Mythware
Classroom
Management

User Manual »

Mythware

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Content

Installation

1.1 Installation Environment

System Requirements

Windows 7

Windows 8

Windows 8.1

Windows 10

Windows Server 2003/SP1/SP2

Windows Server 2008

Windows Server 2012

Hardware Requirements

Teacher side

Minimum Requirements: CPU P4 2.8G, 1Gbytes Memory, 128Mbytes Display Card

Recommended Requirements: CPU Core 2 E6300, 2Gbytes Memory, 256Mbytes Display Card

Student side

Minimum Requirements: CPU Celeron 1G, 512Mbytes Memory, 128Mbytes Display Card

Recommended Requirements: CPU Core 2 E4300, 1Gbytes Memory, 128Mbytes Display Card

Network Requirements

1. Cable Network: 10Mbytes/100Mbytes/1000Mbytes Shared Network or Switched Network

2. Wireless Network: 802.11b/g/n wireless network.

1.2 Regular Installation

To install Classroom Management by Mythware, you need to install the following 2 parts:

1. Teacher Side Program

2. Student Side Program

The teacher side program install on teacher PCs, and the student side program install on student PCs. To be connected with each other, the teacher PC and student PCs must be in the same network segment.

Note

✧ **You must uninstall the old version before installing new version.**

To Install Teacher Side

1. Insert the Classroom Management by Mythware installation CD into teacher computer and let it auto run, and then choose open folder in pop-up dialog and double-click teacher side installation program to open it. If it does not auto run, open the CD manually;

2. Install the program according to the Installation Wizard;

3. You must restart your computer after installation is complete. The program use

the default configuration after installation, but you can change the configuration in Option.

To Install Student Side

1. Insert the Classroom Management by Mythware installation CD into student computer and let it auto run, and then choose open folder in pop-up dialog and double-click student side installation program to open it. If it does not auto run, open the CD manually;

2. Install the program according to the Installation Wizard;

3. You must restart your computer after installation is complete. The program uses the default configuration after installation.

1.3 Silent Installation

To Start Silent Installation

1. Enter the path of installation file /verysilent in Command Prompt dialog.

Teacher Side

2 Starting Teacher Side

After installation, a shortcut icon will be created on the desktop. Double click the shortcut to launch teacher side.

2.1 Create an Account

Teacher needs to create an account the first time he logs in the Classroom Management system.

To Create an Account

1. Input user name and password in the **Create Account** dialog;

2. Enter User Name, Password and Confirm Password;

3. Click **OK** button to create the account.

Notes
✧ **Create account dialog will pop out automatically the first time teacher logs in the system.**
✧ **Teacher can create another account by clicking Create an account in the system login dialog.**

2.2 Teacher Login

Teacher may want to connect students in different modes in different environment, so we offer two different modes for teacher to login the class.

2.2.1 Select Teacher to Login

To Log in System

1. Double click the shortcut icon, and then System Login dialog will pop out;

2. Input teacher name, login password and select class name;

3. Click **Login** button to enter the operating platform of teacher side.

> **Note**
>
> ✧ **After teacher logs in, his name will display on each student's desktop so that each student will know which teacher to connect to.**

2.2.2 Auto Login

Teacher can use auto login to connect the students in the same channel.
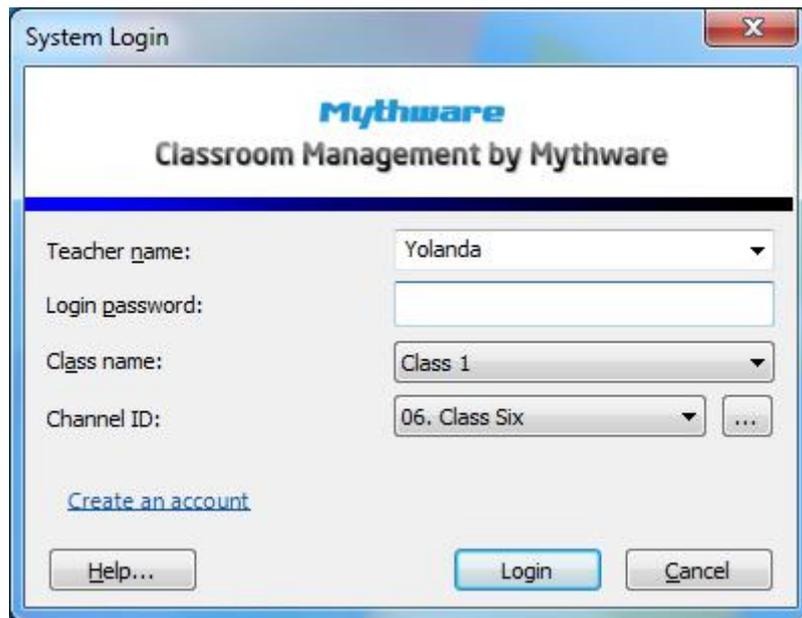
To Log in System

1. Double click the shortcut icon, and then System Login dialog will pop out;

2. Input teacher name, login password and select class name and channel ID;

3. Click **Login** button to enter the operating platform of teacher side.

To Set Name for Channel ID

1. Click the button beside the channel;
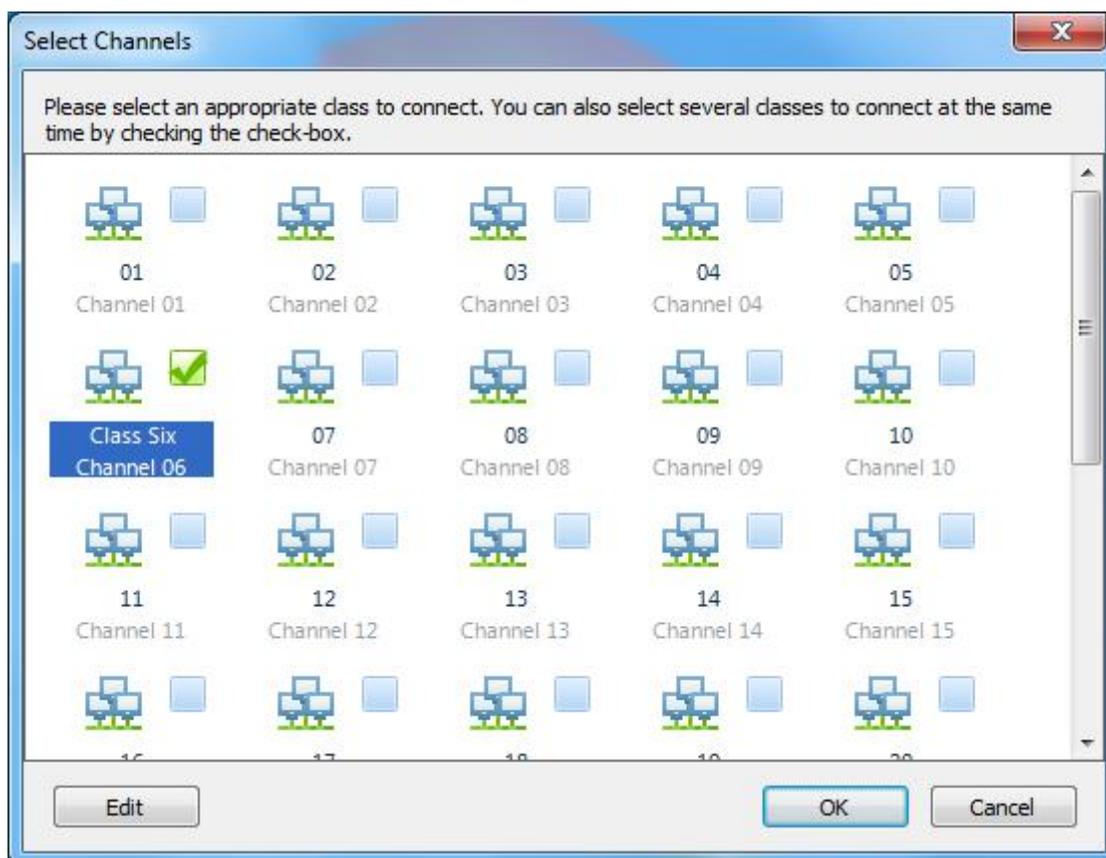
2. Select the channel ID;

3. Click **Edit** button to set name for it.

Note
✧ **Teacher and students can both set the channel ID.**

2.3 Student Connection

When teacher choose the mode of selecting teacher to login, and if the student is not in the class model of teacher side, the following dialog will pop up in teacher side after the student connects to this teacher.

To Accept the Student

1. Select certain students;

2. Click **Accept** to accept these students or click **Accept All** to accept all students.

To Deny the Student

1. Select certain student;

2. Click **Deny** to deny this student.

Notes
✧ **Teacher can press** **button to auto accept all students' connections.**

✧ **If teacher select "Lock all students to class model" in Option-General tab, the students in this class model will connect to this teacher automatically upon the starting of teacher side.**

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3   The Interface of Teacher Side

The default interface of teacher side is as below:
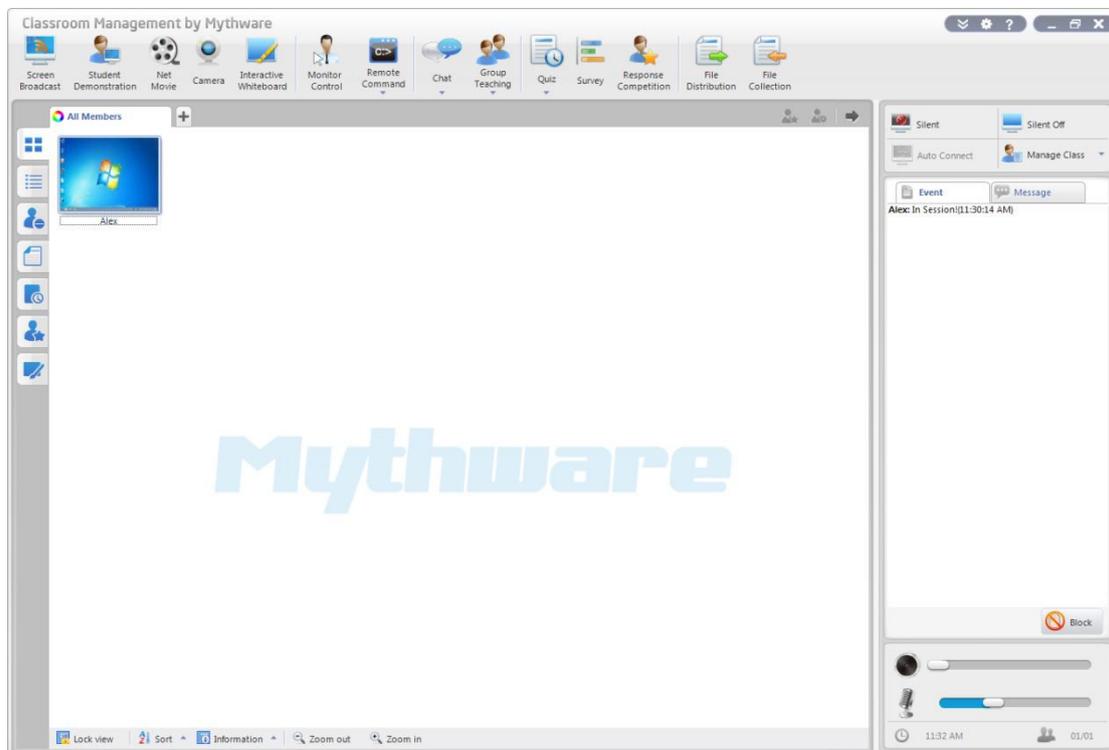
The Classroom Management by Mythware system is divided into the following six parts:

1.   [Title Bar](#)

2.   [Function Bar](#)

3.   [View Mode](#)

4.   [Class Model](#)

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3.1 Title Bar

Through the Title Bar, teacher can view the software name and version, drag and drop the main window, minimize or maximize the software, configure the software, view Help, and close the software.

Click button, and the following menu pops up.
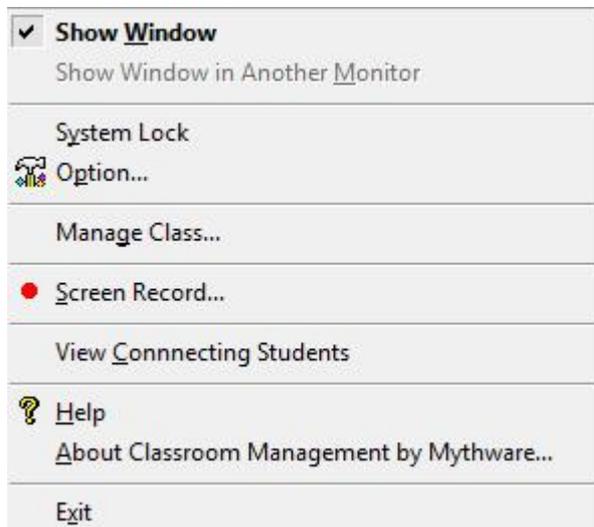
Teacher can **Show Window in Another Monitor** when using dual monitor teaching.

Teacher can click **System Lock** button to lock this software. And he should enter the password to unlock this software.

Teacher can click **Option** button to open **Option** dialog. The detail information please refers to [The Settings of Teacher Side](#).

Teacher can click **Manage Class** button to open **Manage Class** dialog. The detail information please refers to [Manage Class](#).

Teacher can click **Screen Record** button to start screen record. The detail information please refers to [Screen Recording and Playback](#).

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Teacher can click **View Connecting Students** button to open **Waiting Connection List** dialog. To operate with these students refers to [Student Connection](#).

Teacher can click **Help** button to open the help documentation of this software.

Teacher can click **About Classroom Management by Mythware** button to view the version, user name, company name, serial number, user number and time limit.

Teacher can click **Exit** to exit this software.

Click ⬚ button to open **Option** dialog, and the detail information please refers to [The Settings of Teacher Side](#).

Click ⬚ button to open the help documentation of this software.

3.2 Function Bar

List the functions of Classroom Management by Mythware.

3.3 View Mode

There are seven view modes in the Class Model area, and they are Monitor view, Report view, Policy view, File Submit view, Answer Sheet view, Response view and Whiteboard view. Default to sort the thumbnails by students name in all views.

The Monitor view is the program's default mode, it displays thumbnails of students' desktop, and it also can display the students' group and battery power status.

The Report view displays the detail information about students.

The Policy view is used to change or check the internet policy, application policy, USB disk policy, CD policy and Printer policy.

The File Submit view provides the status of submitted files.

The Answer Sheet view provides the status of quiz by answer sheet.

The Response view provides activities like quick response.

The Whiteboard view makes teacher and students draw together.

3.3.1 Monitor View

Monitor View is the most important view of this software. In this view, teacher can see the states of students directly. The following table shows the various icons and the meanings of each icon.

State Icon	Description	State Icon	Description
	Student is raising hand.		Student is receiving Screen Broadcast.
	Student is talking with teacher.		Student is receiving Net Movie.
	Teacher is broadcasting his voice to this student.		Student is receiving Camera.
	Student is chatting with others.		Student is attending Group Teaching.
	Student is attending Survey.		Student is being monitored by teacher.
	Student is being required to keep silence.		Teacher is distributing files to this student.
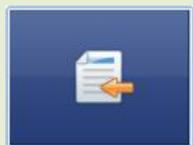
	Teacher is collecting files from this student.		Student is attending Quiz by answer sheet.
	Student is attending Response & Competition.		Teacher and students are sharing Whiteboard.
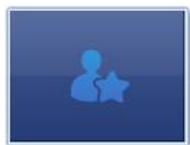
In this view, teacher can also change the information displayed below student thumbnail, sort the student thumbnail refer to the real classroom environment and zoom in or zoom out student thumbnail.

3.3.2 Report view

In this view, teacher can see the detail information of student side, such as the Student Name, System Type, IP address, MAC address, CPU Usage, Memory Usage, Battery Power, Group Name and so on. Besides, teacher can define the information displayed in this view.

To Define the Information Displayed

1. Right click the title bar of this view;
2. Select the information you want to display.

3.3.3 Policy Control View

Policy Control View consists of Web Policy, Application Policy, USB Disk Policy, CD policy and Printer policy.

3.3.3.1 Web Policy

Click **Web Policy** to switch policy view to web policy view, teacher can set different web policy to different students from all open, white list and black list.

All Open: Student can open all the websites;

White List: Student can only open the websites in white list;

Black List: Student can't open the websites in black list;

To Set Web Policy:

1. Click **Advanced** to open web policy dialog;

2. Choose **Manage White List** tab;

3. Click **Add** enter URL and descriptions;

4. The same steps to set black list.

There is an easy mode to add a opened website to white or black list.

1. Right click the opened website in **Keyword** or the application icon in **All websites**.

2. Click **Add it to white list** or **Add it to black list** to add the website to corresponding list; teacher can also click **Exit website** to let student side exit the website.

Set Policy to One Student

1. Right click the current state column of this student;
2. Click one policy in pop-up menu.

Import and Export Policy

1. Click **Import** to import the white and black list of web policy;
2. Click **Export** to export the white and black list of web policy.

Notes
✧ **Teacher can check the website students are visiting and close the websites.**
✧ **Teacher can set different web policy to different students.**

3.3.3.2 Application Policy

Click **Application Policy** to switch policy view to application policy view, teacher can set different application policy to different students from all open, white list and black list.

All Open: Student can open all the applications;

White List: Teacher can only open the applications in white list;

Black List: Teacher can't open the applications in black list;

To Set Application Policy

1. Click **Advanced** to open **application policy** dialog;
2. Choose **Manage White List** tab;
3. Click Add Application to enter file name or path;
4. The same steps to set black list.

There is an easy mode to add a running application or process to white or black list.

1. Right click the running application in **running application list** or the application icon in **All application**.

2. Click **Add it to white list** or **Add it to black list** to add the application to corresponding list; teacher can also click **Terminate application** to let student side close the application.

Import and Export Policy

1. Click **Import** to import the white and black list of application policy;
2. Click **Export** to export the white and black list of application policy.

Notes	23
✧ **Teacher can check the application students are using and close the application.**	
✧ **Teacher can set different application policy to different students, and way to set it is the same with Web Policy.**	

3.3.3.3 USB Disk Policy

Click **USB Disk Policy** to switch policy view to USB disk policy view. Teacher can set students' limitations when using USB disk by the policies as below: open, read only, no execute and block all.

