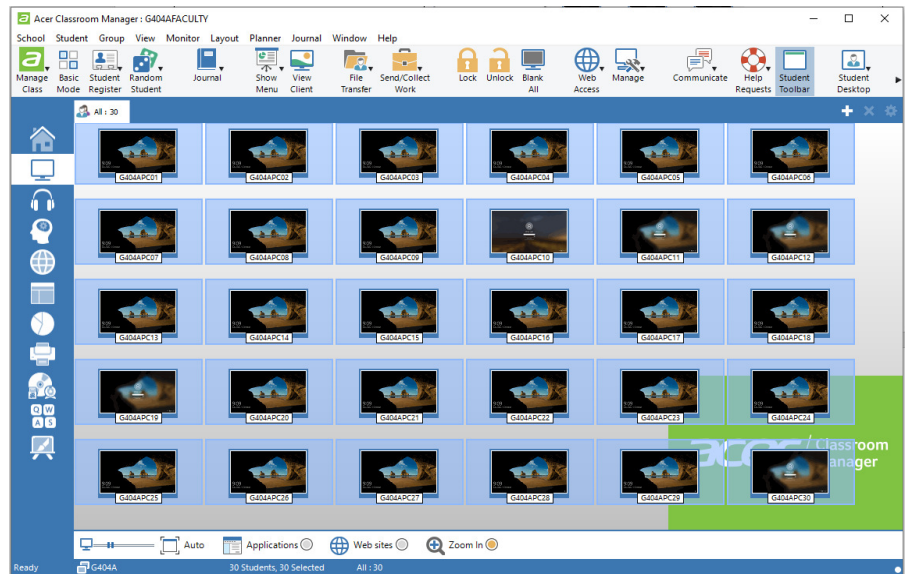


Acer Classroom Manager Tutor Console

Basic User Guide

A. Lock and Unlock student terminals

1. Select one or more terminals you wish to lock.

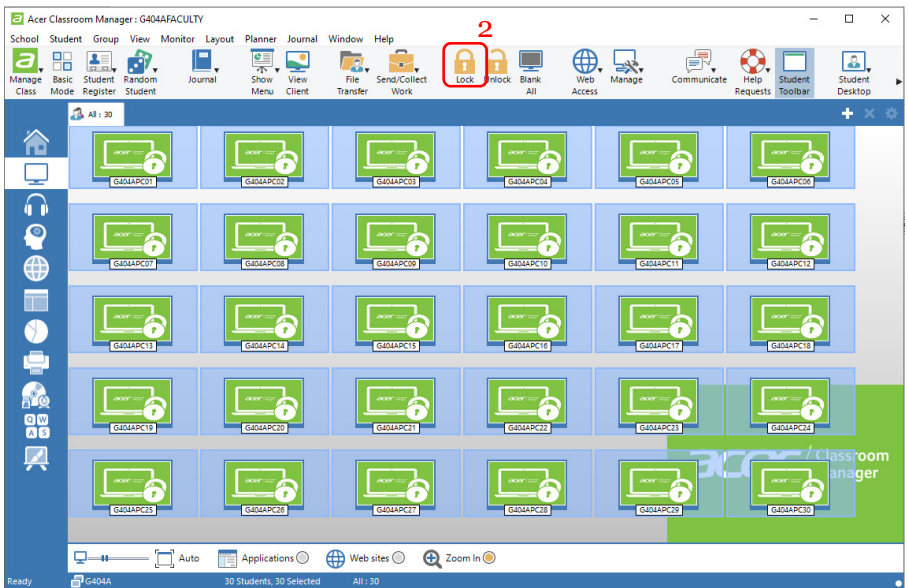


2. On the toolbar, click on *Lock*.

Or

*Right click on the selected terminal(s) and select **Lock Keyboard/Mouse**.*

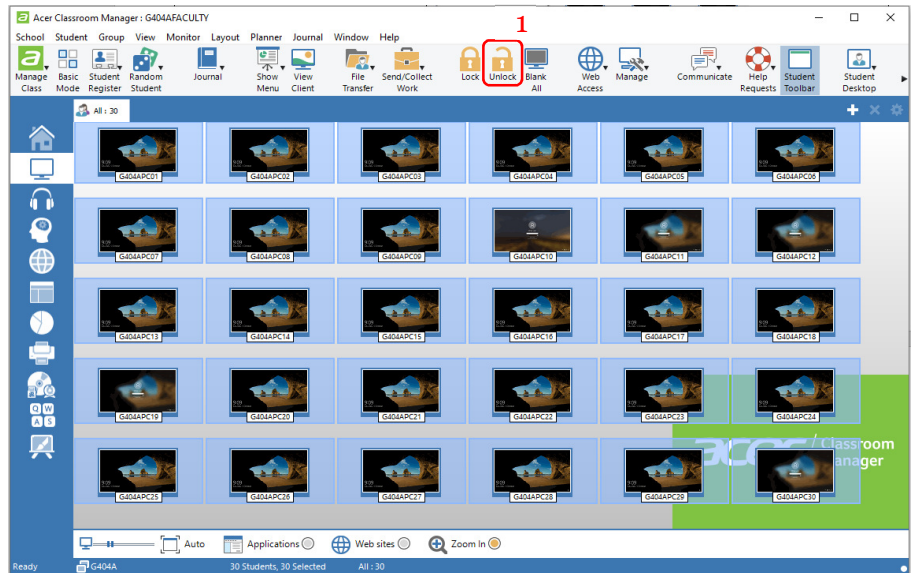
An Acer lock image will be displayed on the student's terminal locking their access to their screen, keyboard, and mouse.



