



FARONICS
INSIGHT™

Teacher Quick Start Guide

COMPREHENSIVE Lab Control

Technical Support

Every effort has been made to design this software for ease of use and to be problem free. If problems are encountered, contact Technical Support:

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About Faronics

Faronics delivers market-leading solutions that help manage, simplify, and secure complex IT environments. Our products ensure 100% workstation availability, and have dramatically impacted the day-to-day lives of thousands of information technology professionals. Fueled by a customer-centric focus, Faronics' technology innovations benefit educational institutions, healthcare facilities, libraries, government organizations and corporations.

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Introduction

The following guide is meant to provide quick reference for teachers new to using the Insight Console. For information on the set up and configuration of Insight, consult the Insight user's guide.

Using Insight

Using the Teacher Computer

On the teacher computer, there is small Insight icon in the taskbar. The taskbar is located in the bottom right corner of the computer screen. 

A double click on this icon opens the Insight Console. A right-click on this icon opens the Insight menu. Use this menu to control the key features of Insight.



User Interface Tips

Most of the features that the teacher uses everyday are accessible from the Insight taskbar menu. Some of the more advanced features are available in the Insight Console. All of the critical features are grouped under one of five menu items: *Demonstrate*, *Monitor*, *Restrict*, *Administer* and *View*.

Listed below are some tips about using the Insight Console:

Insight Toolbar Buttons

To use a feature in Insight, select the student or students and click the Insight toolbar button that corresponds to the desired feature. The button will depress and change to a lighter color. To stop using that feature, click the button again. Some of the Insight toolbar buttons have a small arrow to the right of the button. Click on the arrow to access additional options for that feature.

Activating Web and Application Limiting

Web and Application limiting must be configured before they can be activated. Configure these features in the *Options* menu and then turn them on through the menus or the toolbar.

Right-click

In the Insight console, access advanced features by right-clicking on a student computer in either the *Detail* or *Thumbnail* view.

Implicit All Selection

If no students are selected, there is an implied all selection when activating key features like *Blank Screens* or *Show Teacher*. If no students are selected and the teacher clicks the *blank screens* toolbar button, all of the student screens are blanked.

Refresh Screen

Pressing *F5* or the menu item *View* followed by *Refresh* will refresh the console list by initiating a discovery of student computers.

Sorting

By default, the detail view is sorted alphabetically by the *Login Name* column. Click on any of the other column headings and the list will re-order alphabetically on the selected column.

Insight Taskbar Menu

A right-click on the Insight icon in the taskbar brings up a menu that contains the features most teachers use every day.

Using the Insight Toolbar

Show Teacher's Screen Full Screen or Windowed



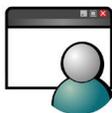
The teacher's screen can be shown to all students on the same teacher channel.

Select between a *full screen* or a *windowed* show mode. In *full screen* mode, the teacher's screen takes over the entire student's screen and disables each student's mouse and keyboard.

In Windowed mode, the teacher's screen appears in a window on the student's machine. The students can re size the window and follow along with the teacher.

This command is also available in the *Demonstrate* menu.

Show a Student's Screen



To show a student's screen to other students select that student and click the *Show Student* button. While the button is enabled, the selected student controls their machine and their screen will be shown to rest of the students in the class.

This command is also available in the *Demonstrate* menu.

Student Voting



Ask yes/no and multiple choice questions from the Insight console and view in real-time how many students have responded and how they responded.

This command is also available in the *Demonstrate* menu.

Testing



Teachers can create tests with a maximum of 100 questions. The questions can be of True/False or Multiple Choice. Teachers can add graphics in *.jpg*, *.png*, *.gif* and *.bmp* format. To access the Test Builder, click *Demonstrate>Create Test* or by clicking the drop-down on the *Testing* icon on the toolbar.

Co-Browse



Teachers can launch the browser, go to a web site and the same website is displayed on the Student computer. To activate Co-Browse, click *Demonstrate>Co-Browse the Internet*. Launch the browser on the Teacher console and go to a website. A browser is automatically launched on the Student computer and the same website is displayed.

Run Program



Use this feature to run an application or a Web site on student computers. This can be quite useful for younger students who have trouble navigating to a specific web address or starting a specific application.

This command is also available in the *Demonstrate* menu.

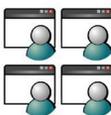
Remote Control



Take control of selected student workstations. Remotely use the mouse and keyboard on the selected student's computer. While only a single workstation is displayed actions performed by the teacher will occur over each selected workstation exactly the same. With Insight, the teacher can control a computer at the login prompt. In order to send the *Ctrl-Alt-Del* command to a computer during remote control, click on the *Monitor* followed by *Send Ctrl-Alt-Del* menu item.

This command is also available in the *Monitor* menu.

View All (Monitoring)



View up to 256 student machines at the same time. Every student's screen will appear as a thumb-nail in the Insight console.

This command is also available in the *View* menu.

Student Screen Snapshot



Save a student's screen to a standard graphic file (*.bmp*) by clicking on the *Snapshot* button.

This command is also available in the *Monitor* menu.

Send a Message



Send a message to any or all students. This is often an effective way to get a distracted student back on task.

This command is also available in the *Monitor* menu.

