

SynchronEyes

Basic Functionality of Teaching Theater Remote Management Software

**Observing
Broadcasting
Commenting
Controlling**

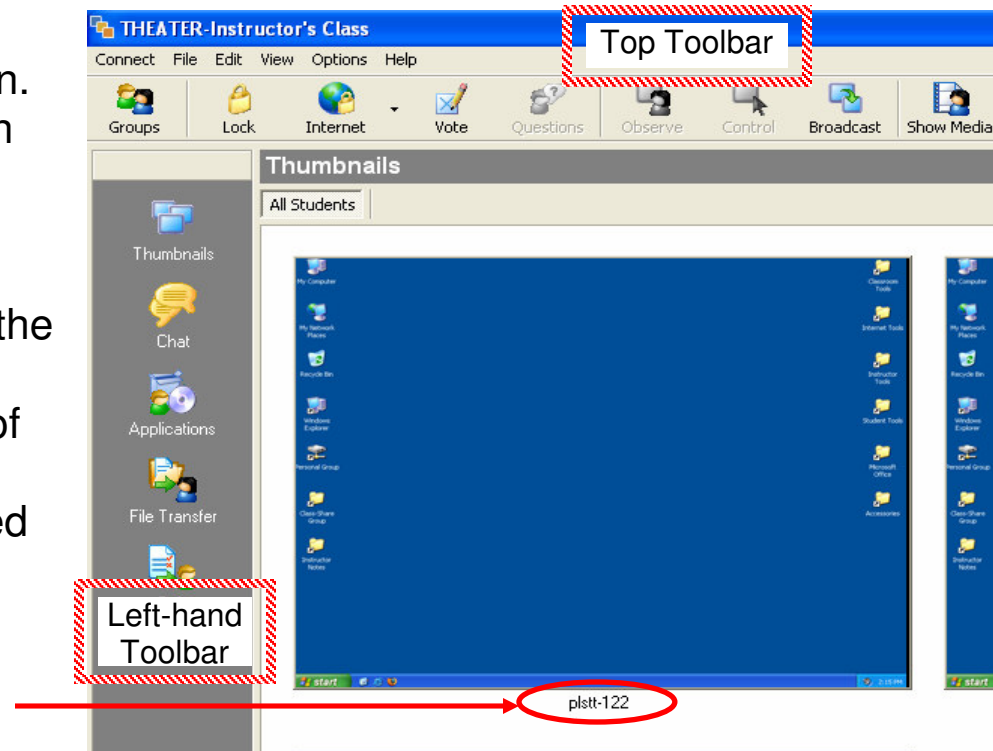
Getting Started

You can start the SynchronEyes (SE) application by finding it one of two ways on the appropriate instructor computer:

1. Click on the Start menu → Programs → Instructor Tools → SynchronEyesTeacher6.0 or,
2. On the desktop area, click on the Instructor Tools folder → SynchronEyesTeacher6.0

The student machines start their SE application whenever a student logs in. There is no way for the student to turn their application off.

When the client opens, it will start creating thumbnail images for any of the student machines that are currently logged in. You can see an example of that to the right. Each machine will have a matching label for what is listed at the top of each student monitor.



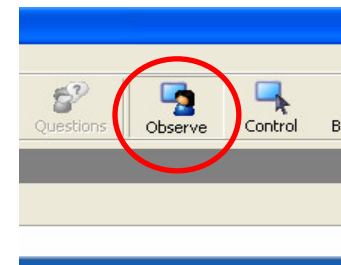
Please note: In the PLS Teaching Theater, subtracting 119 from the number shown will give the actual number of the computer in the Theater.

Observing & Commenting on Student Computers

Once all of the student thumbnails have loaded, you can select any of them by clicking on it once. You can then use two simple features to view a student screen in real-time from the instructor computer and then to write comments on it.

