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 Tumbnail 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
The Insight Teacher Console toolbar icons are explained below:

Show Teacher’s Screen
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 resize 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.

View All Students
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.

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.
Send 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 Screen
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.

Voting
Ask yes/no and multiple choice questions from the Insight console and view in realtime how many students have responded and how they responded.
This command is also available in the Demonstrate menu.

Restrict Web
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.
Restrict Application
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.

Power Options
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.

Students 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.