Blank Screens



Blank all student screens on the teacher channel and disable all student keyboards and mouse devices. Change the text that appears on the student screens when they are blanked by clicking on the *Options* button in the *Teacher* tab.

This command is also available in the *Restrict* menu.

Limit Student Web Browsing



Temporarily disable all or selected student access to the internet. Selecting *Block all web browsing* prevents students from accessing any Web site through any browser. This option also temporarily disables e-mail clients and popular instant messengers.

Choosing to *Allow* or *block the following web sites* allows the teacher to specify lists of Web sites the students are allowed to, or prohibited from visiting. This feature only supports Internet Explorer and will not function on other browsers.

This option must be configured in the *Options* dialog and then turned on by clicking the *Limit Web* button or *Restrict* menu item. While the Internet is disabled, an icon on both the teacher and the student computer indicates that the web is disabled.

Configure whether or not the students should see the web limiting warning. The warning is a pop up dialog.

This command is also available in the *Restrict* menu.

Limit Student Applications



Temporarily disable all or selected student access to specified software applications. This must be configured in the *Options* dialog and then turned on by clicking the *Limit Applications* button or through the *Restrict* menu. Teachers can save and load allowed or blocked application lists.

This command is also available in the *Restrict* menu.

Limit Printing



Limit access to any printers connected to student workstations. Selecting this toolbar command displays the disabled printer icon in the student machine's taskbar and the same icon in the status column in the teacher console.

This command is also available in the *Monitor* menu.

Shutdown, Logoff, Restart



From the console, shutdown, logoff or restart selected student machines. Also, power on computers remotely using Wake-On-LAN technology.

This command is also available in the *Administer* menu.

Options



Clicking on the options toolbar button opens the Insight options menu which is used to configure the settings for both student and teacher machines.

Class List



Insight Teacher consoles that have the One2One utility will find the options toolbar button replaced by the Class List toolbar button. When this occurs the Options menu can be accessed by opening the *Administer* menu and selecting *Options*.

When the *One to One* feature is installed, the class list toolbar button allows teachers to compare a saved list of students against the students being monitored in the current Insight session.

This saved list can be opened to identify students that have left, or have joined the Insight classroom.

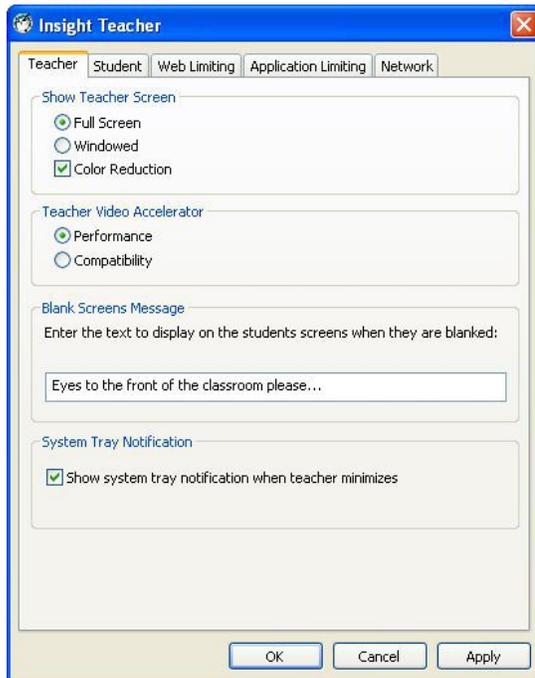
Absent students (students that were in the saved list but not present during the current Insight session) can be removed from the saved list.

New students (students present in the current Insight session but not in the saved list) can be added to the saved list.

Using the Insight Options Menu

Use the Insight Options menu to configure Insight settings for the teacher and student machines. While most of these options are accessible from the Insight toolbar, there are others that are only in the options menu. The following section outlines the available features for each option tab.

Insight Teacher



In the Show teacher section of the Teacher tab there are options for displaying the teacher's screen on student workstations. Choosing full screen means the teacher's screen occupies the entire student workstation screen. Windowed allows the students to have multiple windows on screen as well as the teacher's.

In the Blank Screens Message section of the teacher tab enter the message to display when the Blank Screen feature is activated. This message can be any text.

Using the Student Computers

Insight is configured to run in the background on student computers. All of the functionality is controlled at the teacher computer, which enables the teacher to control how it is used.

Insight Student Icon

On the student computer, there is small Insight icon in the taskbar. The taskbar is located in the bottom right corner of the computer screen. 

Pausing the cursor on this icon displays the Teacher Channel the student computer is being monitored by. Also displayed is the Insight version number as well as the IP address.

If a student single clicks on this icon they can request help from the teacher. A small question mark is displayed in the console indicating that student has a question. The question mark goes away when the teacher chats with the student or uses the menu *Clear Student Question*.



If a student double clicks on this icon, it will bring up the student files folder where the *Send/Collect* files feature stores files.

Insight does not allow a student to mischievously unload the software or disrupt the classroom by unplugging the network cable.

One2one on the Student Computer

If the One2One application is installed on a student computer, that computer can switch between Teacher Channels without restarting. This is ideal for laptops and mobile computer labs.

When One2one is installed, click on the Insight taskbar icon. The following menu appears:



If *Change to a new class* is selected, the computer can join a new Teacher Channel through the following dialog.