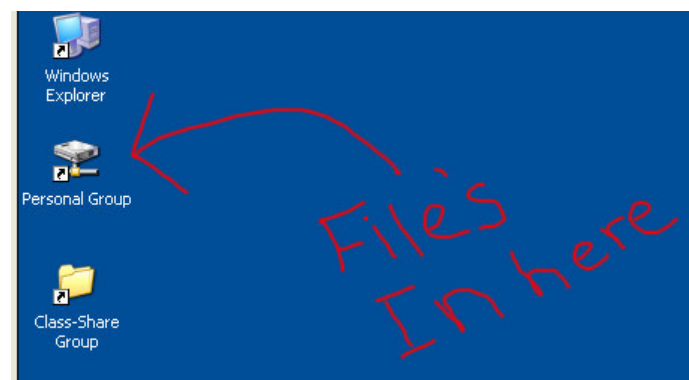
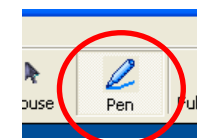
Observing Student computers:

- Select the student computer you wish to observe.
- Click on the “Observe” button. A new window will open within the SE application that shows the student computer screen as well as a new function toolbar.
- You can maximize the window to show more of the student screen and function toolbar.
- Close the window to stop observing the student screen



Commenting on selected student screen:

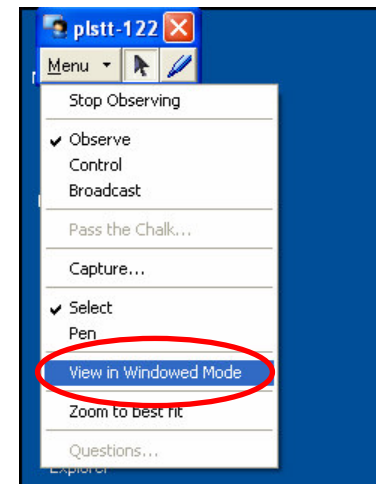
- While observing a student screen, click the “Pen” button.
- Mouse control for both the instructor and the student is disabled within the observed student screen. The instructor, instead, has a digital ink function that allows you to free-hand write or draw on the student screen. This is temporary and does not affect any applications or files on the student computer.
- Click on the “Mouse” button to restore normal mouse function to the student and instructor.



Fullscreen Mode

While observing a student computer in its own window, you can maximize that window so that it appears to fill the instructor computer monitor.

- On the top toolbar, click on the “Full Screen” button.
- The student computer will now fill the instructor computer monitor. All the functionality of the SE application top toolbar, however, remains available through a minimized toolbar that usually appears in the top-left corner of the screen.
- To return the student computer screen on the instructor monitor to a normal, windowed mode, click the “View in Windowed Mode” function in the drop-down Menu from the mini-toolbar. This will return the instructor monitor to showing the main SE application with the student screen in its own window and the other student screens in their thumbnail format.
- You can stop observing the student screen by clicking on either the “Stop Observing” function in the mini-toolbar (in Fullscreen mode) or clicking the red “x” (close window) button on the student screen window (in windowed mode).

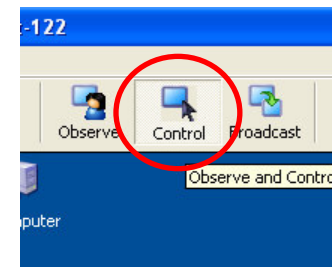


Controlling Student Computers & Broadcasting Student Screens

The instructor can both control and broadcast the student computers to share with the other students. These two functions can be used independently or at the same time, if desired.

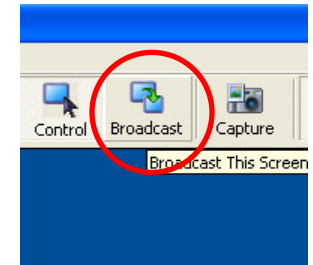
To control a student computer:

- While observing a student screen, click the “Control” button on the top toolbar of the student screen window. This will give control of the keyboard and mouse of that student computer to the instructor and remove control from the student.
- Click the “Observe” button to return control of the student computer to the student.



To broadcast the student screen to the other students:

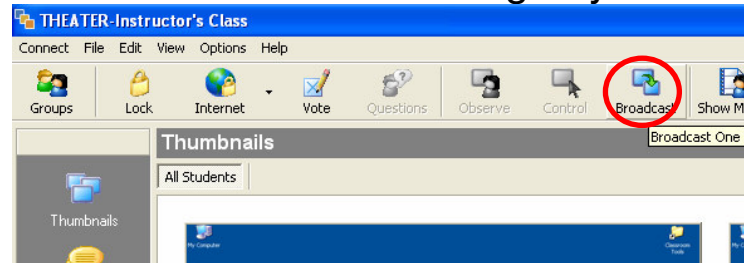
- While observing a student screen, click the “Broadcast” button on the top toolbar of the student screen window. This will send the selected student computer screen out to the other student monitors.
- Click the “Observe” button to return the student monitors back to their normal state.