Open: Students can read or write the file and open the executable program in the USB disk;

Read Only: Students can read the file in the USB disk;

No Execute: Students can't open the executable program in the USB disk;

Block: Block all the operations to the USB disk.

Notes
✧ **Teacher can check the USB disk students are using.**
✧ **Teacher can set different USB disk policy to different students, and way to set it is the same with Web Policy.**

3.3.3.4 CD Policy

Click **CD Policy** to switch policy view to CD policy view. Teacher can set students' limitations when using CD by the policies as below: open, read only, no execute and block all.

Open: Students can read or write the file and open the executable program in the

USB disk;

Read Only: Students can read the file in the USB disk;

No Execute: Students can't open the executable program in the CD disk;

Block: Block all the operations to the USB disk.

Notes
✧ **Teacher can check the CD students are using.**
✧ **Teacher can set different CD policy to different students, and way to set it is the same with Web Policy.**

3.3.3.5　Printer Policy

Click **Printer Policy** to switch policy view to printer policy. Teacher can set policies to manage the use of printer. And the policies are as below:

Open: student can use printer without limitations;

Block: student cannot use printer.

Note
✧ **Teacher can set different Printer Policy to different students, and way to set it is the same with Web Policy.**

3.3.4 File Submission View

The functions of File Submission View refer to [File Submission](#).

3.3.5 Answer Sheet View

The functions of Answer Sheet View refer to [Quiz by Answer Sheet](#).

3.3.6 Response View

The functions of Response View refer to [Response & Competition](#).

3.3.7 Interactive Whiteboard View

The functions of Interactive Whiteboard View refer to Interactive Whiteboard.

3.4 Class Model

In Class Model, teacher can view student list, view student state, view student property, select students to start function, add students, delete students, and edit student names, etc.

3.5 Event and Message

3.5.1 Event

When the following situations occur: student login, student log-off, student connection request, student file submission, student Raise Hand help request, low student-side battery or low system memory in the student-side computer, the corresponding notifications will display in **Event Log**.

To Block Hand-Raise

1. Click [Block] to block hand-raise of students.

3.5.2 Message

During class, teacher and students can communicate with each other by sending messages. And teacher can choose the students to send messages.

To Send Messages

1. Choose the students from all members and groups;
2. Edit the message or selected the prepared massages;
3. Click **Send** to send the message.

Note
✧ **Teacher can block students from sending messages.**
✧ **Support convenient ways to send messages by Enter or Ctrl + Enter.**

3.6 State Bar

It displays the current time, student number and the detail information of position where mouse is.

4 The Function of Teacher Side

4.1 Manage Class

4.1.1 Manage Class

Teacher can use this function to manage the class model and let students register.

Click **Manage Class-Manage Class** to pop out a dialog as below, teacher can manage the class in this dialog.
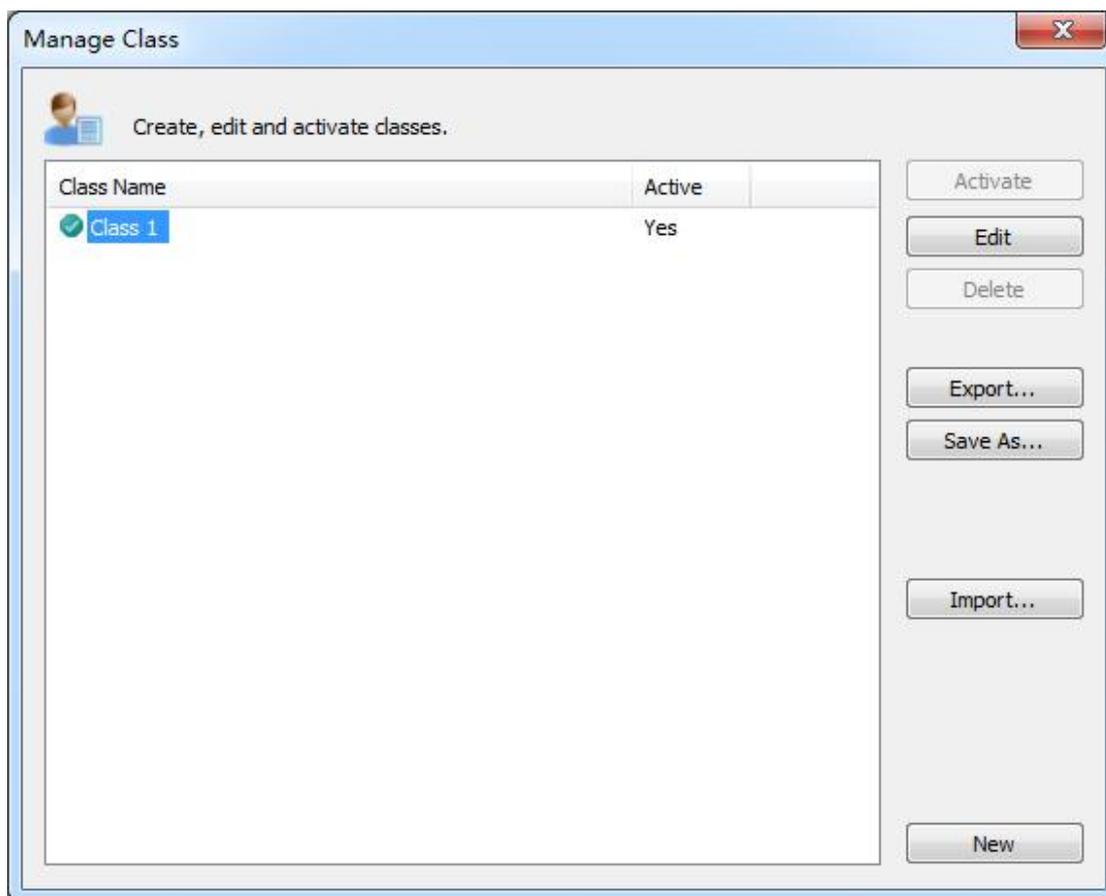
To Manage the Class

4. Click **Activate** to activate the selected class;

5. Click **Edit** to edit the selected class;

6. Click **Export** to export class model information;

7. Click **Save As** to save class model;

8. Click **Import** to import a class model;

9. Click **Delete** to delete class model.

10. Click **New** to create new class model.

To Edit Class

1. Select one class;

2. Click **Edit** button;

3. Modify **Class Name** in Class name input box;

4. Select the student who is in Available student list, and click [>>>] button to add

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this student to Class Model;

5. Select the student who is in the selected student list, and click <<< button to remove this student from Class Model.

To Create New Class

1. Click **New** button;

2. Enter **Class Name** in Class name input box;

3. Select the student who is in Available student list, and click >>> button to add this student to Class Model.

4.1.2 Manage Name List

Student name management is a stand-alone program, it can help teacher manage students information conveniently.

To Manage Name List

1. Click **Manage Class- Student Name Management** to pop out a dialog as below:
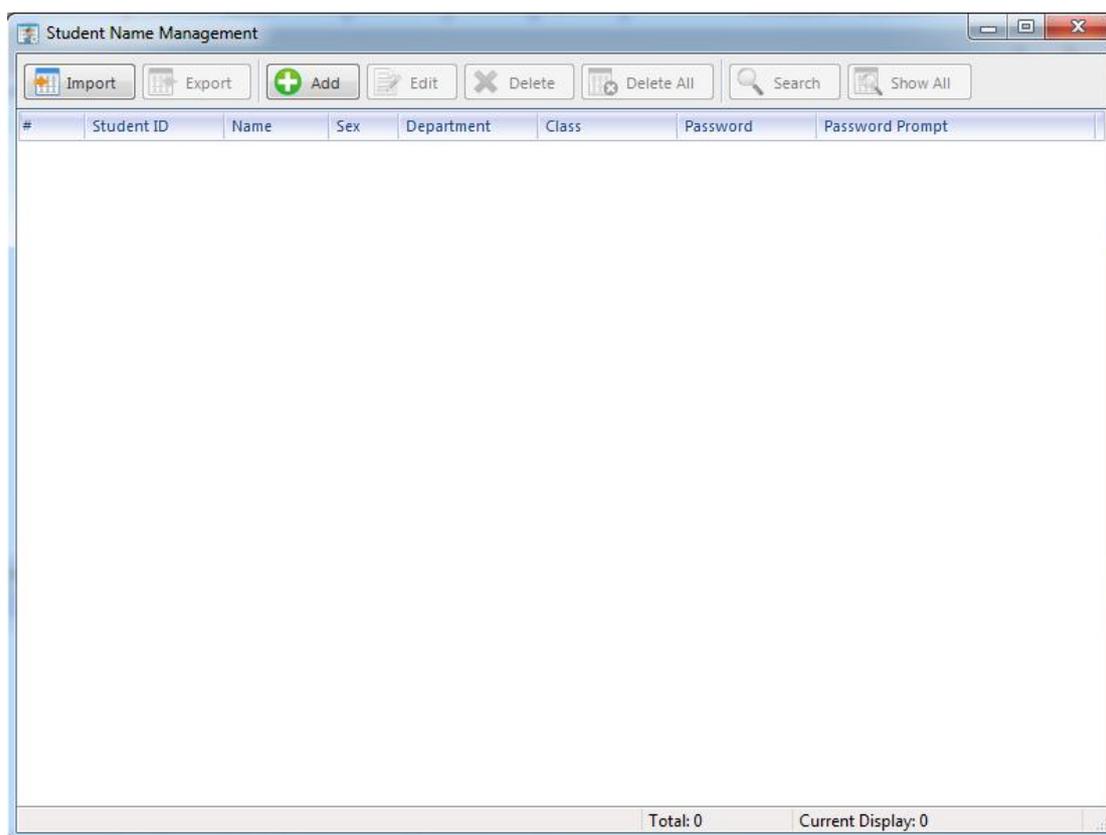
2. Click **Import** to open student list, and then pop out import student information dialog;

3. Setting corresponding relation of imported fields;

4. Click **OK** to begin importing student information;

Note
✧ **Student list can be edited in Excel.**

5. Click **Add** to add student information manually;

6. Click **Modify** to modify the student information manually;

7. Click **Delete** to delete student information manually;

8. Click **Delete All** to delete all the student information;

9. Click **Search** to search student from the list according to key words;

10. Click **Show All** to show the information of all the students;

11. Click **Export** to export student list in the form of Excel.

4.1.3 Sign In

Teacher can know the attendance of students by sign-in.

To Launch Sign-in

1. Click **Manage Class-Sign In** to pop out a dialog as below;

2. Choose whether to verify password and set effective time of signing in;

3. Click **Manage Name List** to open **Student Name Management**;

4. Click **Start** to begin sign-in;

5. Click Sign in button and click **Anonymous Mode** to clear sign in information;

6. Click Sign in button and click **Signed Information** to pop out Sign-in dailog;
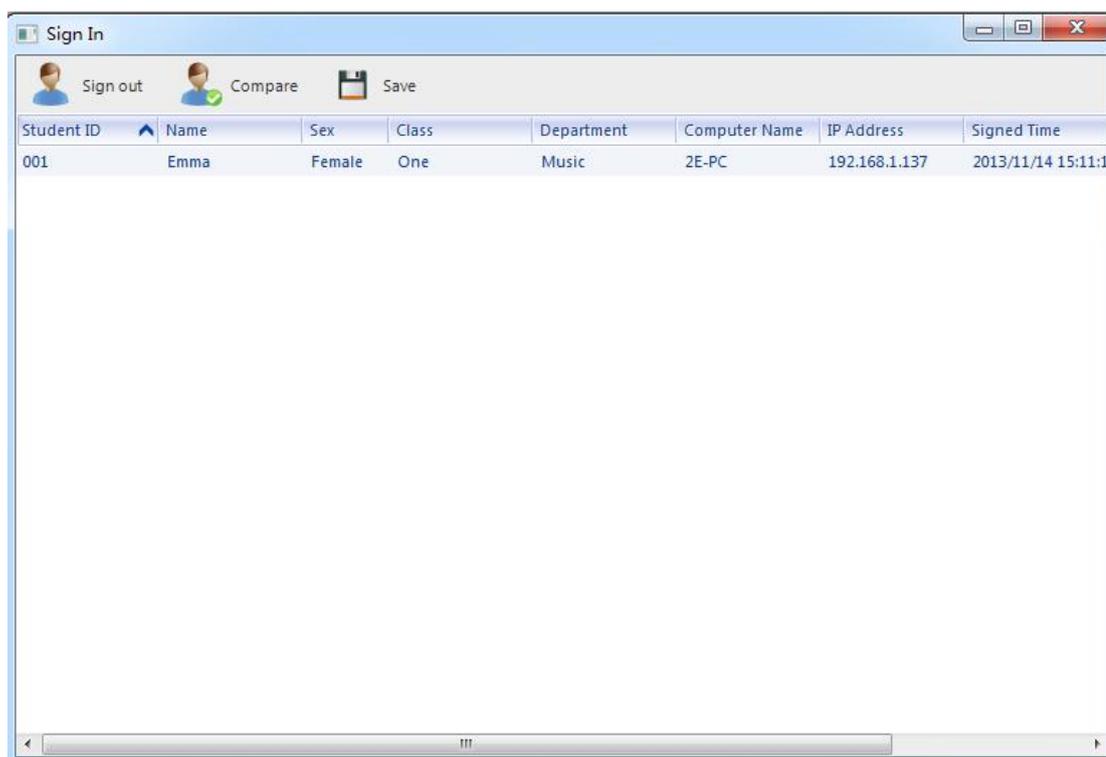
7. Click **Sign Out** button to return to Anonymous mode;

8. Click **Compare** to compare the students sign in information with students list;

9. Click **Save** to export the students sign-in information into excel file.

4.2 Screen Broadcast

Screen Broadcast is one of the most important functions of the Classroom Management by Mythware software. Teacher can broadcast his screen to one or more of the students in class, in either Full Screen or Windowed mode. In Full Screen mode, the broadcast fills the students' screens, and they cannot view or use other applications during the broadcast. In Windowed mode, the desktop appears in a window on the students' desktops and they can switch from this window to other applications.

In addition to allowing teacher to broadcast normal application windows, the Classroom Management by Mythware software allows teacher to broadcast the following application windows, without disabling the DirectDraw acceleration of system:

1. DirectDraw window

2. Direct3D window (for example, Cool 3D, AutoCAD, Pro-Engineer, and 3D MAX)

3. OpenGL window (for example, Quake III)

4. Full screen movie window (for example, WinDVD Player, and the Windows Media Player)

To Start Screen Broadcast

1. Select the students to whom you want to receive the broadcast.

2. Click the **Screen Broadcast** icon on the Function Bar

3. The Classroom Management by Mythware program will be minimized and the following floating toolbar will be displayed at the top of desktop.

Display or hide the main interface of the software in the teacher-side computer.

Start or stop broadcasting voice to students.

Invite one student to control the screen of teacher side and demonstrate to the others.

Open the Screen Pen to annotate the desktop.

Record the broadcast operations to a file.

Switch between the Full Screen mode and the Windowed mode.

Adjust the screen broadcast's picture quality. These four buttons represent four levels of picture quality: Perfect, Better, Normal, Low.

Exit Screen Broadcast.

4.3 Student Demonstration

The Classroom Management by Mythware software allows teacher to select a student to demonstrate the operations of his desktop to teacher and other students. In the course of the demonstration, teacher can take control of the student's mouse and keyboard, share control with the student, or let the student keep control of the mouse and keyboard. He can also talk with the selected student during the demonstration.

To Start Student Demonstration

1. Click the student's icon in the **Class Model** area;

2. Click the **Student Demonstration** button on the Function Bar;

3. Select the students to view the Demonstration;

4. The demonstration window will be displayed on the teacher's and on the other students' desktops.

To Control the Student's Operation

1. Start the demonstration;

2. Click the **Monitor** Button on the toolbar;

3. Select **Control Student** from the pop-up menu.

To Snapping the Student's Desktop

1. Start the demonstration;

2. Click the **Save picture file** Button on the toolbar.

To Record the Demonstration Process

1. Start the demonstration;

2. Click the **Record video file** Button on the toolbar.

To Start the Voice Communication

1. Start the demonstration;

2. Click the **Student send voice** Button to hear the voice of student.

3. Click the **Teacher send voice** Button to send voice to the student.

4.4 Net Movie

Teacher can play media files on his computer and broadcast the media to the entire class. Students don't have to download the media file. Teacher does not have to share the media file with students. The process uses streaming media via networking.