3. To unlock student's terminal, select one or more terminal(s) and click *Unlock* on the toolbar.

Or

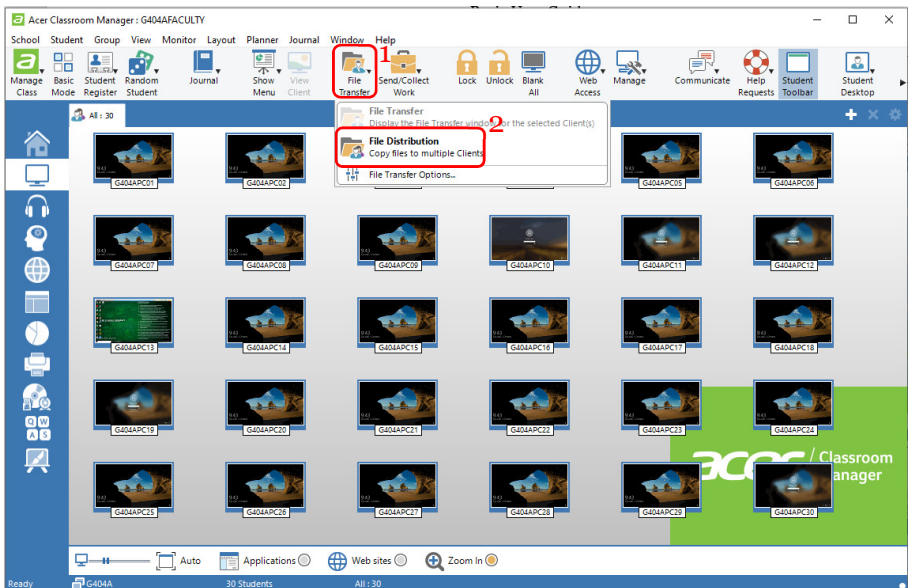
Right click on the selected terminal(s) and select *Unlock Keyboard/Mouse*.



B. File Transfer and Distribution

Note: Before performing file transfer and distribution, make sure that all students were able to log in to their terminals using their domain account.

