the Students list.

The lock-out message appears on the selected students' desktops. If you haven't edited the lock-out message, the message is "Eyes to the front, please."



To cancel the lock

Click **Lock** or select **Edit > Lock**.

To edit the default lock-out message

1. Select **Options > Preferences**.

The *Preference Settings* dialog appears.

2. Edit the Lock-out message.

3. If you want to change the text color, click the button next to **Text**, select a color and click **OK**.

4. If you want to change the background color, click the button next to **Background**, select a color and click **OK**.

5. Click **OK**.

Shutting Down, Logging Off or Restarting Students' Computers

Students may leave their computers in a variety of states at the end of the day. Some students may log off and shut down; others may leave all their applications running. Using SynchronEyes software, you can remotely shut down (or log off or restart) the computers of your class, a group or a selected student.

CAUTION



Shutting down, logging off or restarting a computer can result in the loss of unsaved data. Advise students to save their work before you perform any of these actions.



To shut down, log off or restart student computers

1. Click **Thumbnails** in the **Views** toolbar or select **View > Thumbnails**.
The Thumbnails view appears.
2. If you want to shut down, log off or restart all of your students' computers, click the **All Students** tab.
If you want to shut down, log off or restart all of a group's computers, click the group's tab.
If you want to shut down, log off or restart an individual student's computer, select the student's thumbnail.
3. Click **Shut Down** from the main toolbar or select **Edit > Shut Down**.
The *Shut Down Student(s)* dialog appears.
4. If you want the students' computers to shut down, select **Shut Down** from the list.
OR
If you want the students' computers to end the current Windows session, but leave Windows running and the *Enter Network Password* dialog box open, select **Log Off** from the list.
OR
If you want the students' computers to end the current Windows session and restart, select **Restart** from the list.
5. Click **OK**.

Disconnecting a Student's Computer

At the end of a class, some students may leave without disconnecting from SynchronEyes software. You can remotely disconnect a student's connection.

You can also control the student's ability to disconnect. You can stop your students from disconnecting for a variety of reasons. For example, you can ensure that the student computers remain up and running from one class to another or prevent students from logging out and avoiding your surveillance.

If a student clicks on the **SynchronEyes** icon in the system tray and you've removed the student's ability to disconnect, the student:

- can't click **Exit**
- can click **Connect**, but when the *Connect to Teacher* dialog box appears, the student can't connect to a different teacher

NOTE: When a student disconnects from SynchronEyes software, a large red **X** is superimposed over the student's thumbnail. See page 23 for information on refreshing your Thumbnails view to clear inactive thumbnails.

To disconnect a student

1. If you're in the Thumbnails view, select the thumbnail of the student you want to disconnect.
OR
If you're in the File Transfer, Quiz, Chat or Applications views, select the student you want to disconnect from the Students list.

2. Select **Connect > Disconnect Student(s)**.
A message appears asking you for confirmation.
3. Click **Yes**.
SynchronEyes student-station software automatically exits on the student's computer.

To disable student disconnection

Clear the selection of **Options > Allow Student to Disconnect**.

To enable student disconnection

Select **Options > Allow Student to Disconnect**.

Blocking Internet Access

You can block your students' access to the Internet. When a blocked student clicks on the Internet Explorer browser, a message appears indicating that access to the Internet is restricted.

NOTE: This block is specific to the Microsoft Internet Explorer browser and doesn't affect other browsers (such as Netscape® Navigator). If your students use an Internet browser other than Internet Explorer, you can block its use by blocking that application (page 35).

You can also give your students limited access to the Internet by blocking their access to all Internet pages except for the ones you specify.

To block Internet access

1. If you want to apply the block to all of your students, click the **All Students** tab.
If you want to apply the block to a group, click the group's tab.
If you want to apply the block to selected students, select their names in the Students list.
2. Click **Internet** in the main toolbar (so it appears selected) or select **Edit > Internet Block** (so it's checked).
If a student starts Internet Explorer and you've restricted Internet access, they receive a message informing them that Internet access is blocked.

To set exceptions to the Internet block

1. Select **Edit > Internet Block Exceptions**.
The *Internet Block Exceptions* dialog box appears.
2. Click **Add**.
The *Add Internet Block Exception* dialog box appears.
3. Enter the Web address.
4. Click **OK** to close the *Add Internet Block Exception* dialog box.
5. Click **OK** to close the *Internet Block Exceptions* dialog box.

NOTE: The Web addresses you add to this list are the only ones the students can access. Any Web addresses you don't include in this list are blocked.

TIP



To allow a student to access an entire website, enter the root address for the site. For example, enter `www.smarttech.com` instead of `www.smarttech.com/index.asp`.

6. To remove a Web address from the list, select the address and click **Remove**. A message appears asking for confirmation. Click **OK**.

7. When you've finished adding and removing web addresses from the list, click **OK**.

8. Block your students' Internet access (see previous page).

Even with the block enabled, your students can still access the Web addresses you have set as exceptions.

To remove the Internet block

Click **Internet** in the main toolbar (so it doesn't appear selected) or clear **Edit > Internet Block** (so it isn't checked).

Blocking Applications

You can block your students' access to specific applications using customized application blocking rules. You can customize rules as either:

- a list of restricted applications (which blocks students from opening any application on the list)
- a list of approved applications (which blocks students from opening an application that's not on the list)

You can create application blocking rules in advance, and then activate and deactivate the rules at appropriate times during a lesson.

SynchronEyes software comes with five application blocking rules already defined:

- Block all except Internet Browser
- Block all except Microsoft Office
- Block Internet Browser
- Block Windows Games
- Block Windows Media® Player

To create an application blocking rule



1. Click **Applications** in the **Views** toolbar or select **View > Applications**.

The Applications view appears.

2. Click **New Rule** or select **Edit > New Rule**.

The *New Application Blocking Rule* dialog box appears.

3. Enter the **Block Rule Name**.

4. If you want to create a list of restricted applications (enabling you to block students from using any application included in the list), select **Block the following applications**.

If you want to create a list of approved applications (enabling you to block students from using any applications other than the applications included in the list), select **Block all except the following applications**.

5. To add an application to the block list, select it from the List of Applications and click **Add**.

To remove an application from the block list, select it and click **Remove**.

If you want to block an application that's not included in the list of applications, click **Browse**, navigate to and select the application's executable file, and click **Open**. Select it from the List of Applications and click **Add**.

If you want to block an application that's neither included in the list of applications nor installed on your computer, click **New App**. Enter the product name and the executable name (this must match the real file name exactly), and click **OK**. Select it from the List of Applications and click **Add**.

6. When you have finished adding and removing applications, click **OK**.

The new application block rule appears in the Applications Blocking Rules list.

To activate an application blocking rule

1. Click **Applications** in the **Views** toolbar or select **View > Applications**.

The Applications view appears.



2. If you want to apply the block to all of your students, click the **All Students** tab.

If you want to apply the block to a group, click the group's tab.

If you want to apply the block to selected students, select their names in the Students list.

3. Select the application blocking rule you want to activate. For information on creating application blocking rules, see page 35.

4. Click **Activate Rules** or select **Edit > Activate Rules**.

5. If you activate a block on a list of restricted applications, a message appears asking for confirmation. Click **Block Applications**.