Show a Net Movie Controller

1. Select students in **Class Model** area;

2. Click the **Net Movie** button in Function Bar to open the **Net Movie Controller**;
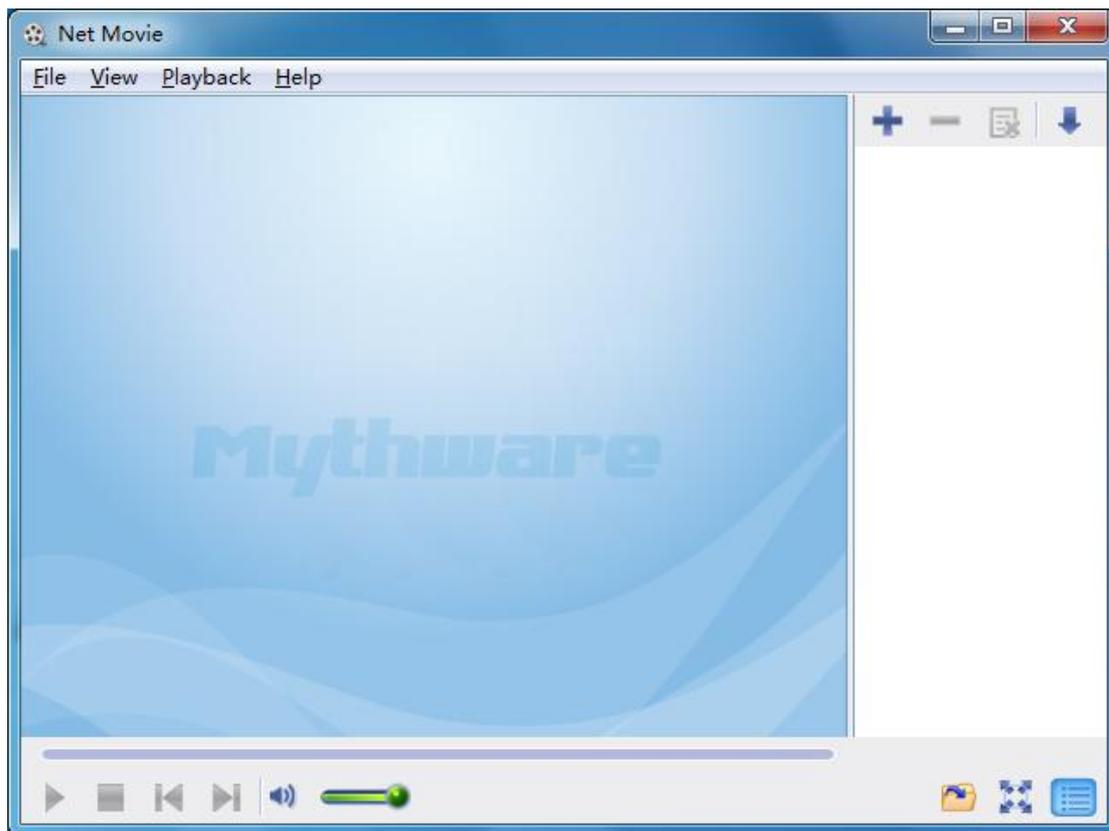
To Start Net Movie

1. Click **File-Open** or Click to open media file;

2. The media file play automatically;

3. Click to add media file, click to delete media file, click to clear playlist, and click to change playback mode;

4. Click to make net movie dialog full screen;

5. Click **View-Playlist** or to hide or show the lists.

To Suspend a Net Movie

1. Play a net movie;

2. Select the **Suspend** Menu in the **Playback** Menu on the **Net Movie Controller**.

To Resume a Suspended Movie

1. Select the **Resume** Menu in the **Playback** menu on the **Net Movie Controller**.

Note
✧ **The suspended movie can be resumed even after the teacher goes offline and restarts the system.**

4.5 Camera

The Classroom Management by Mythware software allows teacher to broadcast his live content from a USB web camera to multiple students simultaneously. Teacher can also broadcast voice content while broadcasting live content. After teacher start **Camera**, the following dialog will pop up.
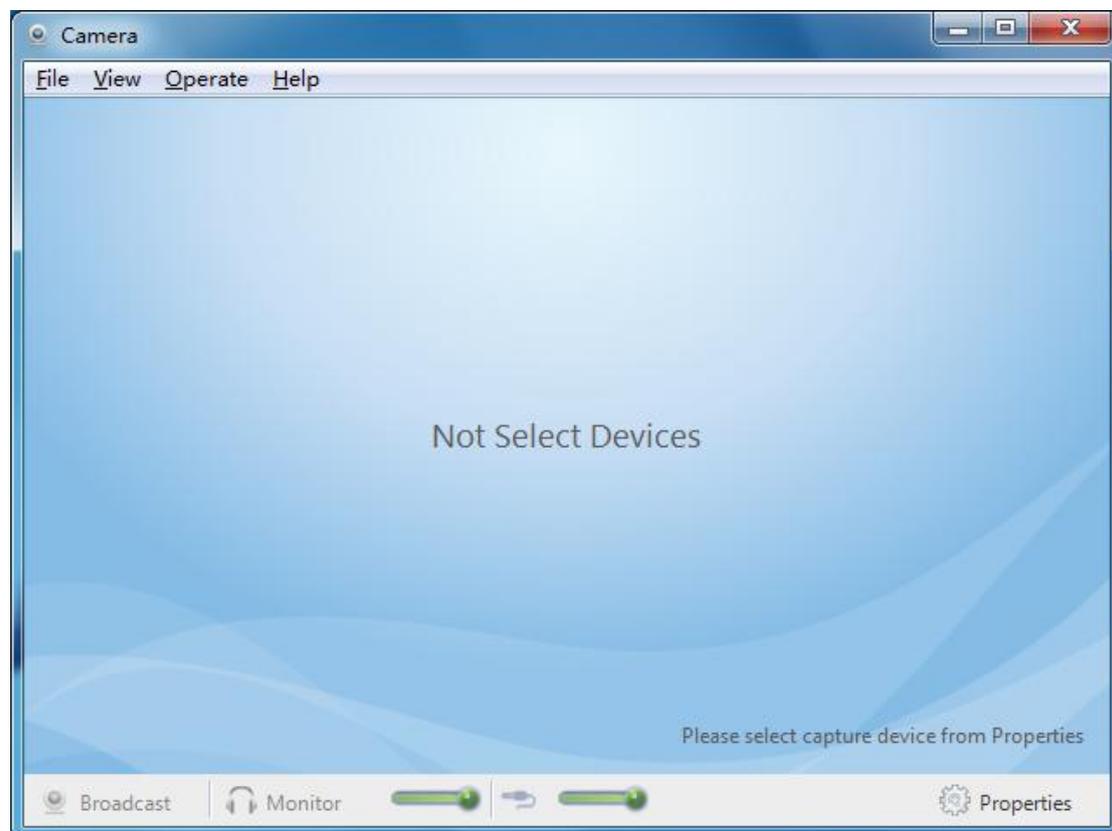
To Start Camera

1. Select students in the Class Model;

2. Click the **Camera** button in the Function Bar;

3. The **Camera** dialog will be displayed on your desktop;

4. Click the **Properties** button to select a video device and an audio device;

5. Click the **Broadcast** button in the **Camera** dialog.

Note
✧ **This function can connect to capture dongle and capture box to use.**

4.6 Response & Competition

Teacher can launch quick response and use awards to check the performance of each student.
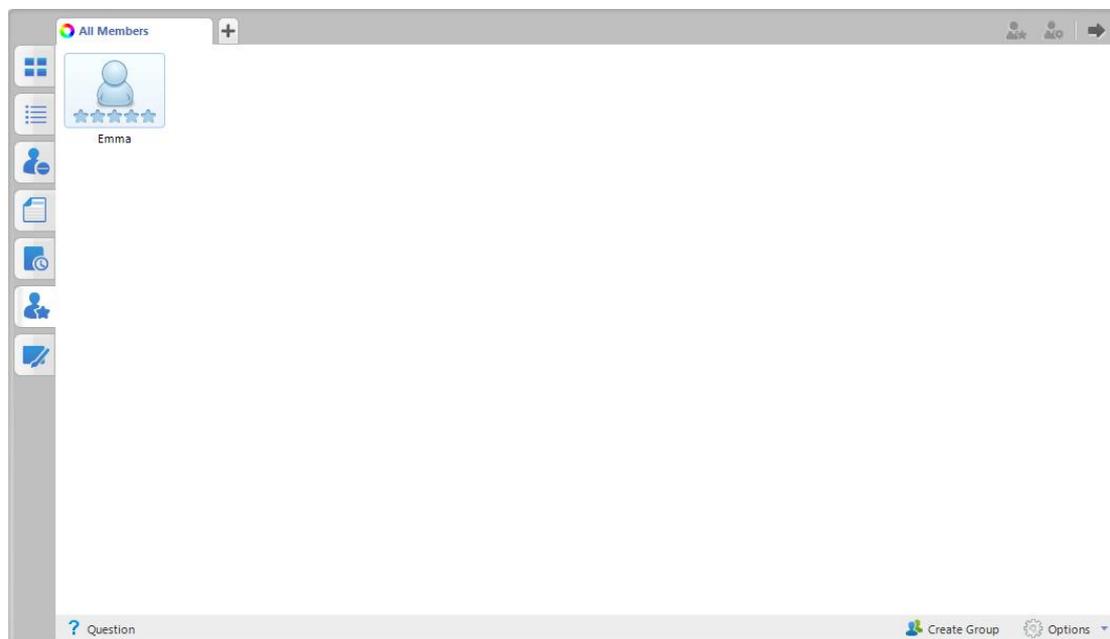
To Start First to Answer Response

1. Click **Question** button to pop out the dialog as below:
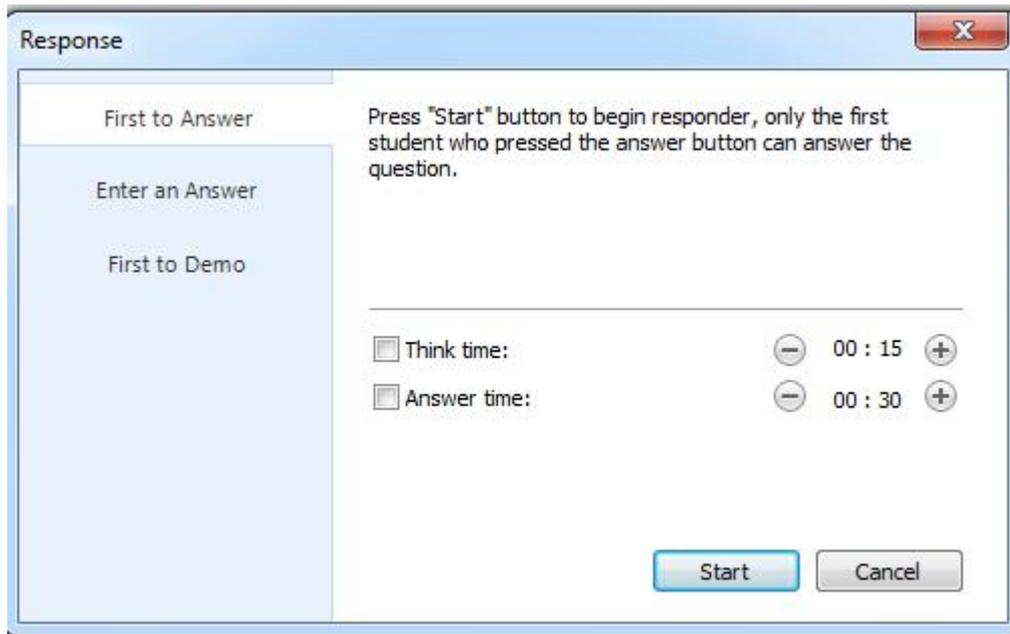
2. Choose **First to Answer**;

3. Set think time and answer time of students;

4. Click **Start** to begin, and student side will pop out a responder;

5. Judge correct or wrong after students finish answering the question.

To Start Enter an Answer Response

1. Click **Question** button to pop out the dialog as below:
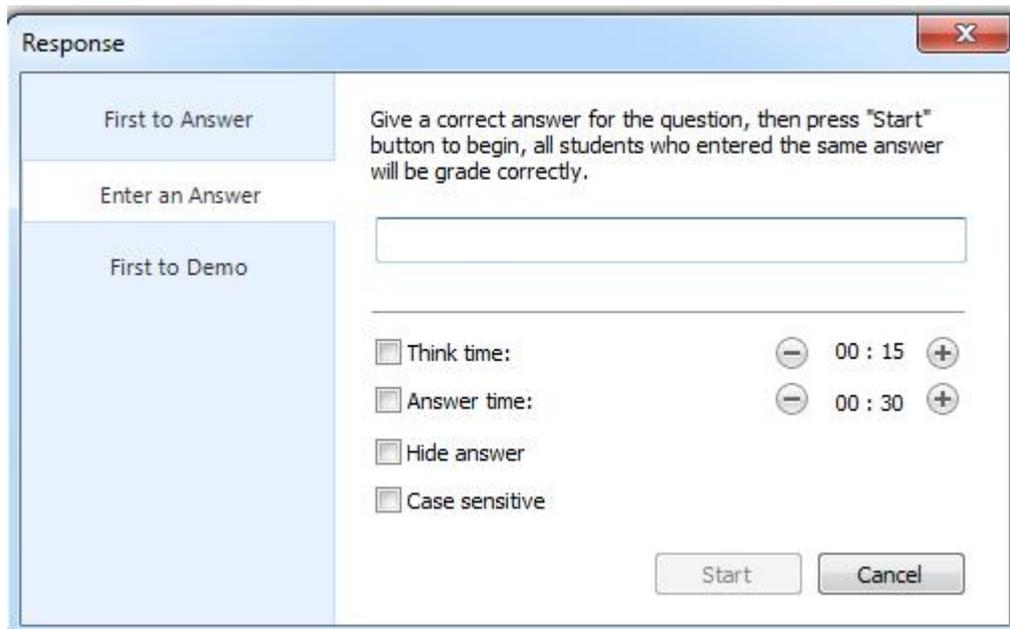
2. Choose **Enter an Answer** and input the correct answer;

3. Set think time and answer time of students;

4. Choose whether to hide answer and use case sensitive;

5. Click **Start** to begin, and student side will pop out a input box;

6. Judge correct and wrong automatically by the software.

To Start First to Demo Response

1. Click **Question** button to pop out the dialog as below:
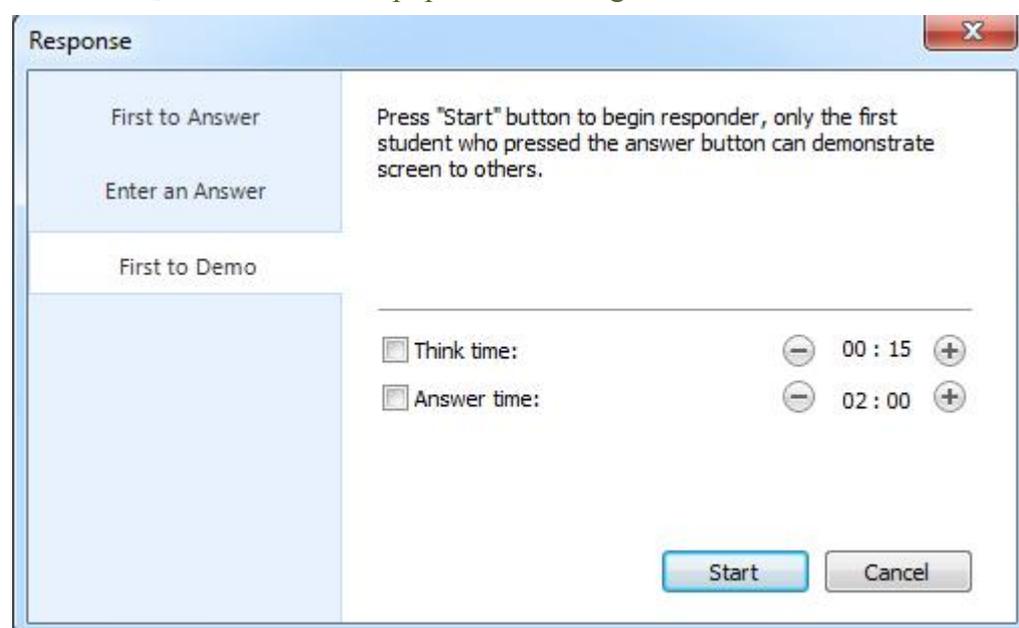
2. Choose **First to Demo**;

3. Set think time and answer time of students;

4. Click **Start** to begin, and student side will pop out a responder;

5. Judge correct and wrong by the teacher after the demonstration.

To Create Group

1. Click the **Create Group** button;

2. Choose the mode to divide group;

3. Click **Apply** to apply the group mode.

User Manual

To Set Award Policy

1. Click the **Option** button;

2. Click **Full Screen** to begin the response full screen of student side;

3. Click **Use Microphone** to open the microphone of teacher side;

4. Choose the award policy and set the initial award.

4.7 Interactive Whiteboard

Interactive whiteboard is designed for active classroom atmosphere and enhancing interaction between teacher and students. Teacher can use whiteboard to share the painting, image, screenshot and document with students, and teacher can also draw with students together. We offer kinds of tools, brushes and shapes for use. What's more, teacher can monitor the students and pick out one to demonstrate to the others when students draw on their own canvas individually.
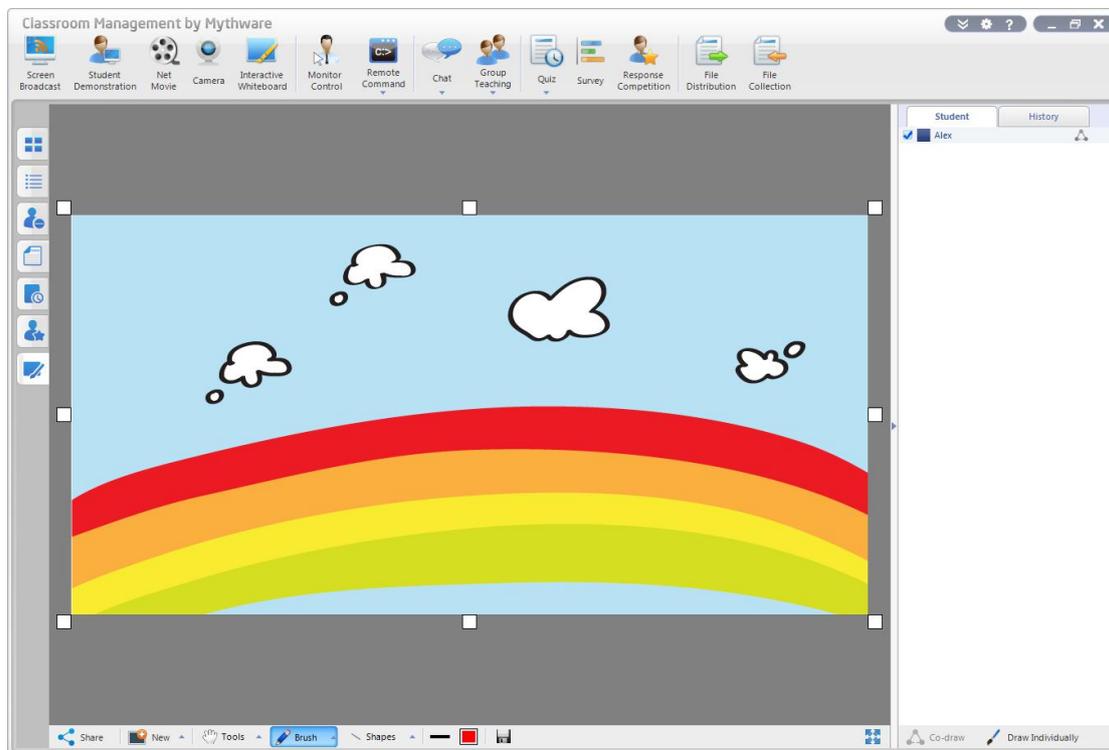
To Use Whiteboard

1. Click **Interactive Whiteboard** button;
2. Change the size of the canvas;
3. Click **New-Blank Whiteboard** to open a blank whiteboard, then use other tools to draw on it;
4. Click **New-Load Image** to open an image, and then use other tools to draw on it;
5. Click **New-Screenshot**, select the area you want to use, click Ok to insert the image into the canvas;
6. Click **New-Import Document**, apply the imported document, and then use other tools to draw on it.