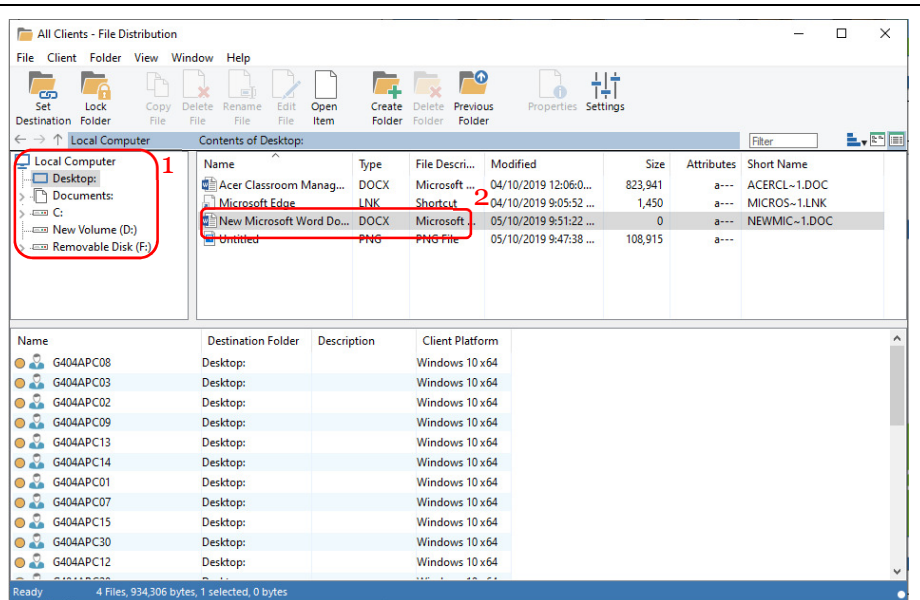
1. On the toolbar, click on *File Transfer* -> *File Distribution*.



2. File Distribution window will appear showing your computer's directory (upper half of the window) and all connected terminals (lower half of the window).

Browse your file by navigating through your directory under the *Local Computer*.

Select the file you wish to distribute.



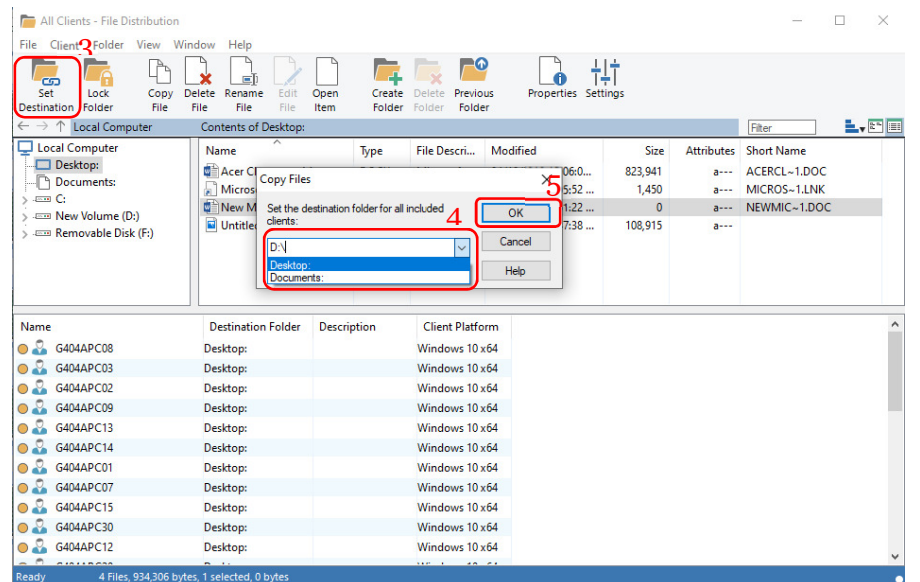
3. Click on *Set Destination* on the toolbar.

4. Type the directory you wish for the files to be located on the student terminals.

Or

Simply choose among the default directories by clicking the *dropdown button* on the dialog box.