NOTE: If one of the selected students is running a restricted application, the student's application closes automatically and any unsaved work is lost. Advise students to save their work before you complete this step. If one of the selected students tries to open a restricted application, the *Application Blocked* message appears, advising them that the application is blocked.

If you activate a block on all applications, except for approved applications, the rule activates without asking for confirmation.

NOTE: If one of the selected students is already running an unlisted application, the student's application *doesn't* close. If one of the selected students tries to open an unlisted application, the *Application Blocked* message appears, indicating that the application is blocked.

The **Application Block** symbol appears beside the selected students in the Students list and next to the activated rule in the Application Blocking Rule list.





To deactivate an application blocking rule

1. Click **Applications** in the **Views** toolbar or select **View > Applications**.
The Applications view appears.
2. Select the rule from the Application Blocking Rules list.
3. Click **Deactivate Rules** or select **Edit > Deactivate Rules**.



To deactivate all application blocking rules

1. Click **Applications** in the **Views** toolbar or select **View > Applications**.
The Applications view appears.
2. Make sure that none of the rules in the Application Blocking Rules list are selected.
3. Click **Deactivate Rules** or select **Edit > Deactivate Rules**.



To edit an application blocking rule

1. Click **Applications** in the **Views** toolbar or select **View > Applications**.
The Applications view appears.
2. Select the rule you want to edit.
3. Click **Edit Rule** or select **Edit > Edit Rule**.
The *Edit Application Blocking Rule* dialog box appears.
4. If you want, edit the **Block Rule Name**.
5. Edit the application blocking rule in the same way as you created it (page 35).
6. When you have finished editing the application blocking rule, click **OK**.



To delete an application blocking rule

1. Click **Applications** in the **Views** toolbar or select **View > Applications**.
The Applications view appears.
2. Select the rule you want to delete.
3. Click **Delete Rules** or select **Edit > Delete Rules**.
A message appears asking you to confirm that you want to delete the rule.
4. Click **OK**.

Launching an Application on a Student's Computer

With SynchronEyes software, you can remotely launch an application on every student's computer with the click of a button. For example, you can start an application on every student's computer before class starts, so everyone sits down to the same program.

To launch an application on students' computers

1. Click **Applications** in the **Views** toolbar or select **View > Applications**.
The Applications view appears.
2. If you want to launch an application for all your students, click the **All Students** tab.
If you want to launch an application for the members of a group, click the group's tab.
3. Click **Launch** from the main toolbar or select **Edit > Launch Application**.
The *Launch Applications* dialog appears.
4. Select an application and click **Launch**.
The selected application starts on the selected students' computers.
If the application launches successfully on all the selected students' computers, you receive a message that the application launched successfully. Click **OK** to clear the message.
If the application isn't installed on a selected student's computer, you receive a message that the application failed to launch on that student's computer. Click **OK** to clear the message.
5. To launch another application on the desktops of the selected students, repeat step 4.
6. When you have finished launching applications, click **Cancel**.



Closing an Application on a Student's Computer

You can remotely close an application on the computers of your whole class, a group or selected students.

To close an application on students' computers

1. Click **Applications** in the **Views** toolbar or select **View > Applications**.
The Applications view appears.
2. If you want to close an application for all your students, click the **All Students** tab.
If you want to close an application for the members of a group, click the group's tab.
3. Click **Close** from the main toolbar or select **Edit > Close Application**.
The *Close Applications* dialog appears.
NOTE: If you remotely close a student's application, the application closes immediately and any unsaved work is lost. Advise students to save their work before you perform the next step.
4. Select an application and click **Close**.
The selected application closes on the computer of each selected student.
5. To close another application, repeat step 4.
6. When you've finished closing applications, click **Cancel**.



Interacting with Students

SynchronEyes software is much more than a monitoring and student-management tool. Use it to interact with your students efficiently and effectively.

In this section, you'll learn how to:

- broadcast your desktop or a student's desktop (this page)
- pass control of a broadcast to a student (page 41)
- write notes over a student's desktop or a broadcast (page 41)
- view and respond to a student's question (page 43)
- conduct a poll (page 44)
- show media to your students (page 45)
- chat with students (page 46)
- send files to and receive files from students (page 48)
- display a specific Web page on your students' screens (page 51)

Broadcasting Teacher and Student Desktops

You can broadcast your desktop to the entire class or to a group in either Full Screen or Windowed mode. In Full Screen mode, your broadcast fills the students' screens and they can't view or use other applications during the broadcast. In Windowed mode, your desktop appears in a window on the students' desktops and they can switch between this window and other applications.

You can also broadcast a student's desktop to the entire class or to a group. You can take control of the student's mouse and keyboard, share control with the student or let the student keep control.

When you broadcast either your desktop or a student's desktop, you can pass temporary control of the broadcast to a student (page 41).

If you're broadcasting your desktop from a SMART Board interactive whiteboard, you can write on the board using a pen tray pen and your notes appear on the students' desktops. You can also write over the students' desktops using the My Desktop toolbar. For more information, see page 41.

To broadcast your desktop



1. Click **Thumbnails** in the **Views** toolbar or select **View > Thumbnails**.
The Thumbnails view appears.
2. If you want to broadcast to all of your students, click the **All Students** tab.
If you want to broadcast to a group, click the group's tab.
3. Click **Broadcast** from the main toolbar or select **View > Broadcast**.
A message appears, asking if you want to broadcast your desktop.
4. Click **Yes**.

Your desktop appears to the selected students. The My Desktop toolbar appears on your desktop.

NOTE: Your desktop is surrounded by a blue border for the duration of the broadcast.

5. If you're broadcasting from a SMART Board interactive whiteboard, you can write using a pen tray pen and your notes appear on the students' desktops. Otherwise, if you want to write over the student's desktop, select **Menu > Pen**. For more information on writing notes over a student's desktop, see page 41.
6. To stop the broadcast, select **Menu > Stop Broadcasting** from the My Desktop toolbar.

To broadcast a student's desktop

1. Click **Thumbnails** in the **Views** toolbar or select **View > Thumbnails**.

The Thumbnails view appears.

2. Select the thumbnail of the student whose desktop you want to broadcast.
3. Click **Broadcast** from the main toolbar or select **View > Broadcast**.

A message appears, asking if you want to broadcast the selected desktop.

4. Click **Yes**.

The desktop appears on the other students' desktops. The My Desktop toolbar appears on your desktop.

NOTE: The student's desktop is surrounded by a blue border for the duration of the broadcast.

5. To stop the broadcast and continue to monitor the student's desktop, click **Observe** or select **Menu > Observe**. For more information on observing a student's desktop, see page 29.
6. To stop the broadcast and take control of the student's desktop, click **Control** or select **Menu > Control**. For more information on controlling a student's desktop, see page 30.
7. To capture an image of the student's desktop, click **Capture** or select **Menu > Capture**. For more information on capturing an image of a desktop, see page 29.
8. If you're broadcasting from a SMART Board interactive whiteboard, you can write using a pen tray pen and your notes appear on the students' desktops. Otherwise, if you want to write over the student's desktop, click **Pen** or select **Menu > Pen**. For more information on writing notes over a student's desktop, see page 41.
9. To stop viewing the student's desktop and close the window (or the full screen display), click **Stop** or select **Menu > Stop Observing**.
10. To stop the broadcast and close the window (or the full screen display), click **Stop** or select **Menu > Stop Broadcasting** from the My Desktop toolbar.