To Share Whiteboard

1. Click the **Share** button to share the canvas of teacher side with students, and then students can see the canvas;

To Draw with Student

1. Choose the students you want to draw together in student list;
2. Click the **Co-draw** button or ;
3. Students use the tools to draw on the canvas at the same time.

To Draw Individually

1. Choose the student in the student list;
2. Click **Draw Individually** button to monitor the canvas of student side;
3. Double click to monitor the student full screen;
4. Click **Demonstrate** to share the picture of monitored student with other students.
5. Click **Stop** to stop.

To Use Tools

1. Click the **Tools** button;
2. Click the tool you want to use.

 Open the bird's-eye view and drag the canvas.

Rotate the selected area on the canvas.

Fill the area on the canvas with the foreground color.

T Insert text into the canvas.

Erase part of the canvas and replace it with the background color.

Pick a color from the picture and use it for drawing.

Insert a picture in the foreground.

Insert a picture as background.

Choose a color ad background color.

Take a screenshot.

Save the picture.

To Use Brush

1. Click the **Brush** button;

2. Click the brush type you want to use.

To Use Shapes

1. Click the **Shape** button;

2. Click the shape you want to use.

To Save the Drawing Board

1. Click   button;

2. Select the format to save.

To Delete History Record

1. Click **History** button;

2. Select the record and click the delete button.

4.8 Voice Broadcast

During the class, teacher can use this function to broadcast the voice of microphone and computer to students.

To Broadcast Voice to All:

1. Right click the blank area of **Class Model**;

2. Click **Broadcast Voice to All** in the pop-up menu.

To Broadcast Voice to Selected Students:

1. Select students whom you want to broadcast in **Class Model**;

2. Right click the thumbnail of these students;

3. Click **Voice Broadcast** in pop-up menu.

4.9 Voice Chat

During the class, teacher can use this function to chat with students.

To Chat With Student:

1. Right click the thumbnail of one student;

2. Click **Voice Chat** in pop-up menu to chat with this student.

4.10 Monitor & Control

Using Classroom Management by Mythware software, teacher can monitor the

desktops of students. The monitor window displays images of students' screens. Teacher can simultaneously view multiple students' screens, each in its own window. He can also view an individual student's desktop in a windowed or full screen view.

The floating monitor control bar can help teacher scroll from one screen to the next, auto scroll to the next screen after a specified time, reset the window position, and change the display mode in each monitor window.

Teacher can take control of a student's desktop or share control with the student. He can also talk privately with a student, while controlling his desktop.

To Monitor a Student

1. Select one student in the Class Model area;

2. Click the **Monitor & Control** button in the Function Bar;

3. The student's monitor window will be displayed on your desktop.

To Auto Monitor Students

1. Double click the student icon in the class model to monitor one student;

2. Click to monitor one student automatically;

3. Click to monitor the previous student;

4. Click to monitor the next student.

To Monitor Multiple Students Simultaneously

1. Click the **Monitor & Control** button in the Function Bar. And the following dialog will pop up;
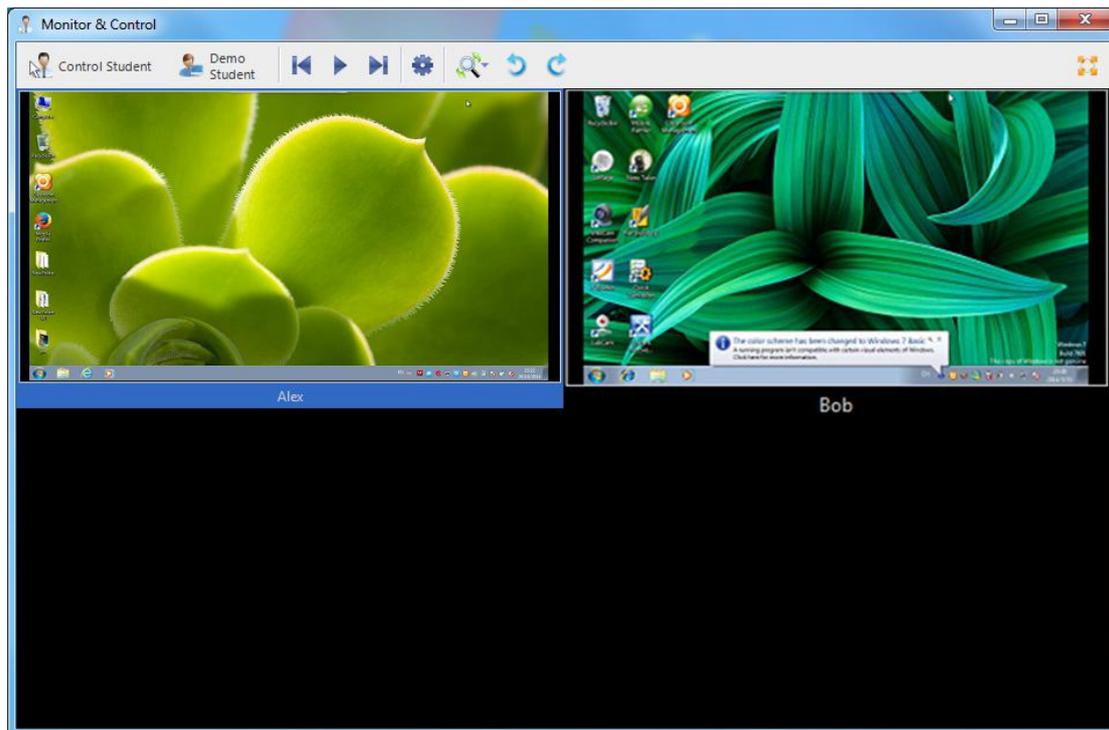
Click ![previous] to show the Student Display of the previous screen.

Click ![next] to show the Student Display of the next screen.

Click ![play] to auto-toggle the screens, and monitor each of the students in turn.

Click ![settings] to set the duration and the number displayed in one screen.

Click ![zoom] to adjust the Monitor Image Display Mode.
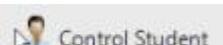
Click ![Control Student] to remote control the selected student.
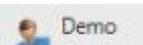
Click ![Demo Student] to demo the selected student.

Click ![rotate] to rotate the screen of students.

Note
✧ **The default number of monitor windows is four and the maximum is 36.**

4.11   Remote Command

The Classroom Management by Mythware software allows you to remotely control the students PCs and tablets conveniently. You can start up all students' PCs, shut down all students' PCs and tablets, reboot all students' PCs and tablets, and launch or close applications on student's PCs and tablets remotely, all without leaving your computer.

4.11.1   Remote Launch Application

Launch application allows the teacher to launch more than one application on the students' PCs or tablets. You can also manage a remote command list. You can add, edit or delete commands in the command list.
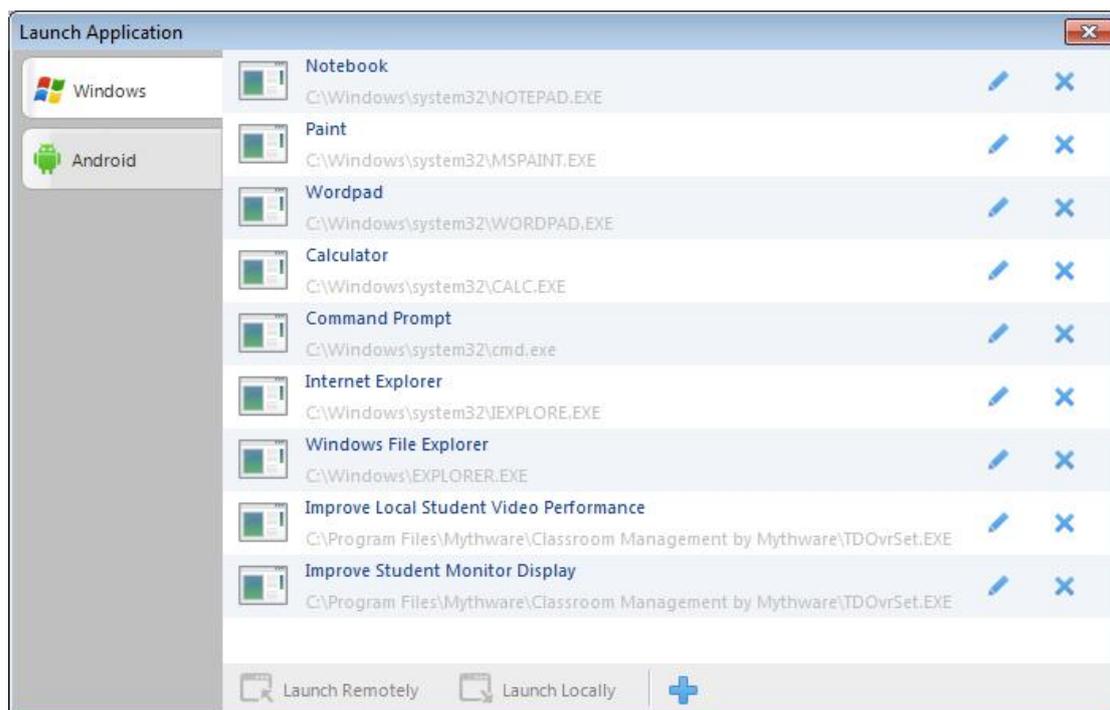
To Launch Function

1.   Select students in the **Class Model**;

2.   Click the **Remote Command** button in Function Bar;

3.   Select **Launch Application** from the pop-up menu;

4. The **Launch Application** dialog is displayed.

To Add a Command

1. Open the **Launch Application** dialog;

2. Select windows or android tab for different students;

3. Click ![plus icon] button in the dialog;

4. Input the application name or parameters in the pop-up dialog;

5. Click **OK**.

To Edit a Command

1. Open the **Launch Application** dialog;

2. Select windows or android tab for different students;

3. Click ![edit icon] button in the dialog;

4. Browse from the running applications or installed applications;

5. Edit the application name or parameters in the pop-up dialog;

6. Click **OK**.

To Execute Command

1. Add a command or edit the command;

2. Click **Launch Remotely** button.

To Add an Application to Command List

1. Switch to the **Policy View**, and choose **Application Policy**;

2. Right click the application icon in the **Running Applications** and choose **Add to**

Remote Command List.

4.11.2   Remote Open Website

This button offers teacher a convenient way to open websites of student side.

To Open Remote Website

1.   Select students in the **Class Model**;

2.   Click the **Remote Command** button in the Function Bar;

3.   Select **Open Remote Website** from the pop-up menu. The **Open Remote Website** dialog will display;

4.   Input the website address;

5.   Click **Launch Remotely**.

4.11.3   Remote Settings

Here we offer a link to the remote settings, the way to use remote settings please refer to Remote Settings.

4.11.4   Remote Startup

Remote Startup allows the teacher to start up all or selected students' PCs with only one mouse click. It will help the teacher manage students' PCs.

To Startup Students' PCs

1.   Select students in the **Class model**;

2.   Click the **Remote Command** button in the Function Bar;

3.   Select **Remote startup** from the pop-up menu;

4.   Click **OK**.

Note

✧ **Teacher can't startup students' tablets remotely.**

4.11.5 Remote Shutdown

Remote Shutdown allows the teacher to shut down all or selected students' PCs with only one mouse click. It will help the teacher manage students' PCs.

To Shutdown Students' PCs

1. Select students in the **Class model**;

2. Click the **Remote Command** button in the Function Bar;

3. Select **Shutdown** from the pop-up menu. The **Shutdown student PC** dialog box will display;

4. Click **OK**.

4.11.6 Remote Reboot

Remote Reboot allows the teacher to reboot all or selected students' PCs with only one mouse click.

To Reboot Students' PCs

1. Select students in the **Class model**;

2. Click the **Remote Command** button in the Function Bar;

3. Select **Reboot** from the pop-up menu. The **Reboot student PC** dialog box will display;

4. Click **OK**.

4.11.7 Remote Close Applications

This function allows the teacher to shut down all students' applications with only one mouse click. It will help the teacher manage students' PCs.
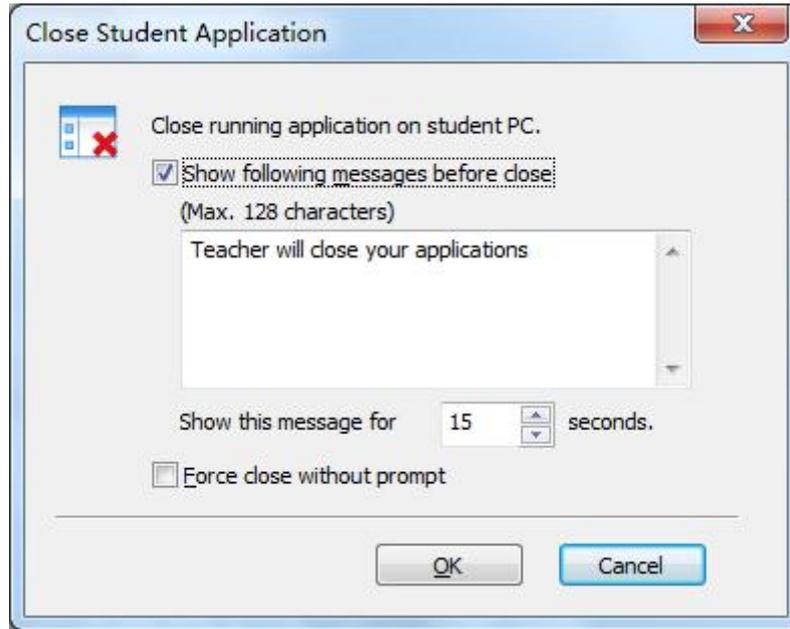
To Remote Close Applications

1. Select students in the **Class Model**;

2. Click the **Remote Command** button in the Function Bar;

3. Select **Close Applications** from the pop-up menu. The **Close Student Application** dialog box will be displayed;

4. Click **OK**.

4.11.8 Remote Login

This function allows the teacher to help students login the Windows remotely.

To Remote Login

1. Click the **Remote Command** button in the Function Bar;

2. Select **Remote Login** from the pop-up menu. The **Remote Login** dialog box will be displayed;

3. Input the User Name, Password and Domain;

4. Click **OK**.

Note

✧ **Teacher can use Remote Login function only when he/she select Auto Login mode.**

4.12 Remote Settings

Teacher can set display, proxy server, themes, desktop, power schemes, screen saver, and so on to both windows and android students.
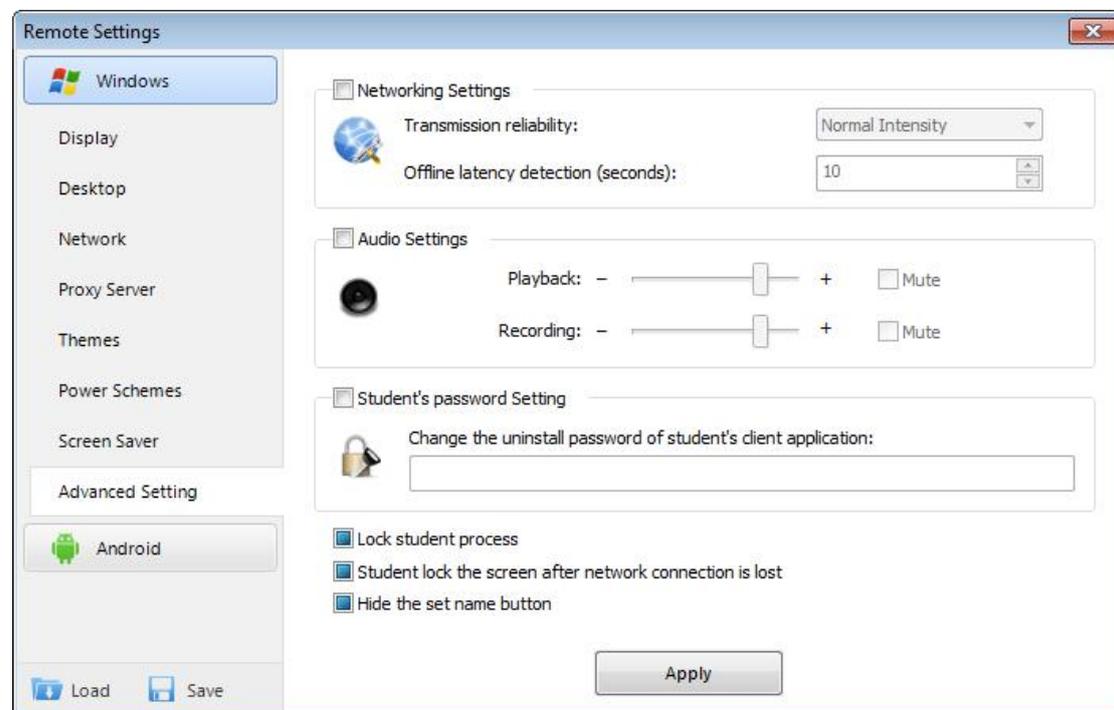
To Change Students' Setting Remotely

1. Select students in **Class Model**;

2. Right click the thumbnail of these students;

3. Click **Remote Settings** button in drop-down menu;

4. Choose windows or android tab;

5. Change the settings in **Remote Settings** dialog;

6. Click **Apply** button.

4.13 Group Management

Group Management allows the teacher to divide the students in the currently activated Class Model into different groups in order to perform Group Chat and Group Teaching activities.
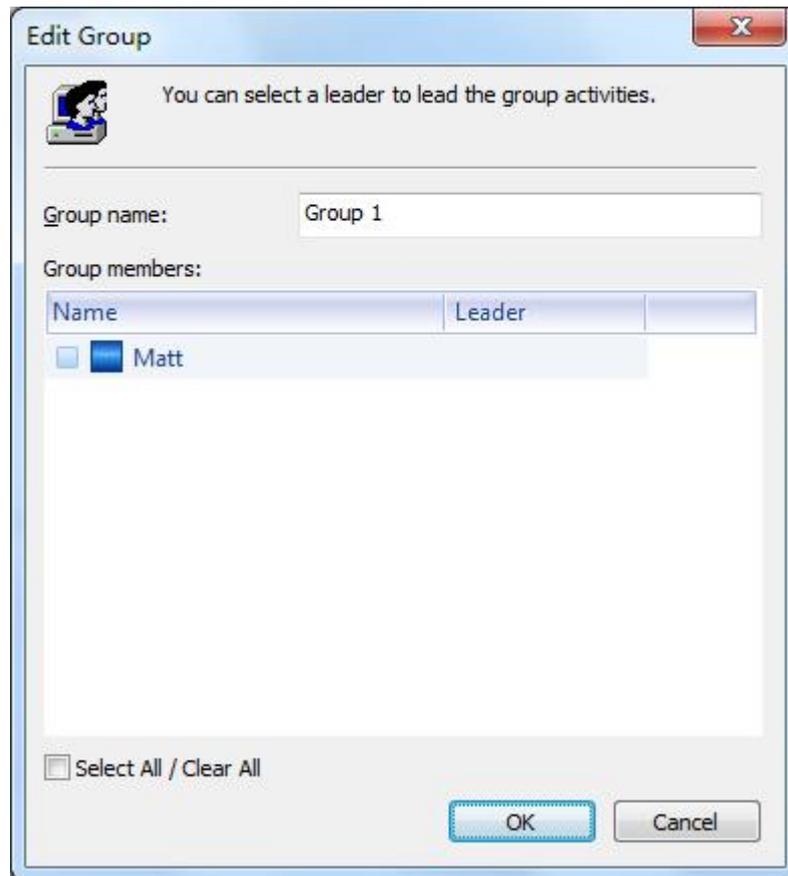
> **To Create a Group**

1. Select the student you want to create a group in the Class Model area;

2. Drag the student to button [+] in the Class Model area;

3. Enter the **Group name** in the pop-up **New Group** dialog;

4. Click the **OK** button to complete the creation of a new group.

Or

1. Click ![+] button in the Class Model area;

2. Enter the **Group name** in the pop-up **New Group** dialog;

3. Check the student you want to select;

4. Click the **OK** button to complete the creation of a new group.

To Assign a Group Leader to a Group

1. Select the student you want to set in the Class Model area;

2. Click the ![button] button in the Class Model area.

Or

1. Right-click the student you want to set in the Class Model area;

2. Select **Group Leader** on the pop-up menu.

To Delete a Group

1. Select a group Tab you want to delete;

2. Click the ![x] button in the Class Mode Area;

3. Click **Ok** in the pop-up confirmation dialog to complete the group deletion operations.

4.14 Chat

With Group Chat and Topic Chat, students could conduct text communications in each group.