5. Click OK.



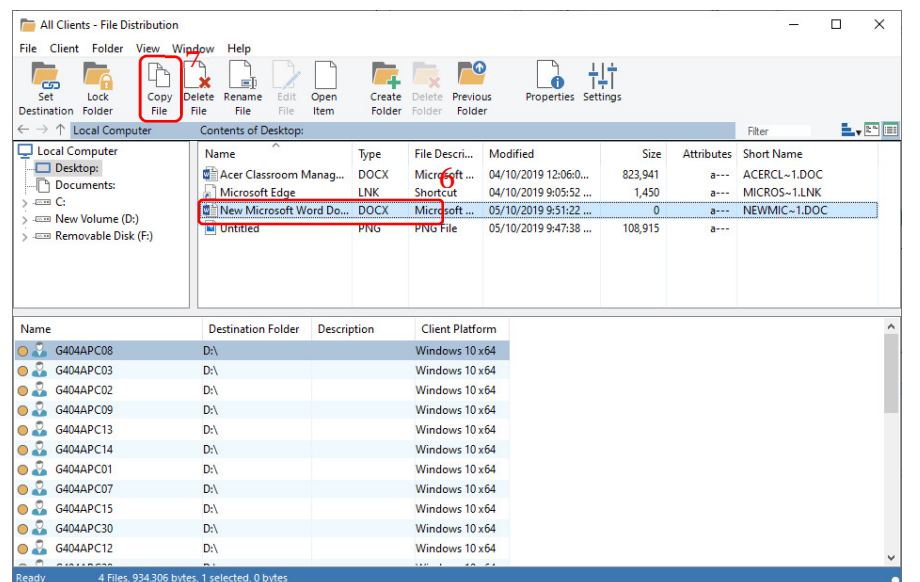
6. Select again the file you wish to transfer.

7. Click *Copy File*.

A dialog box will appear,

8. Click *OK* to start file distribution.

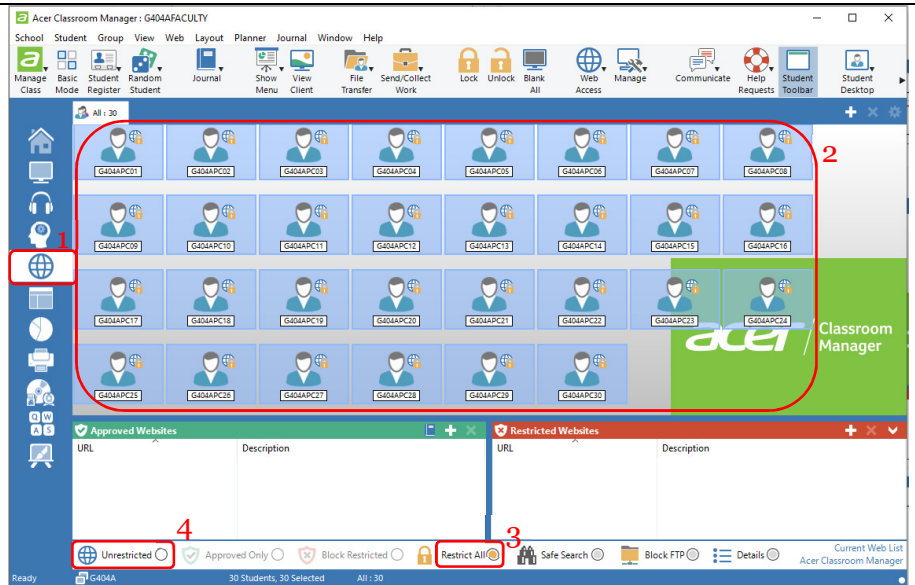
Note: File distribution will take time depending on the size of the file. It is **NOT** recommended to do file distribution for files greater than 1GB.



C. Restricting Web Access

Note: All internet access are restricted.

1. Click the *globe icon* located on the left panel of the ACM window to switch to *Web View*.
2. Select/highlight the student(s) you wish to restrict internet access.
3. Tick *Restrict All* to restrict all internet access.
4. Tick *Unrestricted* to revert back to unrestricted web access.



D. Restricting Web Access with Approved Websites

Note: Setting up Approved Websites will enable the students to access only those websites specified on the list of approved websites.