To set the broadcast mode

1. Select **Options > Preferences**.

The *Preference Settings* dialog appears.

2. Click the **Broadcast** tab.
3. Set the broadcast mode as either:
 - **Full Screen** (your broadcast fills the student's screen and they can't view or use other applications)



- **Windowed** (your desktop appears in a window on the student's desktop and they can switch between this window and other applications)
4. Set the mouse and keyboard control for the broadcast of a student's desktop as either:
 - **Teacher-only** (the teacher has exclusive control of the student's mouse or keyboard during the broadcast)
 - **Student-only** (the student has exclusive control of the mouse or keyboard during the broadcast)
 - **Shared** (both you and the student can control the student's mouse and keyboard during the broadcast, but your actions take precedence over the student's)
 5. Click **OK**.

Giving Control of a Broadcast to a Student

When you broadcast either your desktop or a student's desktop, you can give temporary control of the broadcast to a student.

To give control during a broadcast to a student

1. Broadcast your desktop or a student's desktop (page 39).
Your desktop appears on the students' monitors and the My Desktop toolbar appears on your desktop.
2. Select **Menu > Pass the Chalk** from the My Desktop toolbar.
The *Pass the Chalk* dialog box appears. The alphabetical list of students includes every student who's receiving your broadcast.
3. Select a student, enter a message, and click **Pass the Chalk**.
Your message appears on the student's screen. When the student clicks **OK**, they have control of your desktop. The desktop's border changes from blue to red.
NOTE: If you give control to one of your students, you can still use your mouse and keyboard. If both you and the student use the mouse or keyboard at the same time, your actions take precedence and the student's actions are ignored.
4. To regain control of your desktop, select **Menu > End Pass the Chalk** from the My Desktop toolbar.
5. To end the broadcast, select **Menu > Stop Broadcasting** from the My Desktop toolbar.

Writing Notes over a Student Desktop or a Broadcast

If you're monitoring a student or controlling a student's desktop, you can write over that student's desktop. Your notes are only visible on that student's desktop.

You can also write over a broadcast. You can write over your desktop and the digital ink displays on the desktops of everyone receiving your broadcast. This is a great way to direct your students' attention and make helpful notes for them.

- If you're working on SynchronEyes software on a SMART Board interactive whiteboard, you can write notes using a pen tray pen. You can change the appearance of the digital ink using the options within SMART Board software. For more information, see the *SMART Board Software Help Center*.

- If you're working at your desktop, you can write notes using the menu options in the floating toolbar. You can change the width, color and transparency of the digital ink in SynchronEyes software's preference settings.

The digital ink is temporary and the underlying application is unaffected by your notes.

TIP



If you want to save your notes, capture the screen (page 29) before you clear the digital ink.

To write over a student desktop (using a SMART Board interactive whiteboard)

1. Monitor a student (page 29) or take control of a student's desktop (page 30).
2. Pick up a pen tray pen and write on the interactive whiteboard.
3. When you've finished writing, put the pen tray pen back in its slot. When you next make contact with the interactive whiteboard, your notes disappear.

To write over a student desktop (using the Student's Desktop toolbar)

1. Monitor a student (page 29) or take control of a student's desktop (page 30).
2. Click **Pen** on the Student's Desktop toolbar.
3. Click and move your mouse across your desktop to write in digital ink.
4. When you've finished writing, click **Mouse** on the Student's Desktop toolbar. When you click **Mouse**, your notes disappear.

To write over a broadcast (using a SMART Board interactive whiteboard)

1. Broadcast your desktop or broadcast a student's desktop (page 39).
2. Pick up a pen tray pen and write on the interactive whiteboard.
3. When you've finished writing, put the pen tray pen back in its slot. When you next make contact with the interactive whiteboard, your notes disappear.

To write over a broadcast (using the My Desktop toolbar)

1. Broadcast your desktop or broadcast a student's desktop (page 39).
2. Click **Pen** on the My Desktop toolbar.
3. Click and move your mouse across your desktop to write in digital ink.
4. When you've finished writing, click **Mouse** on the My Desktop toolbar. When you click **Mouse**, your notes disappear.

To change the appearance of the digital ink

1. Select **Options > Preferences**.
The *Preference Settings* dialog appears.
2. Click the **Annotation Pen** tab.

3. Set the **Width** of the digital ink to between 1 and 32 pixels
4. Click the **Color** box, select a color, and click **OK**.
5. If you want, select the **Highlighter** check box to give the digital ink a greater degree of transparency.
6. Click **OK**.

Viewing and Responding to Students' Questions

If your students' SynchronEyes software was installed in Visible mode, they can send questions to you and you can send responses to each question. You can save even more time by responding to several questions at the same time with a single answer.



When a student asks a question, a **Question** symbol appears over the student's thumbnail and beside the student's name in the Students list.

NOTE: If you're broadcasting (page 39), you can view questions but you must wait until after the broadcast to answer.

To respond to a student's question

1. Click **Questions** from the main toolbar or select **Edit > Questions**.
The *Questions* dialog box appears.
2. Select a question and click **Chat**.
The *Answer Student's Question* dialog box appears.
NOTE: As an alternative, you can answer several questions at the same time by selecting multiple questions and then clicking **Chat**.
3. Enter your reply in the Message box at the bottom of the dialog and press ENTER.
Your answer appears in the History window of the *Answer Student's Question* dialog.
Your message also appears on the Teacher tab in the student's *SynchronEyes Student Chat* dialog box. The other students can't view the question or the reply.
Students can also respond to your reply. Similarly, you can continue to send messages to this student by entering text in the Message box at the bottom of the dialog and pressing ENTER.
4. When you've finished sending messages to this student, close the *Answer Student's Question* dialog box.
NOTE: When you close this dialog, the student can still view your answers but if they want to communicate with you further, they must create a new question.
5. To answer other student questions, repeat steps 2 through 4.
6. If you want to delete a question from the *Questions* dialog box, select the question and click **Clear**.
7. When you've finished answering questions, click **Close**.

To view student questions during a broadcast

1. During the broadcast, select **Menu > Questions**.

The *Questions* dialog box appears.

2. When you've finished viewing the questions, click **Close**.

NOTE: You must wait until after the broadcast to answer the question.

Conducting a Poll

Using voting, you can send a Yes/No question to your class or a group. SynchronEyes software automatically tallies the responses and displays the result of the poll at the bottom of the window. Conducting a poll in this way gets your students' attention and is quicker and more efficient than asking for a show of hands.

To poll students

1. If you want to conduct a poll of all of your students, click the **All Students** tab.

If you want to conduct a poll of a group of students, click the group's tab.

2. Click **Vote** from the main toolbar or select **Edit > Vote**.






The *Vote* dialog box appears.

3. Enter the question.

4. Click **OK**.

On each student's computer, a *Quick Response for Vote* dialog box appears. Students select **Yes** or **No**, and then click **Submit**.

On your desktop, a response symbol appears beside each student's name in the Students list and over each thumbnail in the Thumbnails view. The three response symbols are as follows:

-  Student has yet to respond
-  Student voted yes
-  Student voted no

The result of the poll appears at the bottom of the screen.