Group Chat allows teacher to divide students into groups and process text communications; Topic Chat allows teacher to create multi topics, and students could freely select a group to join in and chat in the group.

4.14.1 Group Chat

Through Group Chat, each group of students created in Group Management can chat with each other. The teacher can select a group to join and chat with that group.

To Use Group Chat

1. Click **Chat-Group Chat** on function bar;

2. Pop up group chat dialog as below;

3. Click **Send** to chat with the students in the same group.

To Use Voice Chat

1. Click **Teacher send voice** Button to send voice to the students;

2. Click the button again to stop the function.
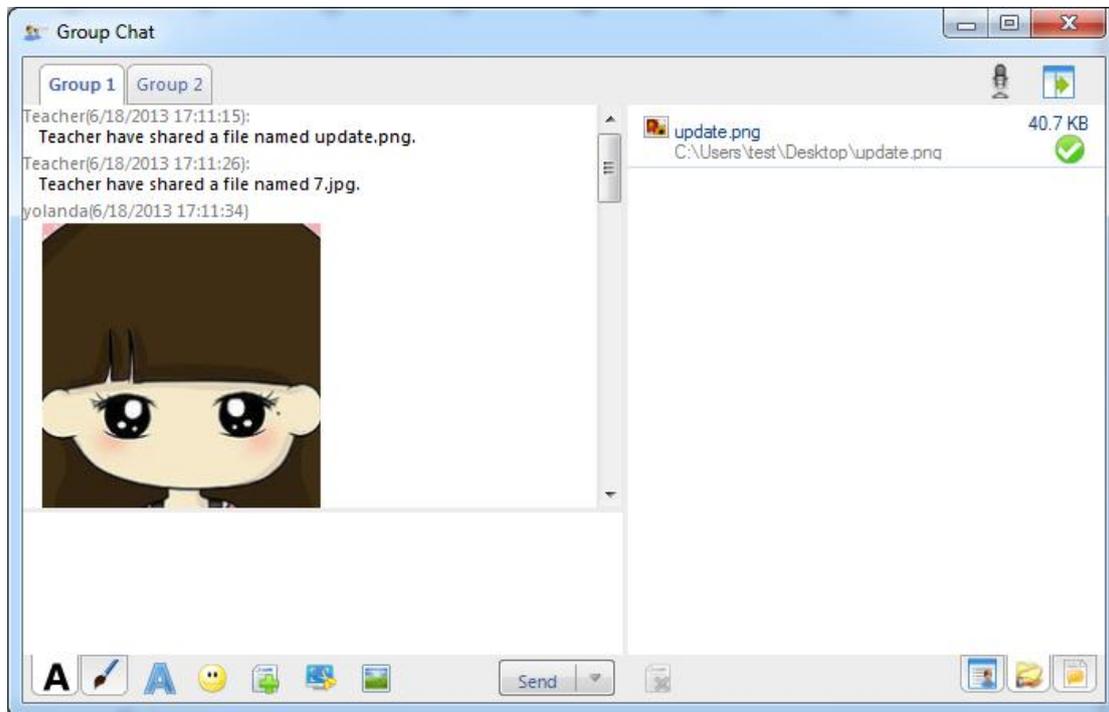
There are lots of communications methods as below:

A Edit Messages:

A **Change message font:** Set font, font style, size, color, effects, script of messages in the dialog;

Insert Emoticon: Send emoticon to make chat easy and funny;

Share Files: Teacher share local file to students in the same group;

Screenshot: Cut out useful image to send to students;

Send Image: Send images to the students;

Note
✧ **The number of shared file can't be more than 4, and the size of shared file can't be larger than 4M.**

Draw and Send Picture:

Pen: Draw the picture manually;

Eraser: Erase the picture;

Undo: Undo previous step;

Rework: Rework previous step;

Color: Choose the color;

Select Background: Select background from empty, small grid, medium grid and large grid;

There are also three different views in chat dialog as below:

Chat Members View

Teacher and students can check other members in the same group.

Shared Files View

Teacher and students can check the shared files, and double click the open the shared file.

Chat History View

Teacher and students can check chat history in this view.

4.14.2 Topic Chat

Teacher could create multi topics, and students could freely select a group to join in and chat in the group.
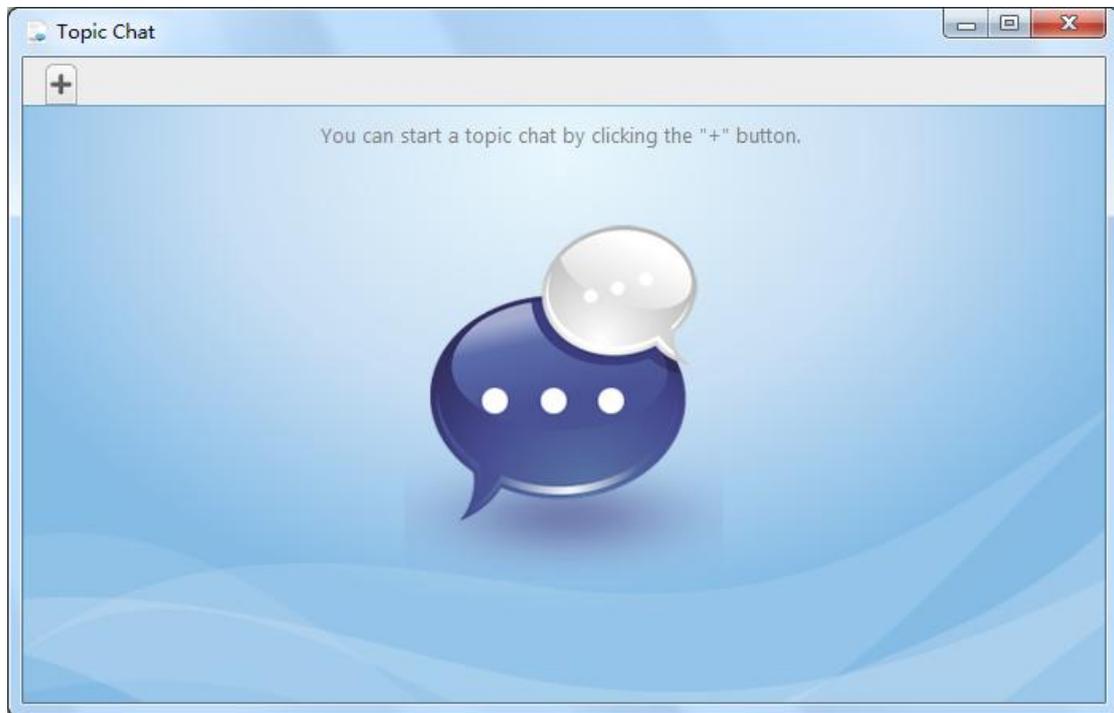
To Add a New Topic

1. Click the **Chat** button in the Function Bar;

2. Select the **Topic Chat** from the pop-up menu;

3. Click **Add a new topic chat** button.

4.15 Group Teaching

Group Teaching allows teacher to divide students into several groups, enabling peer tutoring and cooperative learning. Each group has one active member and one or more passive members. The active members can use many functions to teach their fellow students, such as: Broadcast teaching, Voice teaching, Voice chat, Monitor, Remote control, Remote setting, File distribution, Remote command, and Net Movie.
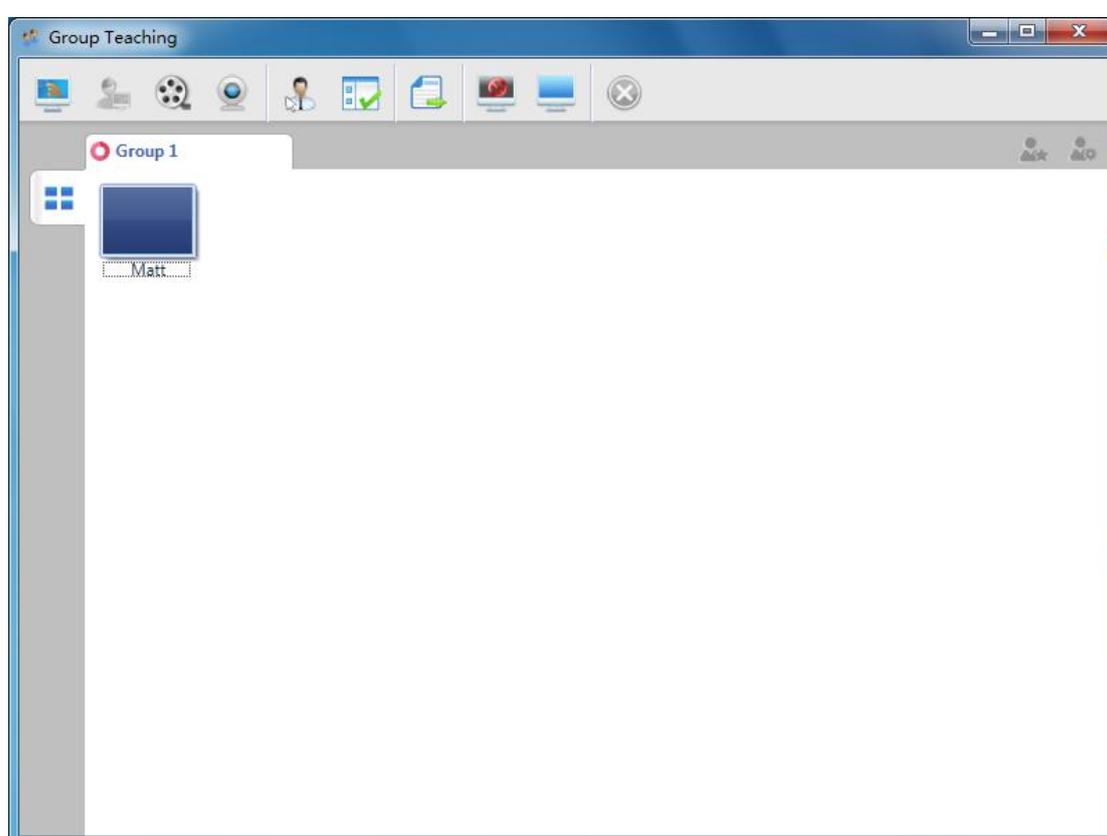
To Start Group Teaching

1. Divide the students into different groups, according to Group Management.

2. Click the **Group Teaching** button in the Function Bar.

3. Select **All Groups** or **Part of Groups**.

4. The **Group Teaching** dialog will be displayed on the teacher's screen.

When the teacher initiates the Group Teaching, the teacher and group leaders will see a toolbar in the dialogue of Group Teaching. Both the teacher and group leaders can operate the relative functions.

Broadcast the teacher's screen to group members

Broadcast a group member's screen to the teacher and other group members.

Broadcast the media files to the group members.

Broadcast the camera display to the group members.

Monitor & control a group member.

Send remote command to the group members.

Send files to the group members.

Silent to the group members.

Silent off to the group members.

Stop the function.

To Start Function on a Group

1. Click the Group Table you want to select;

2. Click the **function** button in the Function Bar;

To Choose the Function Group Leader Has

1. Right click the student icon of group leader in group member list;

2. Click **Student settings…** in drop-down list;

3. Select the function you want to grant;

4. Click **OK**.

4.16 Quiz by Answer Sheet

4.16.1 Create Answer Sheet

Teacher can use Answer Sheet Editor to import quiz paper and edit the answer sheet. It is a stand-alone program, so teacher can edit the answer sheet at home with it.

The Answer Sheet consists of different question sections which can be created by the teacher. Each group contains several questions which can be categorized into 5 types: Choice question, True or false question, Fill-in-blank question, Essay question and Hand writing question..
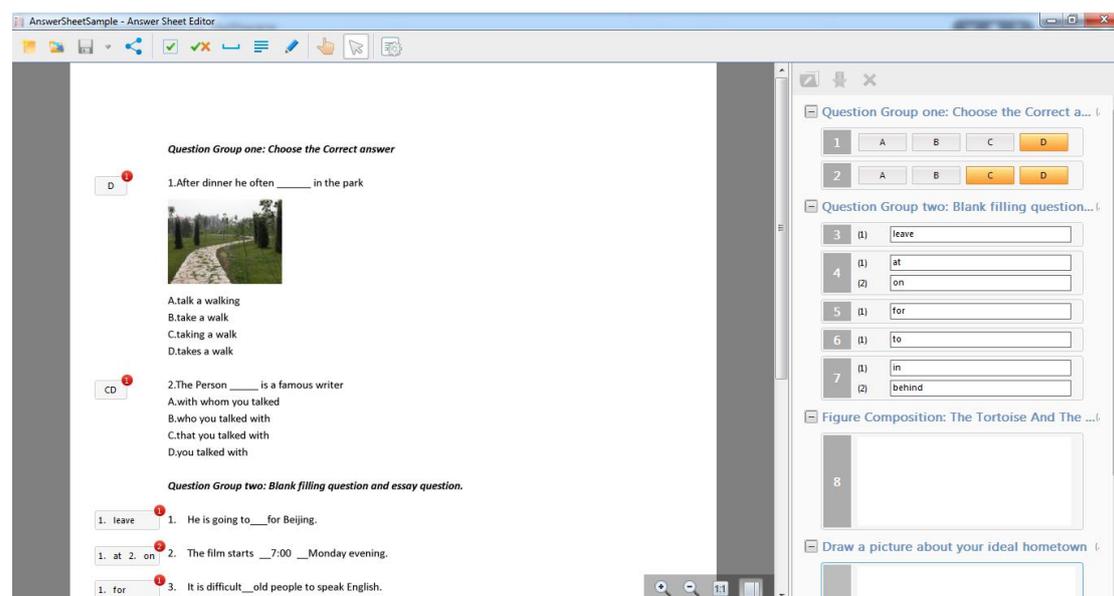
> **To Import Quiz Paper**

1. Click **Import Quiz Paper** button;
2. Select the document you want to open;
3. Click **Open** to print the document as quiz paper.

> **To Add Questions**

1. Choose the question type you want to add;

2. Click the location you want to add in the quiz paper, and the answer sheet will generate automatically;

3. Click to move the questions;

4. Click to select the question.

To Share Answer Sheet

1. Edit the answer sheet;

2. Click button;

3. Select the appropriate teacher to share the answer sheet.

To Create Group

4. Choose the question you want to put in the group;

5. Click button;

6. Set group name and question score in the window pop out.

4.16.1.1 Add Choice Question

To Add Choice Question

1. Click button;
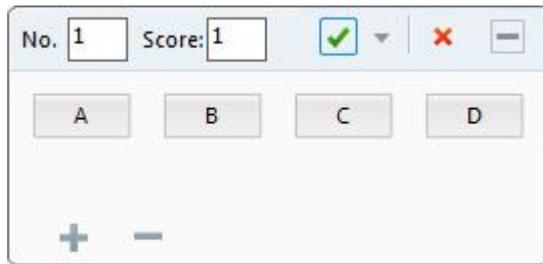
2. Set the question number and score;

3. Increase or reduce the option, and set the correct answer;

4. Click to hide the edit window;

5. Click to delete the question.

4.16.1.2 Add True or False Question

To Add True or False Question

1. Click button;

2. Set the question number and score;

3. Choose √ or × as correct answer;

4. Click to hide the edit window;

5. Click to delete the question.

4.16.1.3 Add Fill in Blank Question

To Add Fill in Blank Question

1. Click ⎵ button;
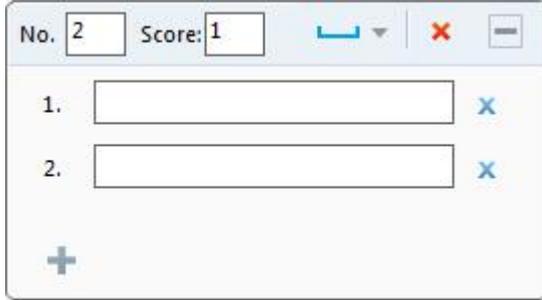
2. Set the question number and score;

3. Add the blank and fill in the correct answer;

4. Click ⊟ to hide the edit window;

5. Click ✕ to delete the question.

4.16.1.4 Add Essay Question

To Add Essay Question

1. Click ☰ button;
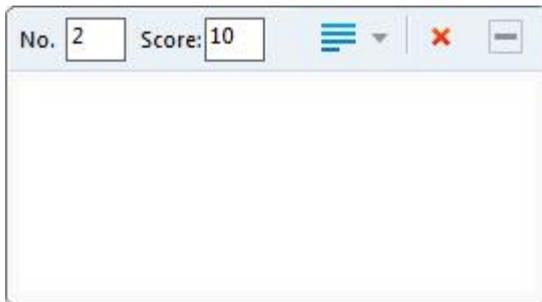
2. Set the question number and score;

3. Input the reference answer;

4. Click ⊟ to hide the edit window;

5. Click ✕ to delete the question.

4.16.1.5 Add Hand Writing Question

To Add Hand Writing Question

1. Click ![pen] button;

2. Set the question number and score;

3. Using the pen and tools to write the reference answer;

4. Click ![camera] to open the camera to take an image;

5. Click ![image] to insert an image;

6. Click ![hide] to hide the edit window;

7. Click ![delete] to delete the question.

4.16.2 Start Quiz

Teacher use answer sheet to launch a quick test to one or more students during class.