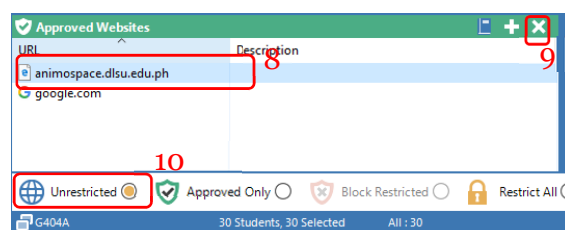
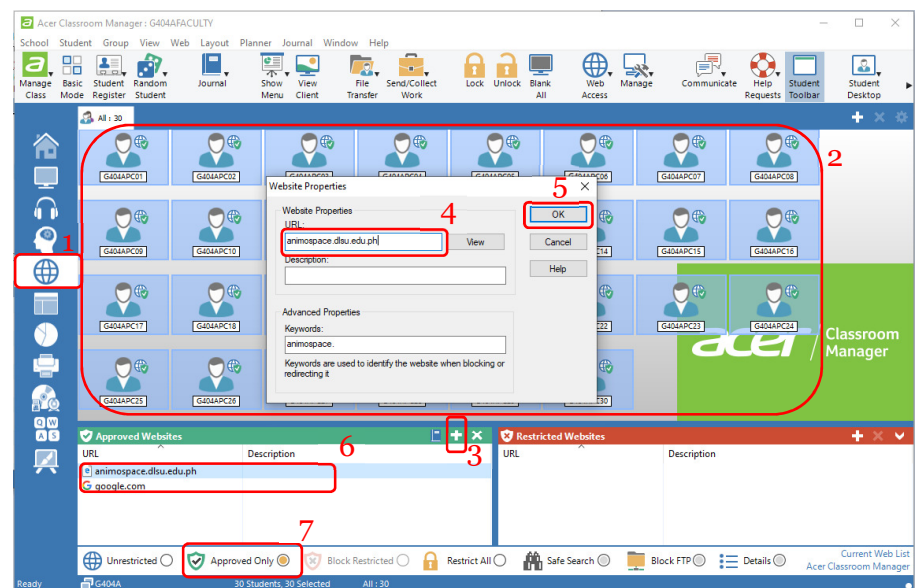
1. Click the *globe icon* located on the left panel of the ACM window to switch to *Web View*.
2. Select/highlight the student(s) you wish to restrict internet access.
3. Click on the plus (+) icon.
4. Add the specific *URL* you wish for the students to have access in the *Website Properties* window.

5. Click *OK*.

6. View the list of URL on the *Approved Websites* panel.

Repeat Steps 3, 4, and 5 to add more approved websites.

7. Tick *Approved Only* to start allowing the students to access the approved website list.
8. To delete the list of approved websites, select a URL from the list.



9. Click the *X* button on the upper left panel of the list.
10. Tick *Unrestricted* to revert back to unrestricted web access.

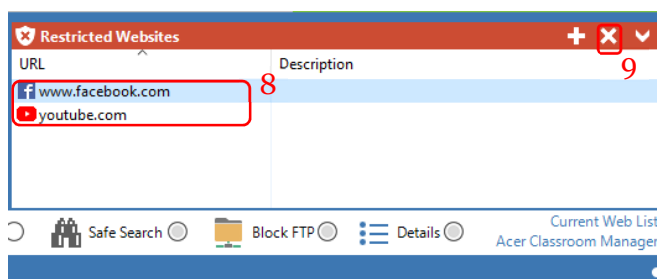
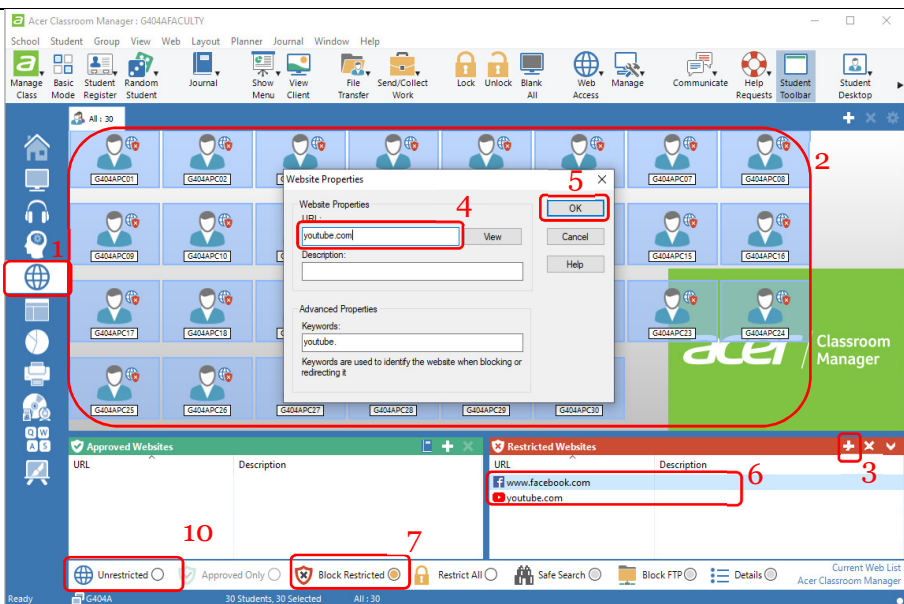
E. Setting up Restricted Websites