5. To clear the responses, click **Vote** or select **Edit > Vote**, and then click **Yes**.

Showing Media to Students

You can play media files on your computer and broadcast the media to the entire class, to a group or to an individual student.

To show media



1. Click **Thumbnails** in the **Views** toolbar or select **View > Thumbnails**.

The Thumbnails view appears.

2. If you want to play the media file to all of your students, click the **All Students** tab.

If you want to play the media file to a group, click the group's tab.

If you want to play the media file to selected students, select their names in the Students list.

3. Click **Show Media** from the main toolbar or select **View > Show Media**.

The *Send Media File* dialog box appears.

4. Navigate to and select the media file you want to play for the students. Click **Send**.

The *Sending Media* dialog box appears. This dialog displays the estimated time it will take to send this file to the selected students. All of the media file controls, such as the **Play** and **Stop** buttons, are disabled until all the students have received the file. When all students have received the media file, it starts playing automatically.

NOTE: If you decide that you don't want to play the media file (for example, if the estimated time is too long or you decide to play a different media file), click **Cancel**. When the message appears asking for confirmation, click **Yes**.

5. When all the selected students have received the file, you can control the media file as follows:

- Click **Play** or select **Control > Play** to play the media file.

NOTE: When the file is playing, the **Play** button becomes a **Pause** button. When the file is paused, the **Pause** button becomes a **Play** button.

- Click **Pause** or select **Control > Pause** to pause the media file.

NOTE: If you click **Pause** and then click **Play**, the media file restarts from the point at which you paused it.

- Click **Stop** or select **Control > Stop** to stop the media file.

NOTE: If you click **Stop** and then click **Play**, the media file restarts from the beginning.

Whenever you click a media control button, the action affects the display of all the selected students. All the students see the same segment of the media file.

6. You can control the size of the media window. When you change the size of the window on your screen, this change is mirrored by the media window on each student's screen.

Select **View > 50%**, **View > 100%** or **View > 200%** to change the size of the media window.

Click **Full Screen** or select **View > Full Screen** to display the media file as full screen on both your screen and your students' screens. To return to windowed mode, click **Back to Window**.

NOTES

- If you play the media file in full screen, the Playing Media toolbar appears. You can use this toolbar to play, pause and stop the file.

- If you want to prevent students from using other applications during the broadcast of the media file, display the media file in full screen.
- 7. To leave the media window open but play a different media file, select **File > Open**, navigate to and select the media file you want to play, and click **Open**.
- 8. To close the media window, select **File > Exit**.

Chatting with Students

SynchronEyes software allows you to chat with your whole class or a specific group.

By restricting your comments to a group, you don't distract students with messages that don't apply to them. If you want to send a message to several students only, you can send a private message which is only visible to the selected students.

You can view all chat messages, including the ones between students, in the History window of the Chat view. All students can view the chat history of messages displayed on the All Students tab. However, students must be a member of the group to view the messages on a group's chat history.

At any time during your chat, you can save the chat history as a text (.txt) file.

TIP



For easier file management, create separate chat folders for each group, and enter the current date as part of the file name.

You can also clear the messages in the chat history for the current group tab.

If you want, you can allow students (either the whole class or a group) to chat with each other, even when you're not contributing to the messages. Students using SynchronEyes software in Hidden mode can't initiate a chat, even if you allow it, but they can respond to chat if you initiate it.

To chat with students

1. Click **Chat** in the **Views** toolbar or select **View > Chat**.
The Chat view appears.
2. If you want to chat with all of your students, click the **All Students** tab.
If you want to chat with a group, click the group's tab.



NOTE: If you want to chat with selected students, use private messages instead. For more information, see page 47.

3. Enter your message in the Message text box at the bottom of the screen and press ENTER.
On the current group tab, your message appears in the History window of the Chat view.

Your message also appears in the equivalent tab of the students' *SynchronEyes Student Chat* dialog box. Each student's SynchronEyes Student Chat dialog box has a tab for every group of which that student is a member. Students can't view a group's chat history if they're not in that group.

NOTE: If your students haven't opened their SynchronEyes Student Chat dialog box, tell them to double-click the **SynchronEyes** icon in the system tray and select **Chat**.

4. To allow students to participate in the chat session, click **Enable** from the main toolbar (so it appears selected) or select **Edit > Enable Chat** (so it's checked).

NOTE: If you don't enable student chat, students can't reply to your message.

When a student creates a new message in the *SynchronEyes Student Chat* dialog box, this message appears on your desktop in the History window of the Chat view. If a student sends the message to a specific group, the message appears on your desktop on the equivalent group tab.

5. Continue to add new messages and view your students' replies.
6. When you've finished chatting, you can click **Enable** (so it doesn't appear selected) or select **Edit > Enable Chat** (so it isn't checked) to prevent your students from continuing to chat. If you disable student chat, students can still view the chat history but can't add new messages. To prevent students from viewing the chat history, clear the messages for the current group tab.

To chat privately with selected students



1. Click **Chat** in the **Views** toolbar or select **View > Chat**.
The Chat view appears.
2. Select a student or several students from the Students list.
3. Click **Message** from the main toolbar or select **Edit > Private Message**.
The *Chat* dialog box appears.
4. Enter a message in the Send Message box at the bottom of the dialog box and press ENTER.

Your message appears in the History window of the Chat dialog box.

Your message also appears in the students' *SynchronEyes Student Chat* dialog box. Each student's *SynchronEyes Student Chat* dialog box has a tab for every group of which that student is a member. When they receive a private message from you, your message appears in an additional tab called Teacher. The other students can't view the private message.

When a student selects the Teacher tab and creates a new message, the message appears in the *Chat* dialog on your desktop.

5. Continue to add new messages and view your students' replies.
6. When you've finished chatting, close the *Chat* dialog.

NOTE: When you end the chat, the selected students can still view the chat history but can't add new messages.

To save the chat history



1. Click **Chat** in the **Views** toolbar or select **View > Chat**.
The Chat view appears.
2. Select the group tab for the chat history you want to view and save.
3. Click **Save** from the main toolbar or select **File > Save**.

The *Save As* dialog box appears.

4. Browse to an appropriate location for the file.
5. Enter the File Name.

6. Click **Save**.

NOTE: Students can't save the chat history.

You can also copy the chat history by highlighting text and pressing the CTRL+C keys.

To clear the chat history

1. Click **Chat** in the **Views** toolbar or select **View > Chat**.
The Chat view appears.
2. Select the group tab for the chat history you want to clear.
3. Click **Clear** from the main toolbar or select **Edit > Clear History**.
A message appears asking for confirmation.
4. Click **Yes**.
NOTE: This clears the chat history only for the current group tab.



To enable or disable student chat

NOTE: Students using SynchronEyes software in Hidden mode can't initiate a student chat, even if you enable it. They can respond to chat only if you initiate it.

1. Click **Chat** in the **Views** toolbar or select **View > Chat**.
The Chat view appears.
2. If you want to enable or disable student chat for your whole class, click the **All Students** tab.
If you want to enable or disable student chat for a group, click the group's tab.
3. To enable student chat, click **Enable** from the main toolbar (so it appears selected) or select **Edit > Enable Chat** (so it's checked).
To prevent student chat, click **Enable** again (so it doesn't appear selected) or select **Edit > Enable Chat** (so it isn't checked). If you disable student chat, your students can still view the chat history, but can't add new messages. To prevent students from viewing the chat history, clear the messages for the current group tab.