To Start Quiz

1.   Click **Start Quiz** to open Start Quiz dialog;

2. Choose the mode between quick answer sheet and custom answer sheet;

3. Click **OK**.

To Start Quiz with Quick Answer Sheet

1. Set the Answer Sheet Name, Duration, Question type and Count and Score;

2. Click **OK**.

To Start Quiz with Custom Answer Sheet

1. Click **Import Quiz Paper**;

2. Open quiz paper edited before;

3. Click **OK** to begin.

After start quiz, teacher can change the view among student list, quiz paper and answer sheet.
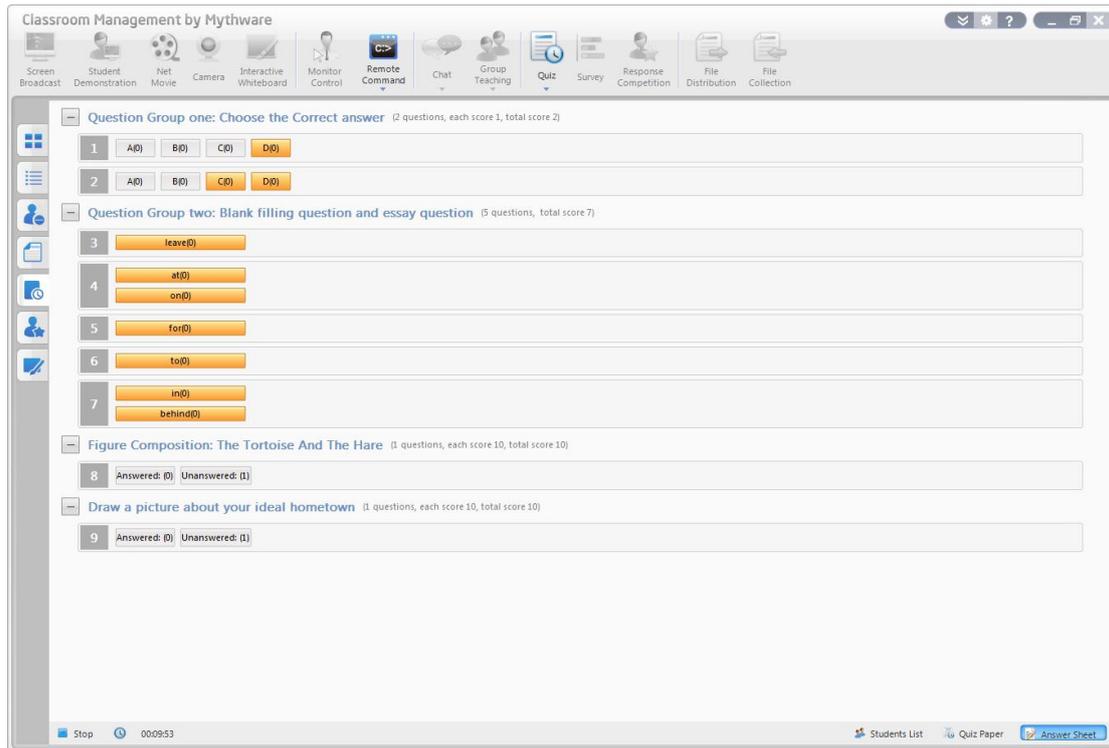
To Check the Detail of Each Question

1. Double click the question in answer sheet view

2. Click Back to return to the initial interface.

To Stop the Quiz

1. Click Stop button to stop;

2. Waiting for collecting the answers of students, teacher can also click Stop Collection button to stop collection;
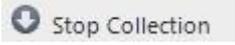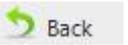
3. Click Back to return to history view;

4. Then you can click Start Quiz to start a new quiz.

To Grade Quiz Result

1. Stop the quiz;

2. Click [star icon] button to grade.

To Send Quiz Result

1. Grade the quiz;

2. Click [icon] button to send quiz result to students.

To Export Quiz Result

1. Grade the quiz;

2. Click [icon] button to send quiz result to students.

Notes
✧ **Quick Answer Sheet can contain only one question type.**
✧ **It will pop out Grade prompt of the quiz paper contains subjective questions.**
✧ **Teacher can set the correct answer of objective question by clicking the options of the question; they can also enter the reference answer of subjective question.**
✧ **Teacher can set the reference answer when students answer questions.**

4.17 Survey

The Survey function allows the teacher to test the students' skills with one single question and get the students' answers immediately. The teacher can also use this **Survey** function to do some surveys.
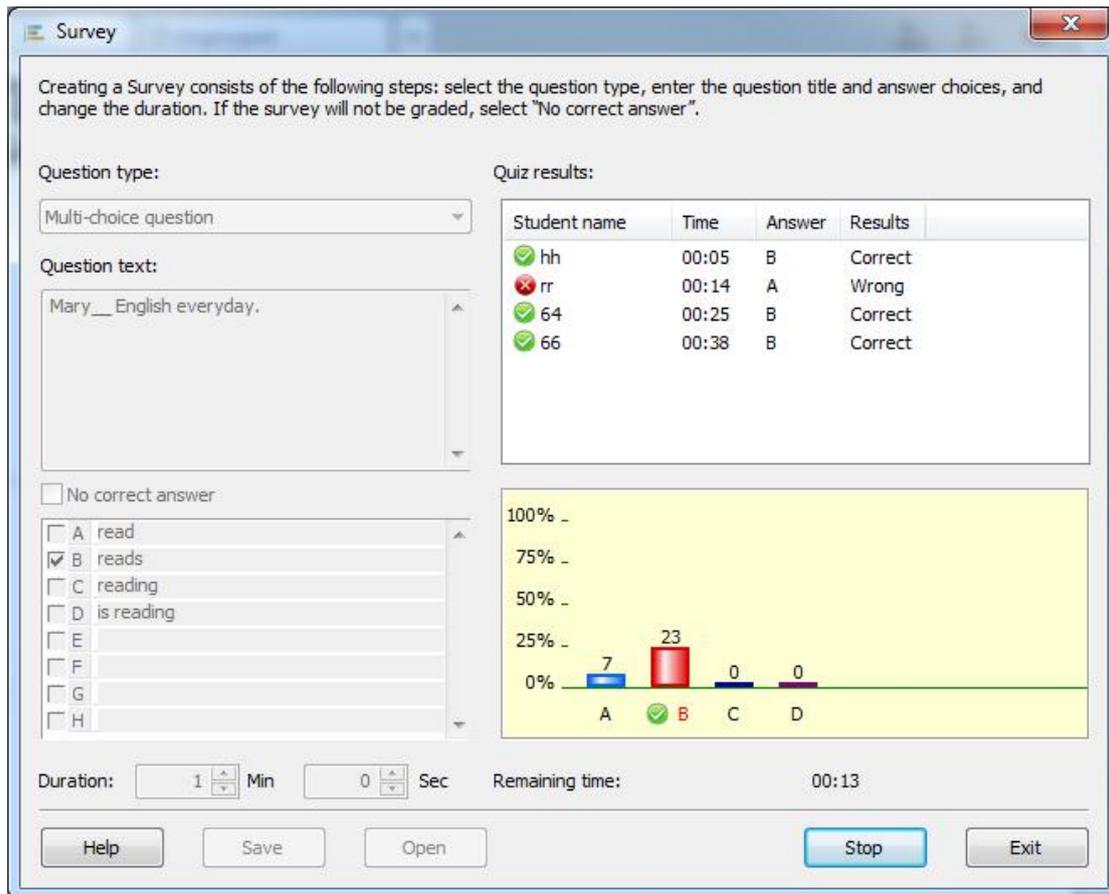
To Initiate Survey

1. Click the **Survey** icon on the Function Bar of the main interface in the teacher-side computer;

2. Open the **Survey** dialog;

3. Select the question type you want from the **Question type** drop-down list. (Two question types are available: multi-choice questions and True-or-False questions);

4. Enter question titles in the **Question title** input box;

5. In the **Option** box that follows, enter the contents for each option and also set the answer for each question;

6. In the **Duration** input box, enter the duration for that Survey;

7. Click the **Start** button.

To Save Survey

1. Click the **Save** button after edit the content.

To Open Survey

1. Click the **Open** button to open the survey saved before.

To Get the Students' Answers Immediately

1. Click the **Survey** icon on the Function Bar of the main interface in the teacher-side computer;
2. Start an Survey;
3. The students' answering information will be displayed on the right side of the **Survey** dialog;
4. During the **Survey** process, if a student answers a question, the student's name, finish time, actual answers and score will be displayed in the list;
5. Statistics will be updated real-time during the **Survey** process.

4.18 File Distribution

The Classroom Management by Mythware software allows teacher to distribute simultaneously a file or directory to multiple students. Before distributing files, teacher can specify a target path for students. If the target path doesn't exist, then it will be automatically created. If the target file and path already exist, the software enables you to select whether or not to allow automatic overwriting of the original file. If the file you want to distribute is in use, the software will send a prompt.
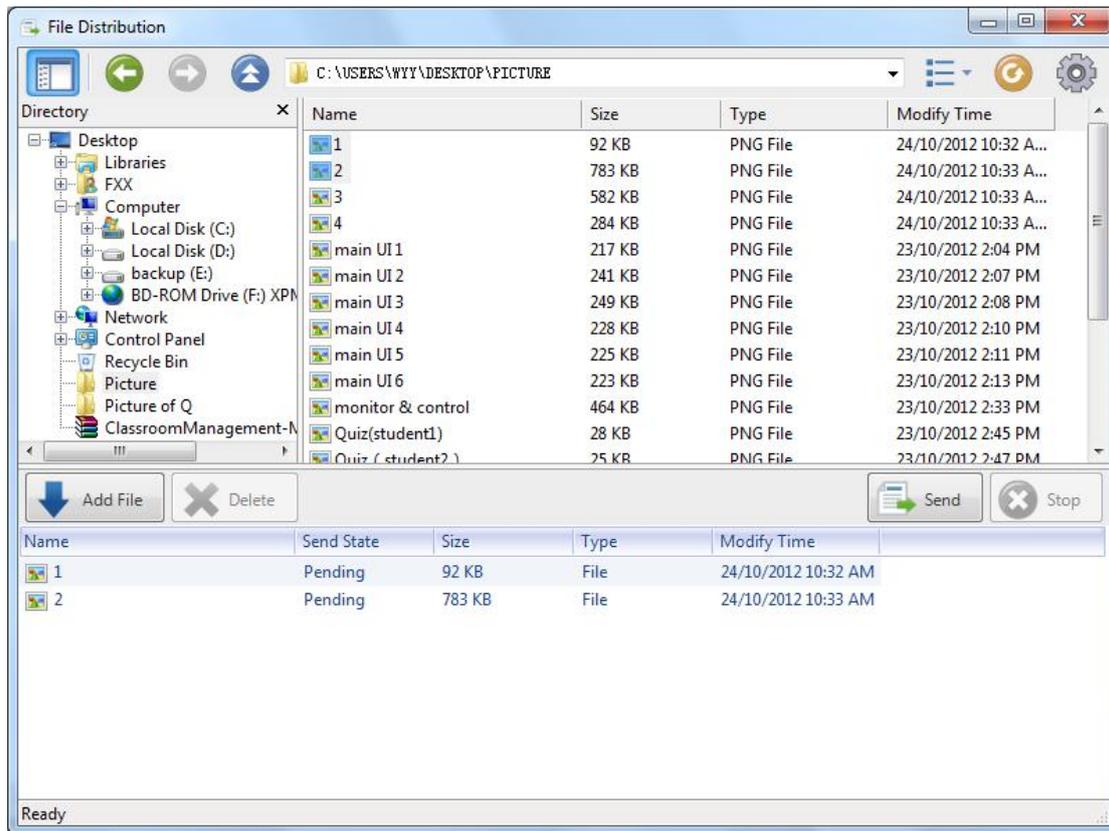
To Start File Distribution

1. Select students in the **Class Model**;

2. Click the **File Distribution** button in the Function Bar;

3. The **File Distribution** window is displayed;

4. Browse, select files or directories and click [Add File] button to add to the **Send** list;

5. Click the [Send] button on the Send List toolbar of **File Distribution** window.

To change the target path of distributed files

1. Click [gear] button in **File Distribution** dialog, and then the following dialog pops up;
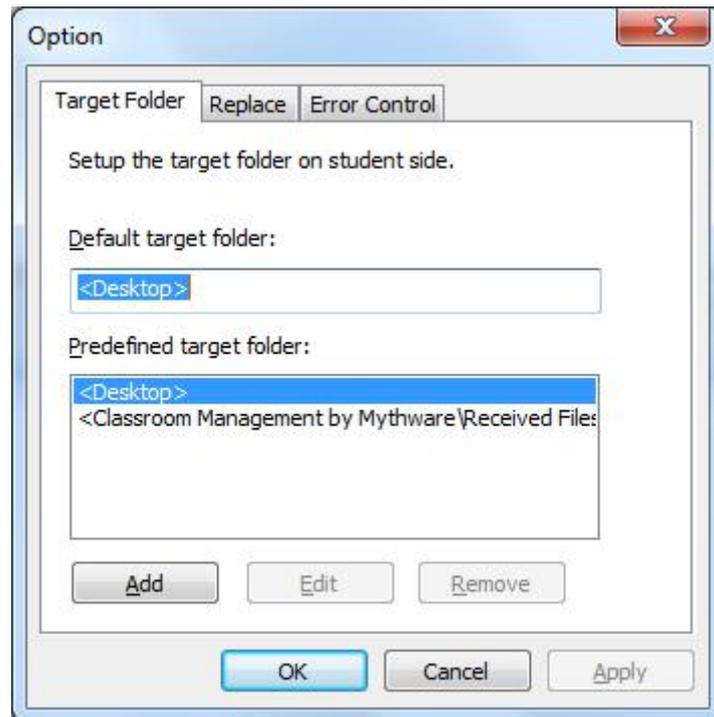
2. Click Add in **Option** dialog to add a new target folder;

3. Select a target folder in **Predefined target folder** column;

4. Click **Apply**.

To Choose a Distribution Policy

1. Click ⚙ button in the toolbar of the **File Distribution** dialog;

2. From the pop-up dialog, select **Replace** tab;

3. Select **Don't distribute,** or **Replace**;

4. Click the **OK** button.

Note
✧ **The default setting is Replace.**

To Set Error Control

1. Click ⚙ button in the toolbar of File Distribution dialog;

2. Select **error control** tab;

3. Select **Stop file distribution immediately** or **Continue file distribution**;

4. Click OK.

4.19 File Submission

The File Submission function allows the students to submit their jobs to the specified directory on the teacher-side computer. The teacher can manage whether or not to accept all of the files submitted by the students, or choose to accept one student's files at a time.

To Set File Submission Policy

1. Change the Class Model area **View Mode** to **File Submission** Mode;
2. Select the student you want to set;
3. Click **Enable** or **Disable** button in the class Model area.

To Accept a Student's Submitted Files

1. The student sends the file submission request;
2. View **File Submission Request** in **File Submission Model**;
3. The student name, file size and file count will be displayed in the list,
4. The teacher can select one of the student names and click **Accept** on the right side;
5. A message will appear in the Event Message Area of the main interface in the teacher-side computer, indicating that:" **I have submitted my files**".

To View a Student's Submitted Files

1. Change the Class Model area **View Mode** to File Submission Model;
2. Double-click the student you want to view;
3. The folder where the student's submitted files are stored will be opened automatically.

The File Submission function also allows the teacher **to set the number and size limit** for student-submitted files, to prevent students from submitting or too many files at a time, or files which are too large.

To Set the Number and Size Limit

1. Click the **Set submitted folder** button on the main interface;
2. Select **Limit file size** and enter the file size limit in **Option** dialog;
3. Select **Limit number of files** and enter the file number limit in **Option** dialog;
4. Click the **OK** button.

4.20 File Collection

File Collection allows the teacher to open the File Submission dialogue at the same time so the teacher can collect students' files to the same directory.

To Start File Collection

1. Click the **File Collection** icon on the Function Bar of the main interface in the teacher-side computer;
2. **File Submission** dialog pops up on the student side;
3. Teacher can open Submitted folder on the Class Model area after all the students had submitted files.

4.21 Screen Recording and Playback

The Classroom Management by Mythware software allows teacher to record operations from his desktop into an ASF file, and then playback these operations later. During recording, teacher can pause a recording for later resumption. When he continue to record, the newly recorded data will be appended to the previous file. Teacher can also launch **Screen Pen** to annotate the screen and record the annotations as well. During recording, he can also use a microphone to record his voice.

The Classroom Management by Mythware software allows teacher to use the **Net Movie** function to open the recorded file and play it back in the class like the **Screen**

Broadcast. If he record with audio, his voice can be broadcast to the students as well.