Note: *Setting up Restricted Websites will only block the student's access to those websites specified on the list of restricted websites.*

1. Click the *globe icon* located on the left panel of the ACM window to switch to *Web View*.
2. Select/highlight the student(s) you wish to restrict internet access.
3. Click on the plus (+) icon.
4. Add the specific *URL* you wish for the students to have access in the *Website Properties* window.
5. Click *OK*.
6. View the list of URL on the *Restricted Websites* panel.

Repeat *Steps 3, 4, and 5* to add more approved websites.

7. Tick *Block Restricted* to start blocking the students to the restricted website list.
8. To delete the list of restricted websites, select a URL from the list.
9. Click the *X* button on the upper left panel of the list.
10. Tick *Unrestricted* to revert back to unrestricted web access.



F. Showing Your Screen to Students

1. Click *Student* on the menu bar.
2. Click *Show*.
3. Click *Show*.

Acer Classroom Manager - Show window will be displayed.

4. Tick on *These Clients* under the *Select recipients of the Show*.
5. Click the dropdown arrow under the *Show Options* to choose a setting on how your screen will be shown to students.

Full Screen – Shows your whole screen to students. Students loses control to their terminals.

Windowed – Shows your screen to students in minimized mode. Students can control their terminals.

Maximize Window - Shows your screen to students in maximized mode. Students can control their terminals.

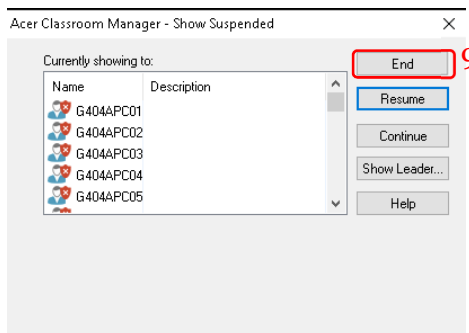
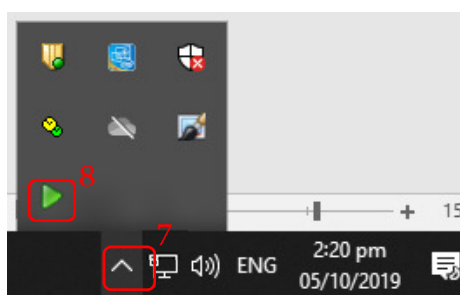
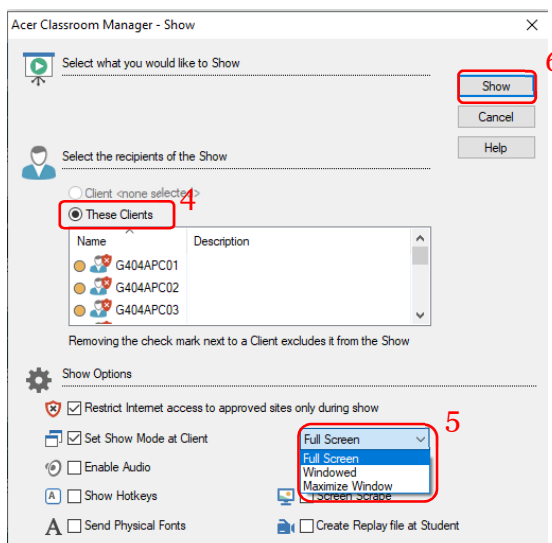
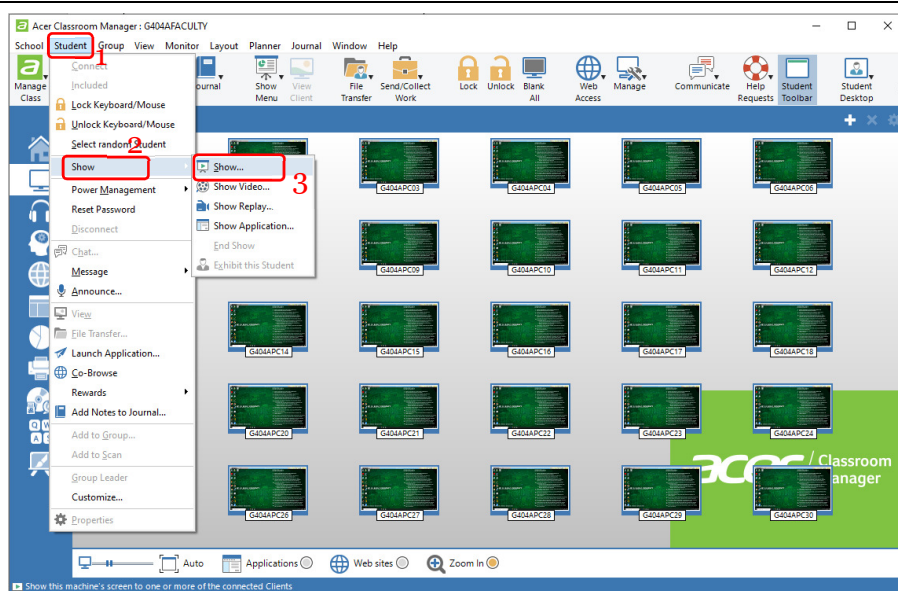
6. Click *Show* to start screen showing.