TIP



You can enable student chat for one group and disable it for another.

Sending Files to and Receiving Files from Students

Instead of wasting your time copying and handing out paper copies of assignments and fact sheets, you can easily send files to your class using SynchronEyes software. Also, if your students' SynchronEyes student-station software was installed in Visible mode, they can send files to you.

The File Transfer view lists all of the files that you send or receive.

You can also cancel file transfers, open sent and received files, and clear files from the File Transfer view.

You can change the preferences to customize the behavior of files that you send to and receive from students. You can also use preferences to:

- launch sent files automatically
- change the file location of received files
- customize the organization of received files

If you send a file to one student, the file transfer goes very quickly. However, if you send a file to many students at once, the transfer takes longer and your students won't necessarily receive the file at the same time. In general, transfer speed is affected by:

- the variability of the student computers (for example, a mix of slow and fast computers)
- the amount of other network traffic
- the speed of the network

To send a file to students



1. Click **File Transfer** in the **Views** toolbar or select **View > File Transfer**.
The File Transfer view appears.
2. If you want to send the file to all of your students, click the **All Students** tab.
If you want to send the file to a group, click the group's tab.
If you want to send the file to selected students, select their names in the Students list.
3. Click **Send File** from the main toolbar or select **File > Send File**.
The *Send File* dialog box appears.
4. Navigate to and select the file you want to send, and click **Send**.

NOTES

- If you want to cancel a file transfer that's in progress, select the file in the Files Sent list and click **Cancel**. No portion of the file is transferred and the file is removed from the Files Sent list.
- If you or the student close SynchronEyes software while a file transfer is in progress, the transfer is cancelled.

As the file transfer begins, the file name appears in the Files Sent list. When the transfer is complete, the status changes from the percentage transferred to **Complete**.

NOTE: If your students' SynchronEyes software was installed in Visible mode, they can browse and open received files using SynchronEyes software.

To check for sent files from students



1. Click **File Transfer** in the **Views** toolbar or select **View > File Transfer**.
The File Transfer view appears.
2. If you want to check for files sent by all of your students, click the **All Students** tab.
If you want to check for files sent by a group, click the group's tab.

NOTE: If you exit from SynchronEyes teacher-station software while a file transfer is in progress, the transmission is cancelled.

To open a file

1. Click **File Transfer** in the **Views** toolbar or select **View > File Transfer**.
The File Transfer view appears.
2. Click the appropriate group tab.
3. Select the file you'd like to open.
4. Click **Open** from the main toolbar or select **File > Open**.



To customize file transfer preferences

1. Select **Options > Preferences**.
The *Preference Settings* dialog appears.
2. Click the **File Transfer** tab.
3. If you want the files you send to open automatically, select the **Open Files Automatically on Student's Computers** check box. Otherwise, clear the selection in this check box.
4. If you want to change the default file location of received files, click **Custom**. Click **Browse**, navigate to and select the folder that you want, and click **OK**.
5. If you want to organize received files by date, select the **Organize the stored files by their submission date** option.
6. Click **OK**.

To clear a file from the file list

1. Click **File Transfer** in the **Views** toolbar or select **View > File Transfer**.
The File Transfer view appears.
2. Click the appropriate group tab.
3. Select the file in the file list.
NOTE: SynchronEyes software won't ask you to confirm. Ensure you have selected the correct file before you perform the next step.
4. Click **Clear** from the main toolbar or select **Edit > Clear**.



To clear all files (both sent and received)

1. Click **File Transfer** in the **Views** toolbar or select **View > File Transfer**.
The File Transfer view appears.
2. Click the appropriate group tab.
3. Make sure no files are selected in the file list.
4. Click **Clear** from the main toolbar or select **Edit > Clear**.
A message appears asking for confirmation.
5. Click **Yes**.



Launching a Web Page

You can remotely launch Internet Explorer and open a specific Web page on the desktops of your whole class, a group or selected students.

NOTE: You can't launch Internet Explorer on a student's desktop if the student is blocked from accessing the Internet or blocked from using Internet Explorer.

You can also launch a Web page on your students' computers using the SynchronEyes software toolbar in Internet Explorer.

To launch a Web page



1. Click **File Transfer** in the **Views** toolbar or select **View > File Transfer**.

The File Transfer view appears.

2. If you want to display the Web page on the desktops of all of your students, click the **All Students** tab.

If you want to display the Web page on the desktops of a group, click the group's tab.

If you want to display the Web page on the desktops of selected students, select their names in the Students list.

3. Click **Share Web** from the main toolbar or select **File > Share Web**.

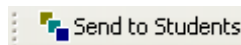
The *Internet Share WWW Address* dialog box appears.

4. Enter the Web address, or click on **Favorites** and select a Web address.
5. Click **Send WWW**.

Internet Explorer starts and opens the Web page on both your desktop and the desktops of the selected students.

To launch a Web page using the SynchronEyes software toolbar

1. Open Internet Explorer.
2. Navigate to the Web page that you want to display to your students.
3. If you have not done so already, select **View > Toolbar > SynchronEyes** within Internet Explorer to display the SynchronEyes software toolbar.
4. Click **Send to Students**.



NOTE: Using this method, you automatically display the Web page on the desktops of all the connected students. You can't display it solely for a group or individual students.

Creating and Distributing Interactive Quizzes

With SynchronEyes software, you never need to pass out or gather exam papers again. Your days of marking quizzes and calculating class averages may also be over. You can distribute quizzes as often as you like because the process no longer adds a significant amount of time to your working day.

SynchronEyes software facilitates every aspect of quizzes, from creating, distributing, collecting and marking quizzes to saving student responses and summarizing results.

Using the Quiz Wizard, you can quickly create an interactive quiz made up of various types of questions. You can customize the questions using images, font styles and colors, mathematical symbols and more.

You can distribute the quiz to your whole class or to a specific group of students. When students finish a distributed quiz, they can click **Submit to Teacher** to send the completed quiz back to you. If some students don't return their quizzes within the time you have allotted for the quiz, you can collect the remaining quizzes automatically.

SynchronEyes software automatically marks all Multiple Choice, Ordering and Matching questions. It also marks any Question and Answer type questions that you've set as Mark Automatically. However, SynchronEyes software can't mark Essay questions. You'll receive a Summary of Results that gives you the average score and percentage for the class, along with individual student scores and percentages.

SynchronEyes software automatically saves all quizzes (.sqz files) and class-result summaries (.html files). By default, all the files are stored in your My Documents folder, but you can store them anywhere you like. If you create a quiz using a different Teacher ID, you can add that quiz to the current Quiz view. Quiz results and quiz summaries are automatically stored in the same folder as the distributed quiz.

TIP



You can install a stand-alone version of the Quiz Wizard on a separate computer. This enables you to prepare quizzes at home. For more information on installing a standalone version of the Quiz Wizard, see page 10.

Creating a Quiz


You can create an interactive quiz using the templates in the Quiz Wizard. When you create a quiz, it's automatically saved under your current Teacher ID. However, if you want to distribute a quiz that was created under a different Teacher ID, you can add the quiz to the Quizzes list.

To create a quiz



1. Click **Quiz** in the **Views** toolbar or select **View > Quiz**.
The Quiz view appears.
2. Click **Create** from the main toolbar, or select **File > Create**.
The *Create New Quiz* dialog box appears.