1. Right-click in the blank area in the **Title bar**;

2. Click the **Screen Record** in the Pop Menu;

3. In the **Screen Record** dialog, type the target file name and click **Save**;

4. The **Screen Record Toolbar** will be displayed on the top of the screen, as shown below;

 Display/Hide the main interface for the programs in the teacher-side computer.

 Call **Screen Pen** while performing the **Screen Record** function, and add annotations to the screen.

 Pause the current screen recording operations.

 Continue the screen recording operations.

 Stop the screen recording operations.
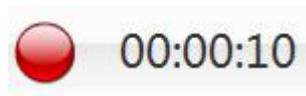
 Indicate that the recording is in progress, with the recording time shown.

5. At this time the **Record** button on the top side of the above image will flash continuously and the recording time is displayed too.

To Playback the Recorded Files

1. Click the **Net Movie** button in the Function Bar;

2. From the **Open File** dialog, select one of the recorded files and click **OK**.

Note

❖ **In the computer with the Classroom Management by Mythware software installed, the teacher can use Windows Media Player to playback the recorded files.**

4.22 Silent & Silent off

4.22.1 Silent

Choose one or more students and click button to launch **Silent**, the mouse and keyboard of these students will be locked, and they can't do any operation.

4.22.2 Silent off

Choose one or more students who are being Silence On and click button to launch **Silent Off**, the mouse and keyboard of these students will back to normal.

5 The Settings of Teacher Side

5.1 General

In this tab, teacher can choose to lock all students to class model upon start up and set the properties of **Silent**.
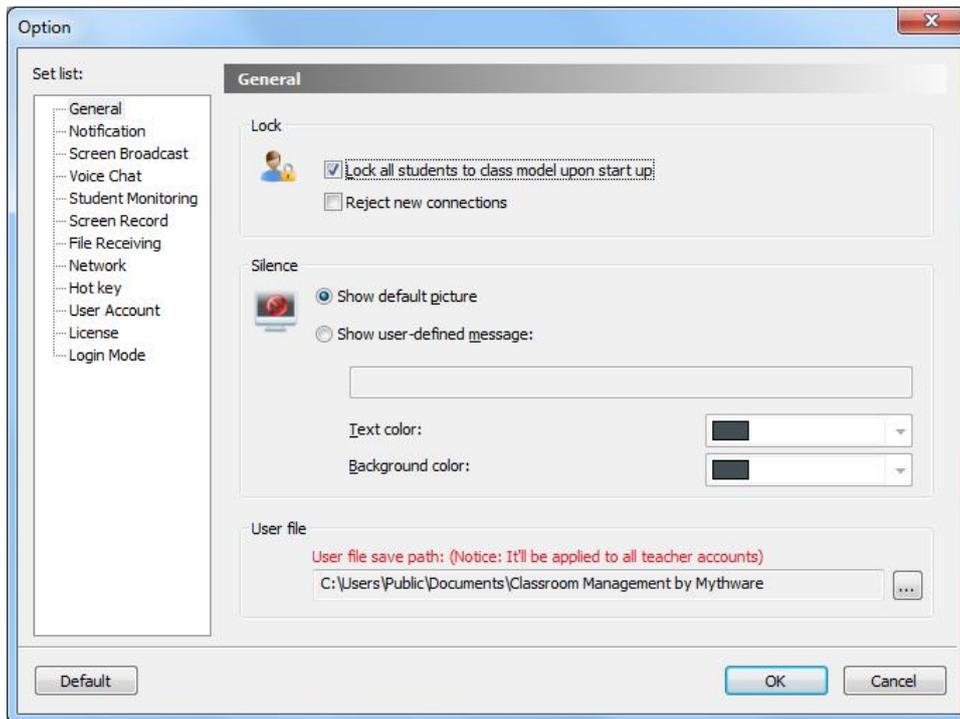
5.2 Notification

In this tab, teacher can set the properties of Hand Raise, Remote message and Student Session.
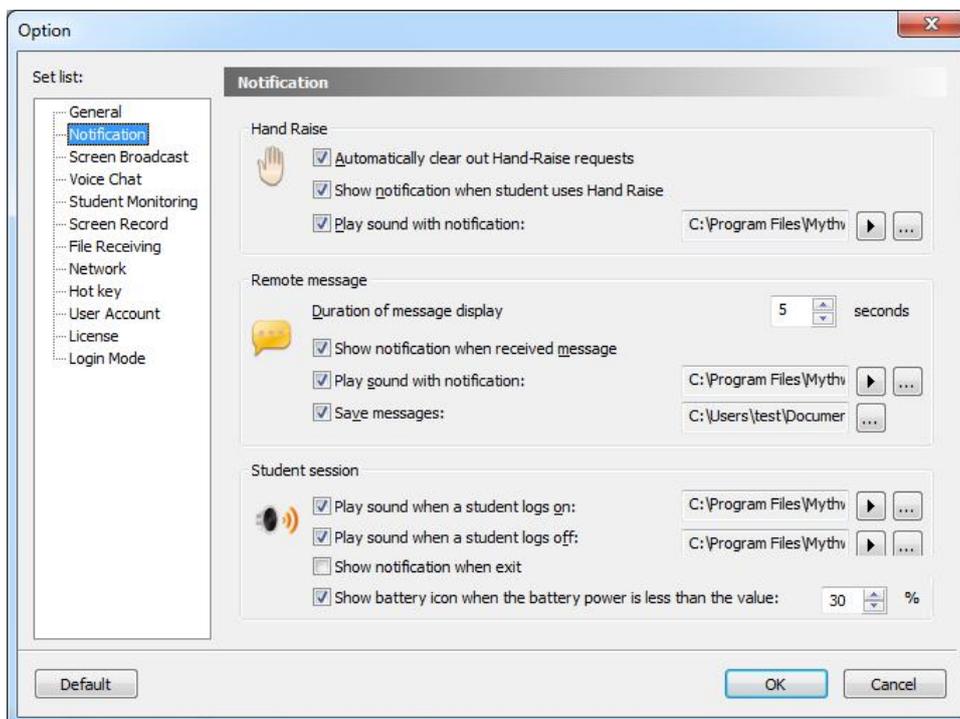
5.3 Screen Broadcast

In this tab, teacher can select the default mode of student side during **Screen Broadcast** process. Besides, teacher can set the saving path and performance of screen record during **Screen Broadcast** process.
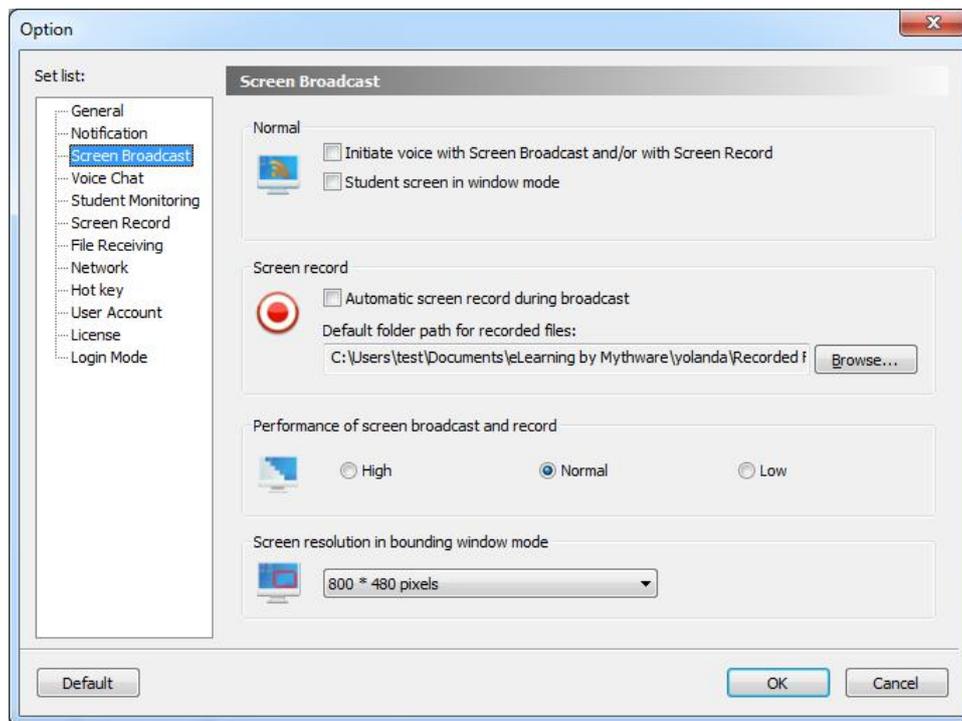
5.4 Voice Chat

In this tab, teacher can set the properties of Voice Teaching and Audio Setting.
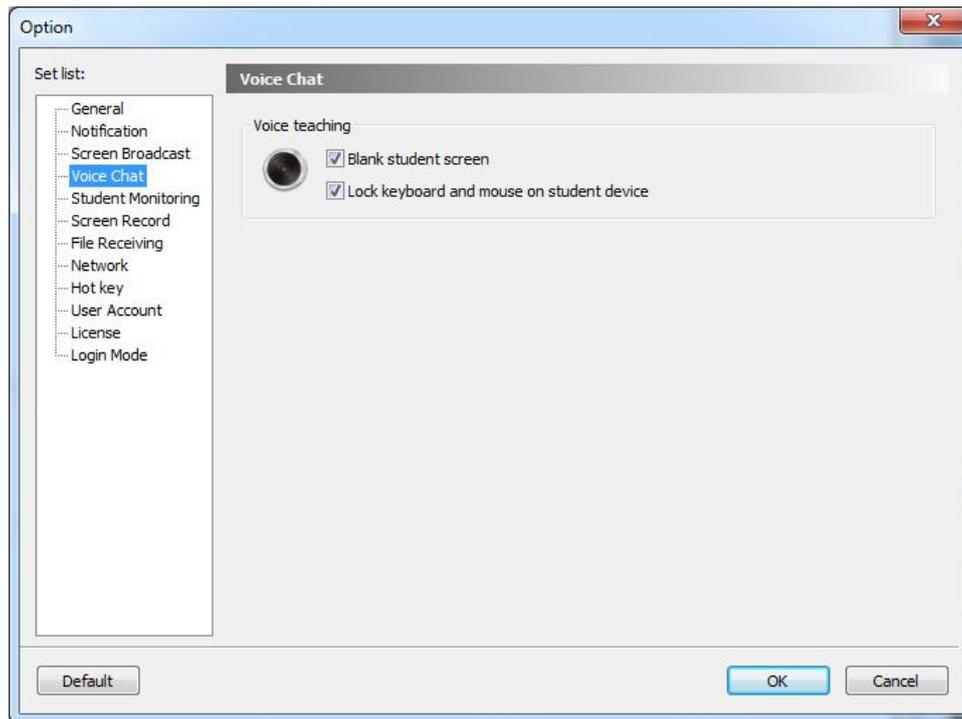
5.5 Student Monitoring

In this tab, teacher can set the properties of student monitoring.
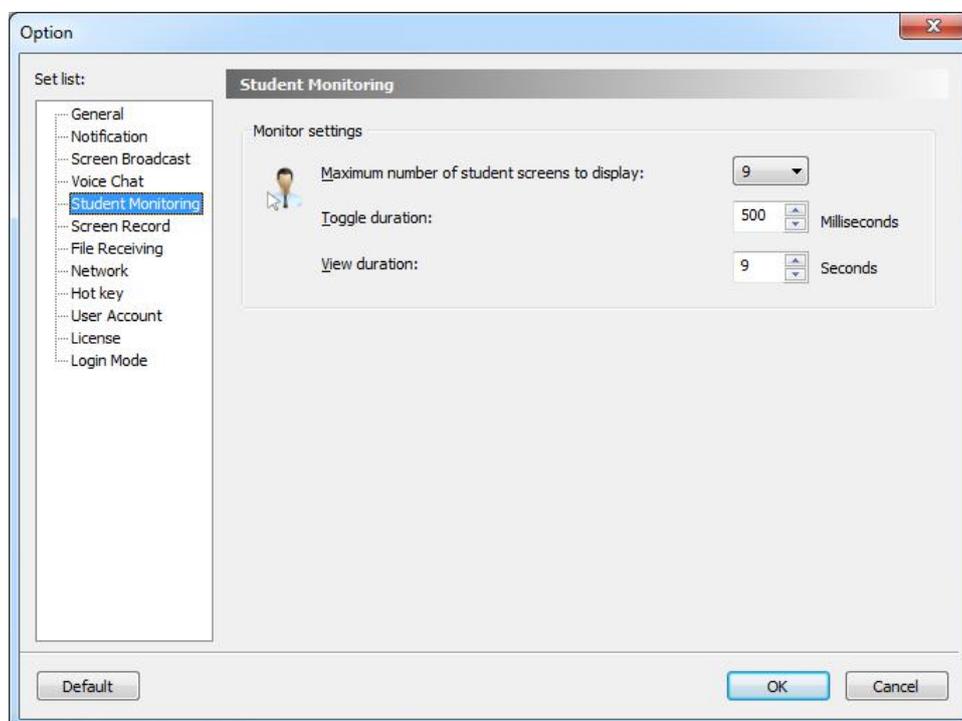
5.6 Screen Record

In this tab, teacher can set the quality scheme, recording scheme, and whether to record the voice during screen record.
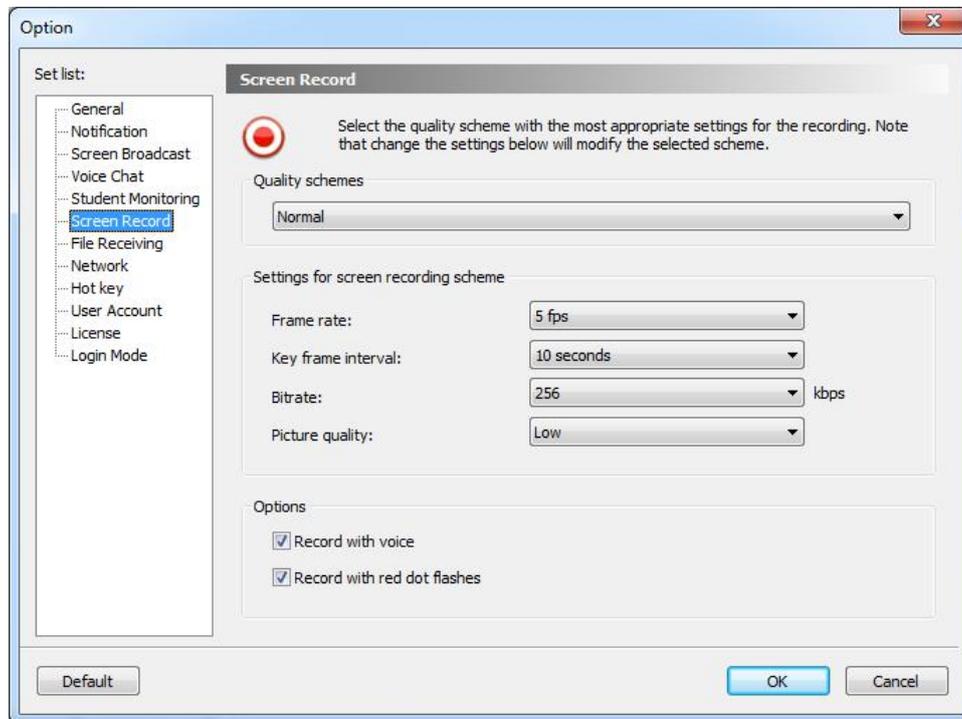
5.7 File Receiving

In this tab, teacher can select the folder which is used to save files submitted by students, and they can set the limitation of file size and number.
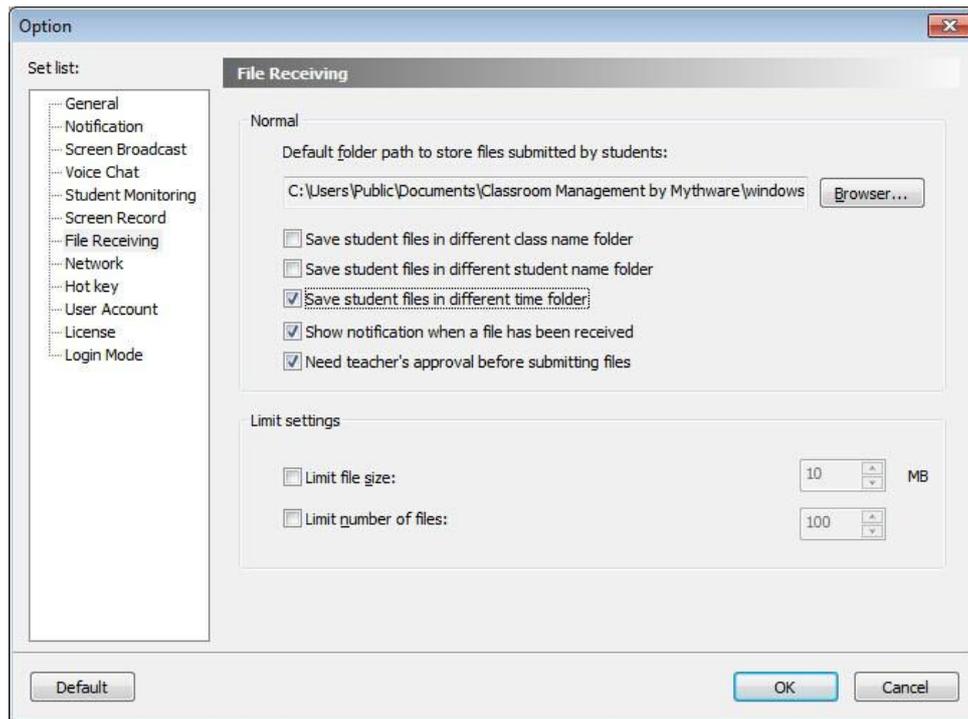
5.8 Network