Broadcasting the Instructor Computer

You can broadcast your screen out to the student monitors. From the main SE application screen:

- Click on the “Broadcast” button without selecting any student screens.

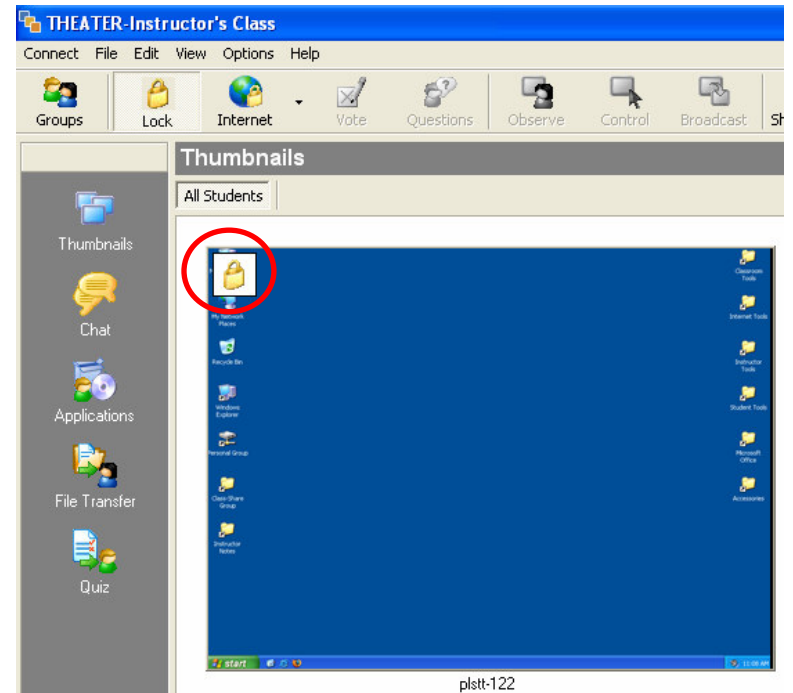


- In the pop-up confirmation box that appears, click the “Yes” button. This will broadcast the instructor computer screen to all of the student machines. The instructor computer will then switch from the SE application window (which becomes a minimized toolbar) to the desktop or to another open application on the instructor computer.
- To stop broadcasting the instructor computer to the students, click the “Menu” button on the minimized toolbar. In the menu that is presented, select “Stop Broadcasting”. This will return the student screens to normal. The instructor computer will then return to the main SE application screen with the student thumbnails and regular toolbars.



Locking Student Computers

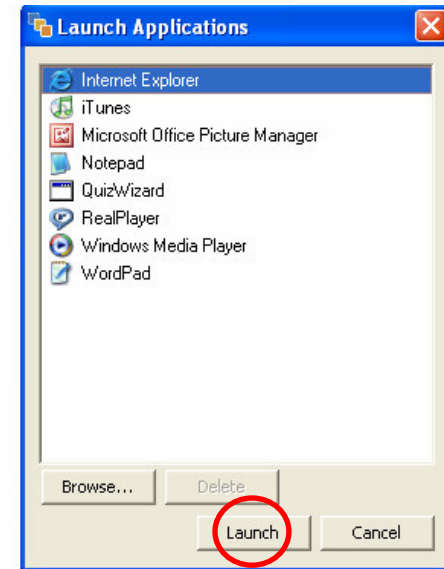
- To lock student computers and make them unusable until you release them, click on the “Lock” icon on the toolbar.
- A padlock icon should now be visible on the upper left corner of the student’s thumbnail indicating that their screen is locked.
- All of the student screens will now be blacked out except for the message “Eyes to the front, please.”