3. Enter a name for the new quiz and click **Save**.
The *SynchronEyes Quiz Wizard* appears.
4. Enter the Quiz Name, Class, Teacher and Instructions. When the quiz appears in the Quiz window on the students' screens, this information appears at the top of that quiz window.
5. Create the questions. For more information on creating questions, see pages 54 through 59.

 <p>TIP</p>	<p>You can preview the quiz at any time. To preview your question, select View > Preview Quiz. When you've finished previewing the quiz, select View > Create/Edit Quiz.</p>
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6. When you've entered all of the questions, click **Save**, or select **File > Save**.
7. When you've finished creating the quiz, select **File > Exit** to close the Quiz Wizard.
The new quiz is added to the Quizzes list.

Creating Questions

Using the Quiz Wizard, you can create interactive quizzes that contain a mixture of question types. You can create your quiz, one question at a time, using the Quiz Wizard's templates, and customize the questions using images, font styles and colors, mathematical symbols and more.

Using the Quiz Wizard's templates, you can create questions of the following types:

- Multiple Choice: The student must select the correct answer from a list of possible answers.
- Question and Answer: The student must enter the correct answer.
- Ordering: The student must arrange the supplied options in the correct order.
- Matching: The student must match each item in a list with the other half of its pair.
- Essay: The student must enter a longer answer to the question.

You can also edit existing questions, change their order or delete them.

To create a new question

1. If you're creating the first question, a blank template appears automatically. If you are creating an additional question, click **New Question** or select **Edit > New Question**.
2. Type the question in the Question box.
3. Set the question type and enter the appropriate type of information for the question. For a description of question types, see page 55.
4. If you want, you can add an image to the question (page 56).
5. If you want, you can change the appearance of the question or answer (page 56).
6. If you want, you can insert a mathematical symbol into the question or answer (page 57).
7. To create additional questions, repeat steps 1 through 6.

To select an existing question

To select a question, click to the left side of the question or anywhere within the boundaries of the question.



The currently selected question has a black triangle on its left side.

NOTE: You can also navigate through the Quiz Wizard's text boxes using menu options.

- To select the next box, click **Next Item** or select **Edit > Next Item**.
- To select the previous box, click **Previous Item** or select **Edit > Previous Item**.



To set the question type

When you create or edit a question, its key characteristic is its question type, as this dictates how the student answers the question. For all types of questions, except for essays, you must provide additional information after you select the question type.

Multiple Choice (Random Answer Order)

1. Select **Multiple Choice (Random Answer Order)** from the Type list.
2. Enter the Correct Response and up to four Incorrect Responses.

The correct and incorrect responses are presented in a random order when the question appears on the students' screens.

Multiple Choice (Static Answer Order)

1. Select **Multiple Choice (Static Answer Order)** from the Type list.
2. Enter up to five possible Answers. Indicate which is the correct answer by clicking on that response in the Correct Answer column.

The answers appear in this order when the question appears on the students' screens.

Question and Answer

1. Select **Question and Answer** from the Type list.
2. If you want, you can click on **Mark Automatically** and enter the answers you would accept as a correct response. This is only appropriate if the answer is short as the student's answer has to match a correct response exactly before it can be marked correct.

Ordering

1. Select **Ordering** from the Type list.
2. Enter up to five answers that you want the student to arrange into the right order. When this question appears on the students' screens, the five answers are presented in a random order.
3. If you want to customize the marking of this question, perform these steps:
 - a. Click **Customized Marking**.

The *Customized Marking* dialog box appears.
 - b. Enter the number of points to be awarded when all the items are ordered correctly or the number of points to be awarded for each correctly ordered item.
 - c. Click **OK**.

Matching

1. Select **Matching** from the Type list.
2. Enter up to five Items and the Correct Matches for these items. When this question appears on the students' screens, the five correct matches are presented in a random order.
3. If you want to customize the marking of this question, perform these steps:
 - a. Click **Customized Marking**.
The *Customized Marking* dialog box appears.
 - b. Enter the number of points to be awarded when all the items are matched correctly or the number of points to be awarded for each correctly matched pair.
 - c. Click **OK**.

Essay

Select **Essay** from the Type list. You don't need to provide additional information for Essay questions.

To add an image to a question

1. Select the question to which you want to add the image.
2. Click **Add Image** or select **Edit > Add Image**.
The *Insert an Image File* dialog box appears.
3. Navigate to and select the image that you want to add.
4. Click **Insert**.
NOTE: The maximum image size is 540 × 540 pixels. If you insert a larger image, the image is scaled to fit within 540 × 540.

To add an image to a question using the drag and drop feature

1. Navigate to the folder that contains the image using Windows Explorer.
2. Drag the image from this folder and drop it onto the question in the Quiz Wizard.

To copy an image into another question using the drag and drop feature

1. Scroll to the question that contains the image in the Quiz Wizard.
2. Drag the image from this question and drop it onto the other question in the Quiz Wizard.

To remove an image from a question

1. Select the question from which you want to remove the image.
2. Click **Delete Image** or select **Edit > Remove Image**.

To edit the appearance of a question

1. Select the question you want to edit.
2. Highlight the portion of text you want to change and select **Format > Font**.
The *Font* dialog box appears.

3. Select the Font, Font Style and Size. If you want to, select a different Color from the list. If you want to add a text effect, select Superscript, Subscript or Underline.
4. Click **OK**.
NOTE: You can also change font settings by highlighting text and using the formatting buttons in the toolbar.

To insert a mathematical symbol in a question

1. Click **Math Symbols** or select **Format > Mathematical Symbols**.
The *Mathematical Symbols* dialog box appears.
2. Select the question to which you want to add a mathematical symbol.
3. Position the cursor where you want to insert the symbol in the question.
4. Click a mathematical symbol type, for example, click **alpha** to display a list of lowercase Greek characters.
5. Click on the mathematical symbol you want to insert.
The selected mathematical symbol appears in your question.
6. If you want to add more mathematical symbols, repeat steps 2 through 5.
7. Close the *Mathematical Symbols* dialog box.

To copy a question and paste it in the current quiz using menu options

1. Within the Quiz Wizard, select the question you want to copy.
2. Click **Copy** or select **Edit > Copy**.
3. Select the question that you want to immediately precede the copied question.
4. Click **Paste** or select **Edit > Paste**.
The copied question appears after the selected question.

To copy a question and paste it in the current quiz using the drag and drop feature

1. Within the Quiz Wizard, click and hold on the top left corner of the question you want to copy. A blue border appears around the selected question.
2. Drag the question to its new position but don't release the mouse button. The new position is indicated by a thick, blue line.
3. Press and hold the CTRL key.
4. Release the mouse button.
5. Release the CTRL key.
The copied question appears.

To copy a question and paste it into another quiz using menu options

1. If you haven't done so already, open both quizzes, each in their own Quiz Wizard.
2. Select the question you want to copy.
3. Click **Copy** or select **Edit > Copy**.

4. *In the other Quiz Wizard*, select the question that you want to immediately precede the copied question.
5. Click **Paste** or select **Edit > Paste**.
The copied question appears after the selected question.