7. To end show, click the arrow up button location on your task bar.

8. Double click on the *green play button* to suspend show.

9. Click the *End* button to end show.

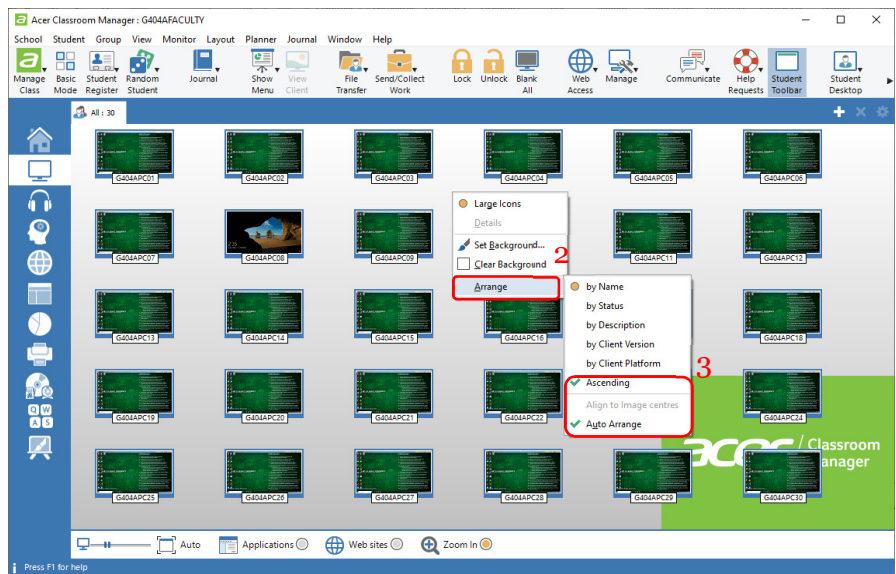
Note: You can also start showing by clicking on **Show Menu** on the tool bar and selecting **Show**. This method loads the default show settings of ACM.



G. Arranging Student Screens

To arrange Student Screen

1. *Right Click* anywhere on the main window.
2. Click *Arrange*.
3. Then choose *Ascending* and *Auto Arrange*.



H. Resizing Student Screens

To resize Student screen

1. Click *Monitor* on the menu bar,
2. Click *Size*.
3. Choose your desired screen size on the options provided.

Note: You can also resize the students screen by dragging left and right the thumbnail resizer on the lower left of the ACM screen or by clicking the Auto Resize icon.