Launching & Blocking Applications on Student Computers

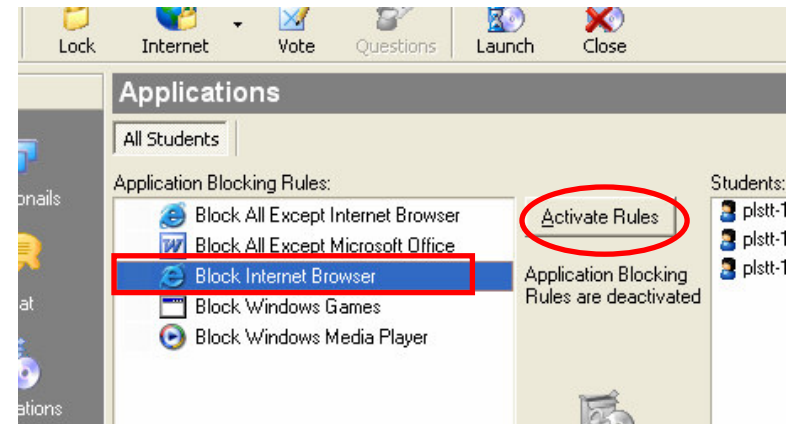
To launch an application on all student machines:

- Click on the “Applications” button on the left-hand toolbar. This will change the top toolbar to the Applications toolbar and also the appearance of the main window.
- Click the “Launch” button that now appears in the top toolbar.
- Choose the application (or click the “Browse...” button if you don’t see what you are looking for in the presented list) you wish to launch on the student machines and then click the “Launch” button on the menu window.



To block particular applications from being used on the student machines:

- Again in the main Applications window, select the applications you wish to block in the “Application Blocking Rules” window.
- Click the “Activate Rules” button.
- In the pop-up window that appears, click “Block Applications” if you wish to continue.
- To stop blocking the selected applications, click the “Deactivate Rules” button.

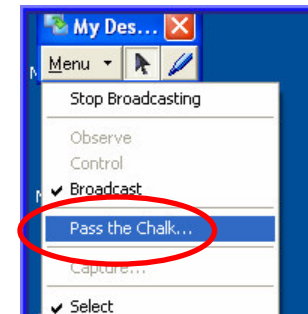


“Pass the Chalk”

Giving Students Control of Instructor Computer

While broadcasting the instructor computer to the students, you can allow any student to control the instructor computer from their student computer.

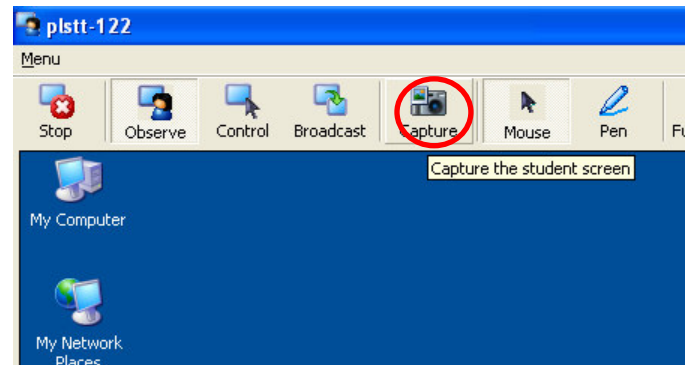
- On the instructor desktop being shared click the “Menu” button and then select the “Pass the Chalk” function.
- From the list that pops up, select the student computer you wish to control the instructor computer. Click the “Pass the Chalk” button. That student computer will now have shared control of the instructor computer. A red outline will now appear around the edges of the instructor computer screen to indicate that the computer is being controlled by a student computer. The instructor does retain shared control of both mouse and keyboard functions of their computer.
- To stop the student from controlling the instructor computer, click the “Menu” button again and then select the “End Pass the Chalk” function.



Capturing a Student's Screen

While observing a student computer, you can “take a picture” of what appears on their screen for use later.

- In the top toolbar of the window showing the student screen, click the “Capture” button. This function will save the image as a normal .jpeg image file that any computer can open.



- Like any other Windows application, a “Save As” dialogue box will pop up. Browse to where you would like to save the captured student screen image and change the name of the file (if you wish) to something descriptive. Click the “Save” button when done to save the file.