To copy a question and paste it into another quiz using the drag and drop feature

1. If you haven't done so already, open both quizzes, each in their own Quiz Wizard.
2. Click and hold on the top left corner of the question that you want to copy. A blue border appears around the selected question.
3. Drag the question into the other Quiz Wizard. The question's position in the other quiz is indicated by a thick, blue line.
4. Release the mouse button.
The copied question appears.


To copy a question and paste it into another program using menu options

1. Within the Quiz Wizard, select the question you want to copy.
2. Click **Copy** or select **Edit > Copy** in the Quiz Wizard.
3. Click **Paste** or select **Edit > Paste** in the other program.

To copy a question and paste it into another program using the drag and drop feature

1. Within the Quiz Wizard, click and hold on the top left corner of the question. A blue border appears around the selected question.
2. Drag the question into the other program.
NOTE: For information on how to edit the quiz within another program, see page 61.

To move a question using menu options

1. Select the question that you want to move.
NOTE: The currently selected question is indicated by a black triangle on its left side. 
2. To move a question to later in the quiz, select the question, and then click **Move Downward** or select **Edit > Move Question Down**.
To move a question to earlier in the quiz, select the question, and then click **Move Upward** or select **Edit > Move Question Up**.
As an alternative, select the question that you want to move, click **Cut** or select **Edit > Cut**, select the question that you want to immediately precede the copied question, and click **Paste** or select **Edit > Paste**.

To move a question using the drag and drop feature

1. Click and hold on the top left corner of the question that you want to move. A blue border appears around the selected question.
2. Drag the question to its new position in the quiz. The new position is indicated by a thick, blue line.
3. Release the mouse button.

To delete a question

1. Select the question that you want to delete.
NOTE: The currently selected question has a black triangle on its left side.
2. Click **Delete Question** or select **Edit > Delete Question**.
The *Confirm Question Deletion* message appears.
3. Click **Yes**.

Adding a Quiz

When you create a quiz within SynchronEyes software, you automatically save it under your current Teacher ID. If you want to distribute a quiz that was created under a different Teacher ID (or in the stand-alone version of the Quiz Wizard), you can add it to the current Quiz view.

To add a quiz

1. Click **Quiz** in the **Views** toolbar or select **View > Quiz**.
The *Quiz* view appears.
2. If you want to distribute the quiz to all of your students, click the **All Students** tab.
If you want to distribute the quiz to a group, click the group's tab.
3. Click **Add** from the main toolbar or select **Edit > Add**.
The *Add Quiz* dialog box appears.
4. Select the quiz that you want to add to the Quiz view and click **Add**.
The quiz appears in the Quizzes list.

Viewing and Editing a Quiz

You can edit a previously created quiz using the Quiz Wizard.

NOTE: You can only view and edit quizzes saved under the current Teacher ID. To edit a quiz that was created under a different Teacher ID (or in the stand-alone version of the Quiz Wizard), add the quiz to the Quizzes list for your current Teacher ID.

To edit a quiz

1. Click **Quiz** in the **Views** toolbar or select **View > Quiz**.
The Quiz view appears.

2. Select the quiz you want to edit from the Quizzes list, and click **View** from the main toolbar or select **File > View**.

The *SynchronEyes Quiz Wizard* appears.

3. If you want, edit the Quiz Name, Class, Teacher and Instructions. When the quiz appears on the students' screens, these appear at the top of that quiz window.
4. If you want, edit the quiz by:
 - creating new questions (page 54)
 - editing existing questions (page 56)
 - changing the order of the questions (page 58)
 - deleting existing questions (page 59)

TIP



You can preview the quiz at any time. To preview your question, select **View > Preview Quiz**. When you've finished previewing the quiz, select **View > Create/Edit Quiz**.

When you've finished editing the quiz, click **Save** or select **File > Save**.

You can also save your edited quiz with a different name. Select **File > Save As** and enter a new file name and click **Save**.

When you've finished editing the quiz, select **File > Exit** to close the Quiz Wizard.

Deleting Quizzes

If you want, you can delete a previously created quiz from the Quizzes list.

You're not deleting the quiz from your computer: you're simply removing it from the list. If you want, you can add it to the Quizzes list later.

To delete a quiz

1. Click **Quiz** in the **Views** toolbar or select **View > Quiz**.



The Quiz view appears.

2. Select the quiz you want to edit from the Quizzes list, and click **Remove** from the main toolbar or select **File > Remove**.

A message appears asking you if you are sure you wish to delete the quiz.

3. Click **Yes**.

Printing Quizzes

When you're creating or editing a quiz, you can print the preview of your quiz.

To print a quiz

NOTE: The following instructions assume that you've already opened a quiz in the Quiz Editor either by creating a quiz or editing an existing quiz.

1. Click **Print** or select **File > Print**.
The *Print Preview* window appears.
2. Click **Print**.
The *Print* dialog box appears.
3. Select your printer and click **Print**.

Editing Quizzes in Another Program

You can edit quizzes within another program (for example, Microsoft Word).

To edit a quiz in another program

1. Open the quiz in the other program (for example, Microsoft Word).

The text file of your quiz includes all of the text from your quiz, separated by a series of special tags. The table below explains the meaning of each tag.

Tag	Meaning
<Quiz>	The start of a quiz
<Title>	The title of the quiz
<Class>	The class taking the quiz
<Teacher>	The teacher distributing the quiz
<Instructions>	The instructions given to the class
<Q>	The start of a question
<MULTI>	The question type is Multiple Choice
<QANDA>	The question type is Question and Answer
<ORDER>	The question type is Ordering
<MATCH>	The question type is Matching
<ESSAY>	The question type is Essay
<UNDEF>	The question type is undefined
<A>	The start of an answer
<M>	The start of an answer that matches with the previous answer in a Matching question
<C>	The start of a correct answer in a multiple choice question NOTE: If you don't specify the correct answer, the Quiz Wizard assumes the first answer is correct

An example of a short quiz could be:

<Quiz>

<Title>Test Quiz

<Class>5A

<Teacher>Mr. Jones

<Instructions>You have 10 minutes to complete the quiz.

//1) Multiple Choice Random Question with answer specified:

<Q> 2+2 = ?

<MULTI>

<A> 3

<A> 5

<C> 4

//2) Multiple Choice Static Question without a specified answer:

<Q> What color is the sky?

<MULTI>

<A> Blue

<A> Yellow

<A> Pink

//3) Matching Question:

<Q> Match the Opposites.

<MATCH>

<A> Good

<M> Bad

<A> Up

<M> Down

<A> Right

<M> Wrong

//4) Ordering Question:

<Q> Order the values.

<ORDER>

<A> -5

<A> 0

<A> 5

//5) Question and Answer Question, no specified answers:

<Q> What is the square root of 16?

<QANDA>

//6) Question and Answer Question, specified answers:

<Q> What is the square root of 25?

<QANDA>

<A> 5

<A> -5

7) Essay Question:

<Q>If you know two internal angles and the length of one side of a right-angled triangle, explain how you would calculate the third internal angle and the length of the other sides.

<ESSAY>

Importing a Text File

You can import the text files of quizzes that you've edited and saved within another program (such as Microsoft Word).

