

Introduction

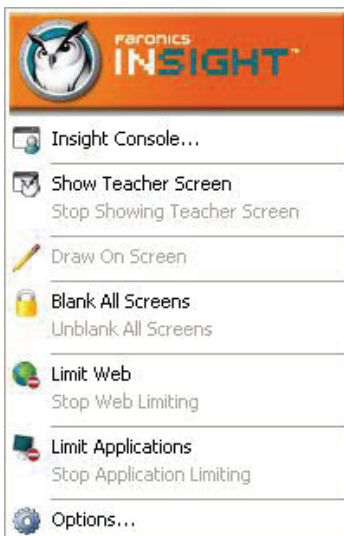
The following guide is meant to provide quick reference for teachers new to using the Insight Console. For information on the set up and configuration of Insight, consult the Insight user's guide.

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

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.