To import a text file



1. Click **Quiz** in the **Views** toolbar or select **View > Quiz**.
The Quiz view appears.
2. Click **Create** from the main toolbar or select **File > Create**.
The *Create New Quiz* dialog box appears.
3. Enter a file name for the new quiz and click **Save**.
The *SynchronEyes Quiz Wizard* appears.
4. Select **File > Import Text File**.
The *Import Text File as Quiz* dialog box appears.
5. Navigate to and select the text file, and click **Open**.

Setting Quiz Preferences

You can customize the SynchronEyes software preferences that relate to quizzes.

To set quiz preferences

1. Select **Options > Preferences**.
The *Preference Settings* dialog box appears.
2. Click the **Quiz** tab.
3. If you want the quiz questions to appear in a random order on each student's screen, select the **Randomize question order for each student** check box.
NOTE: The advantage of randomizing the questions is that if the questions appear in a different order on each student's screen, it's more difficult for a student to copy a neighbor's answers. However, if you want the quiz questions to appear in the order in which they appear in the Quiz Wizard, clear the selection in this check box.
4. If you want the results of the quiz to be distributed to the students, select the **Send quiz grades back to students** check box.
If you want to withhold the results from the students, clear the selection in this check box.
5. If you want the quiz window to appear in Full Screen mode on the students' computer, select **Show quiz full screen on student computers**.
If you want the quiz window to appear as a window on the students' computer, select **Show quiz in windowed mode on student computers**.
NOTE: If students receive their quiz in Full Screen mode, they are automatically restricted from using other applications and the Internet during the quiz. However, if students receive the quiz in Windowed mode, they can access other applications and the Internet, provided you haven't specifically blocked access to an application or the Internet.
6. Click **OK**.

Distributing a Quiz

After you have created, edited, or added a quiz, you can distribute the quiz to your whole class or to a specific group.

To distribute a quiz

1. Click **Quiz** in the **Views** toolbar or select **View > Quiz**.

The Quiz view appears.

2. If you want to send the quiz to all of your students, click the **All Students** tab.

If you want to send the quiz to a group, click the group's tab.

3. Select the quiz you want to distribute.

4. Click **Start Quiz** from the main toolbar or select **Edit > Start Quiz**.

The quiz either fills each student's screen or appears in a resizable window, depending upon your current preferences. For more information, see page 63.



Collecting Quizzes

Your students can click **Submit to Teacher** to send their completed quizzes back to you. However, if some students don't return their quizzes within the time you've allotted for the quiz, you can collect the remaining quizzes automatically.

To collect quizzes

1. Click **Quiz** in the **Views** toolbar or select **View > Quiz**.

The Quiz view appears.

2. If you sent the quiz to all of your students, click the **All Students** tab.

If you sent the quiz to a group, click the group's tab.

3. Select the quiz.

4. Click **End Quiz** from the main toolbar or select **Edit > End Quiz**.

By default, quiz results are automatically stored in the same file location as the distributed quiz.



Marking a Quiz

When you receive or collect quizzes, SynchronEyes software automatically marks all Multiple Choice, Ordering and Matching questions. It also marks any Question and Answer type questions that you set as Mark Automatically.

Viewing and Saving Quiz Results

After SynchronEyes software marks the quiz, a results summary appears in the list of quizzes in the Quiz view. If you select this summary, it appears in the lower half of the view. If you double-click the summary, it opens in a separate window. The results summary displays the score and percentage for each student and the average score and percentage for the class. You can view the completed and marked quiz for a particular student by clicking the student's name in the summary of results.

By default, SynchronEyes software automatically saves quiz summaries in the same file location as the distributed quiz.

When you close SynchronEyes software, it clears the result summaries from the Quiz view. However, it doesn't delete them and you can view the result summaries by browsing to their file location.

Multiple Teachers and Teacher Aides

As the teacher, you can use SynchronEyes software to monitor, control and communicate with your class. However, you can allow colleagues limited access to SynchronEyes software so that they can monitor your class. SynchronEyes software refers to these additional teachers as teacher aides. They can access the Thumbnails view and monitor the whole class, a group or an individual student. However, teacher aides can monitor your class only if you permit it. You have total control over who can access your class.

You can allow up to five teacher aides to monitor your class at a time.

Teacher aides can monitor classes and students but they can't use the more advanced features of SynchronEyes software, such as taking control of a student's desktop, locking out students, blocking applications and so on.

At any time, you can view which teacher aides have joined your class. You can also withdraw a teacher aide's access to your class.

NOTE: If you want to use a particular installation of SynchronEyes software to only monitor a class as a teacher aide, you don't require an additional license for this installation. If you install an evaluation version of SynchronEyes software (page 10), you can use all of the features of SynchronEyes software for a limited time only. After the evaluation period expires, you can't use many of SynchronEyes software's features but you can still monitor another teacher's class as a teacher aide.

Controlling Teacher Aides

Teacher aides can monitor your class only if you select the **Allow Teacher Aides** option and you accept their request to join.

To allow teacher aides

If you think you might accept a join request from a teacher aide, select **Options > Allow Teacher Aides**. If a teacher aide then tries to join your class, you receive a join request (see below). You can still prevent specific teacher aides from joining your class by declining their join request.

To block teacher aides

If you don't want any teacher aides to join your class, clear the selection of **Options > Allow Teacher Aides**. If a teacher aide then tries to join your class, a message advises them that they can't join your class.

To respond to a teacher aide join request

If a teacher aide attempts to join your class and you selected the **Allow Teacher Aides** option (see above), the *Teacher Aide Join Request* dialog box appears.

To allow a teacher aide to join your class, click **Allow**. The Thumbnails view for your class appears on the teacher aide's screen.

To prevent a teacher aide from joining your class, click **Decline**. If you decline a teacher aide's join request, the teacher aide receives a message advising that the request was declined.

Viewing the Teacher Aides and Withdrawing Access

At any time, you can view which teacher aides have joined your class and withdraw a teacher aide's access.

To view the current teacher aides and withdraw access

1. Select **Connect > Teacher's Aides > View Connected**.
The *View Teacher Aides* dialog box appears.
2. If you want to withdraw a teacher aide's access to your class, select the teacher aide and click **Disconnect**.
3. Click **OK**.

Joining a Class as a Teacher Aide

You can join another teacher's class and monitor the desktops of all the students, a group or an individual student. As a teacher's aide, you can access the Thumbnails view and monitor students. However, you can't use the more advanced features of SynchronEyes software, such as taking control of a student's desktop, locking out students, blocking applications and so on.

To join a class as a teacher's aide, you must request and receive permission from the teacher.

To join a class as a teacher's aide

1. Select **Connect > Teacher's Aide > Join a class**.
The *Join a Teacher's Class* dialog box appears.
2. Select the **Teacher ID** for the class you want to join.

OR

Select **Connect via host name or IP address box**, enter the host name or IP address, and click **Join**.

If the teacher hasn't selected the **Allow Teacher Aides** option, a message appears advising you that you can't join this class.

If the teacher has selected the **Allow Teacher Aides** option, the *Teacher Aide Join Request* dialog box appears on the teacher's desktop. This dialog box informs the teacher that you want to join the class and gives them the option to accept or decline your request.

- If the teacher declines, a message appears advising you that your request has been refused.
- If the teacher accepts, you join the class as a teacher aide. The Thumbnails view for the class appears on your desktop.

The teacher can later withdraw your access to the class.

To leave a class

Select **Connect > Teacher's Aide > Disconnect from class**.

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