In this tab, teacher can select an IP address to bind with teacher side and set the latency period of network. Besides, he can set some other fields of network.
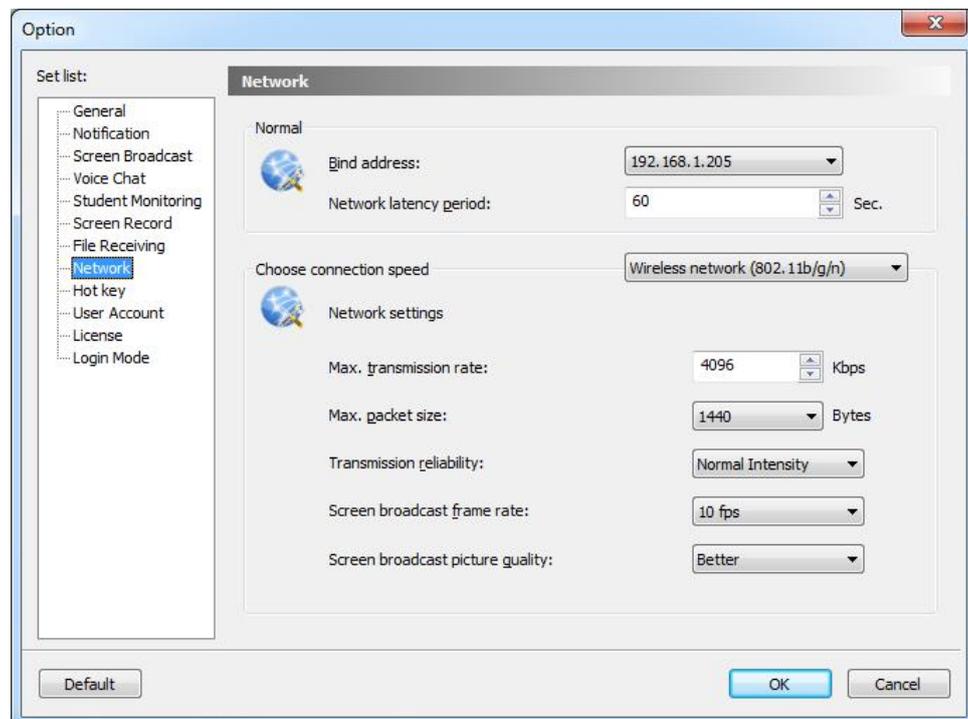
5.9 Hot key

In this tab, teacher can set hot key for some common functionalities.
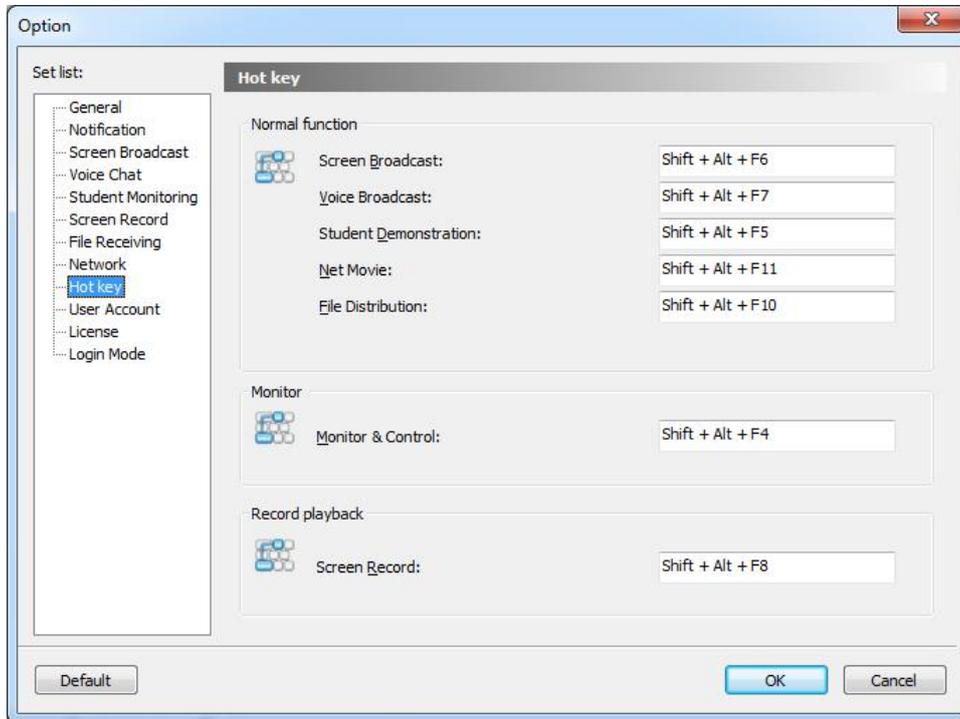
5.10 User Account

In this tab, teacher can set the login password.
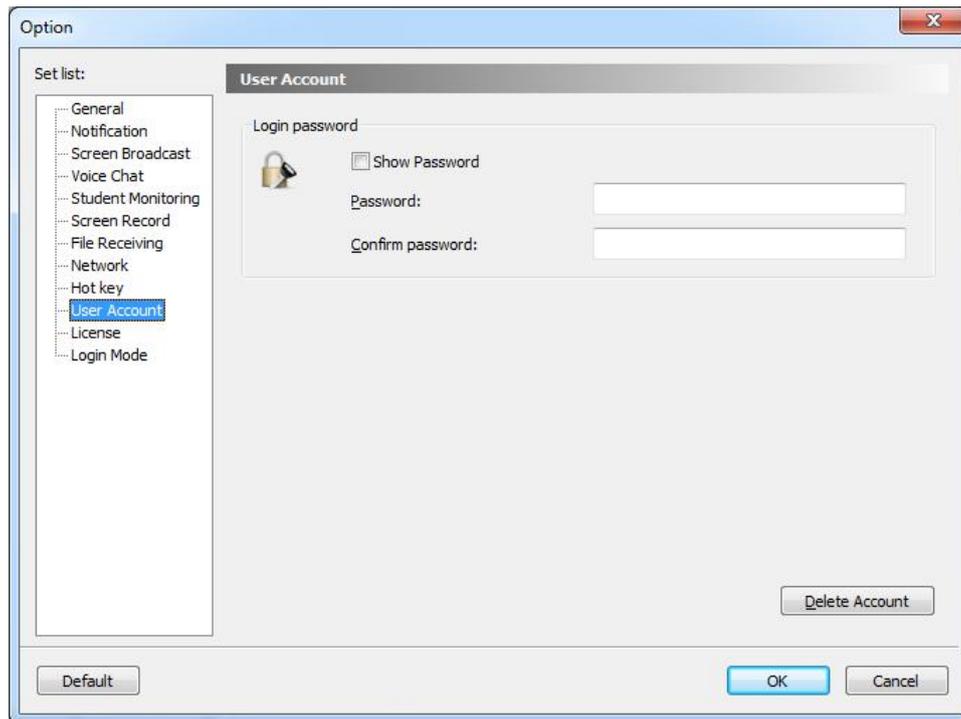
5.11 License

In this tab, teacher can choose the mode to get license.
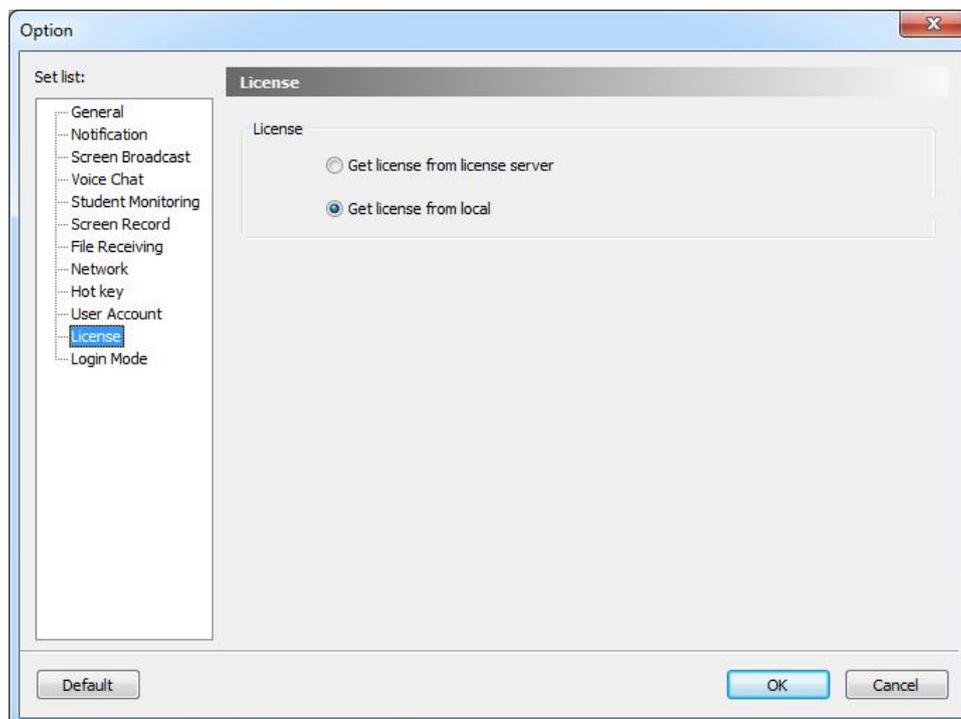
5.12   Login Mode

In this tab, teacher can change the login mode.
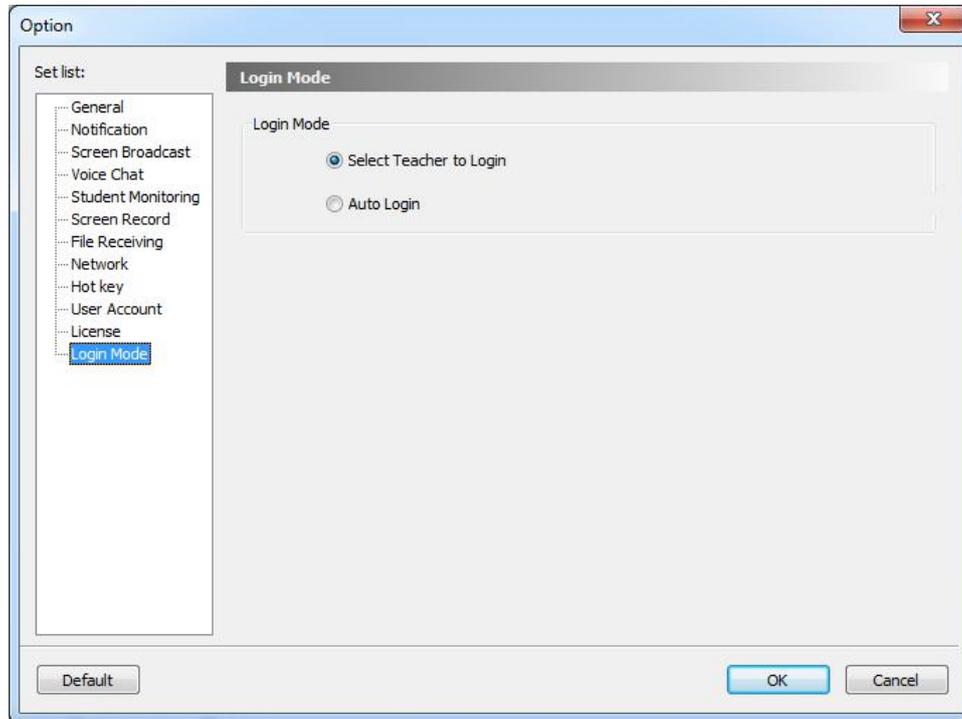
Student Side

6   The Interface of Student Side

After the Classroom Management by Mythware software is installed, you can join in-class activities with the following methods.

1.   Floating Toolbar

2.   System Notification Icon Menu

3.   Desktop Shortcut

6.1 Floating Toolbar

After your software is initiated, a toolbar will be displayed on the top of the desktop, as shown below.

   Show/Hide the toolbar.

    Connect/Disconnect to the teacher's class.

    Raise hand to call teacher.

    Send message to teacher or view the message sent by teacher.

    Submit assignment files to teacher.

View files, quiz results and snapshots.

Open the Help.

6.2 System Notification Icon Menu

After your software is initiated, a notification icon   will be displayed in the system tray area. There are three state of this icon, and each has a different meaning.

 No network connections.

 Network connections established. Not connected to the teacher yet.

 Network connections established. And it has connected to teacher already.

Right-click or left-click the notification icon and the following menu will appear.
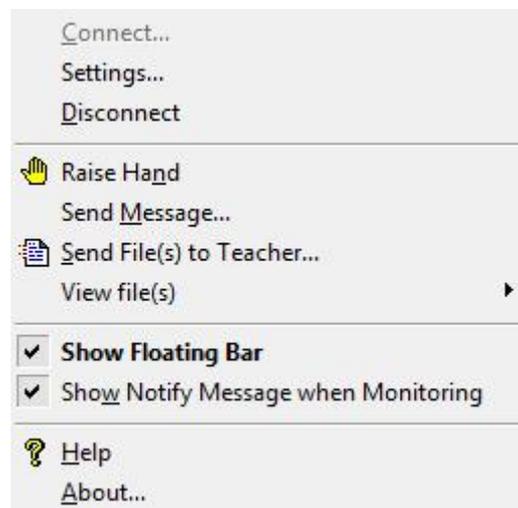
6.3 Desktop Shortcut

After your software is installed, a shortcut icon   will be added to the desktop of your computer. After students double click the shortcut icon, the result they get will vary, depending on their status. If the student is not connected to teacher, the **Session**

List will display; if the student is connected to the teacher, but not locked by the teacher, the prompt message: "You have connected to the teacher. Do you want to disconnect and connect to another teacher." will pop up; if the student is connected to the teacher, and locked by the teacher, the prompt message: "You are connecting to the teacher and are locked. You are not allowed to change to another teacher." will pop up.

7 Student Login

7.1 Set up the Login Name

Before students connect to a teacher, they need set up a User Name.

To Set Up a User Name

1. Click the ⊙ icon. Choose **Set Name** from the pop-up menu. Then the **Set Name** dialog will pop up.

2. In the **Set Name** dialog, enter the login name.

3. Click **OK**.

Notes
✧ **This name will be used as the unique ID for students to connect to teacher. For students connected to the same teacher, identical names are not allowed. If one student has the same User Name as another student, teacher will automatically notify him of the situation and let him choose another name when he is logged in the next time.**
✧ **Students can change their name offline.**

7.2 Connect to the Teacher-side Computer

After your computer is connected to the wireless network or LAN, the Classroom Management by Mythware software will automatically refresh the teacher list on the network. Students can then choose a teacher by themselves and start to learn.

To Connect To a Teacher

1. Double click the shortcut icon ![icon] on the desktop, or click the ![button] button on the floating toolbar.

2. On the pop-up **Session List** dialog, choose an online teacher.

3. Click the **Connect** button.
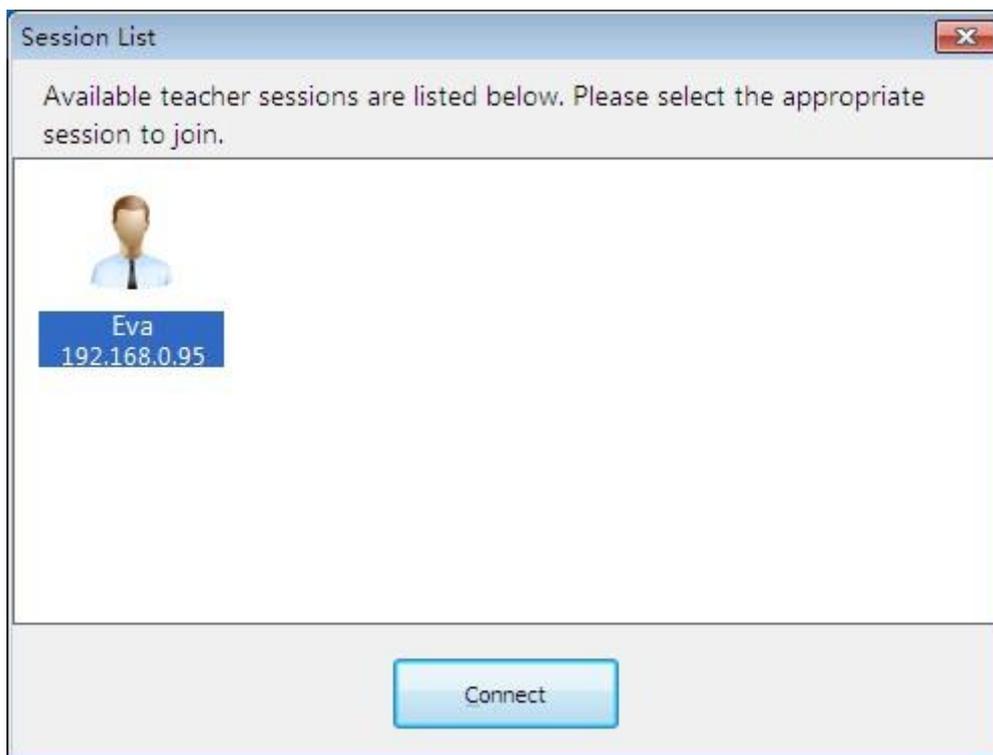
If this is your first time to connect to a particular teacher, your request must be approved by that teacher before you can join the class. The teacher may accept your connection request, or reject it.

If the teacher accepts your connection request, your system notification icon will be changed from the unconnected status ![icon] to the connected status ![icon], and most of the

buttons on the floating toolbar will become available.

If the teacher rejects your connection request, you will receive a prompt message: **"The teacher you selected has rejected your connection!"**

If you reconnect to a teacher you have connected to before, your connection request will be accepted automatically.

To Disconnect a Connected Teacher

1. Click button on the floating toolbar.
2. When the **Session List** dialog pops up, you can again choose a teacher to connect to.

Notes
✧ **When a teacher locks a student, the** **button will turn into the invalid status** **, and the student cannot disconnect the connection to the teacher.**
✧ **If teacher choose auto login mode, student side can't disconnect the connection.**
✧ **Teacher can execute the Lock function to enforce the students of his class to login. The student cannot choose teachers in this case.**

7.3 Sign In

After teacher launches **Sign in**, the following dialog will pop up on students' desktop.

To Sign in

1. Input the Student ID, Password, Name, Sex, Class and Department;

2. Click the **Sign In** button.

8   The Function of Student Side

8.1 Raise Hand

During the class, if you have any questions for the teacher, you can use the **Raise Hand** function.

To Raise Hand

1. Click the **Raise Hand** button on the floating toolbar.

Note

✧ **You can also execute the Raise Hand function by pressing function Scroll-Lock key on the keyboard. The function Scroll-Lock key is the default hot key set in the software. You can use this hot key to perform the**

> **Hand-Raise function at any time.**

8.2 Send Message

During the class, you can communicate with your teacher by sending text messages.
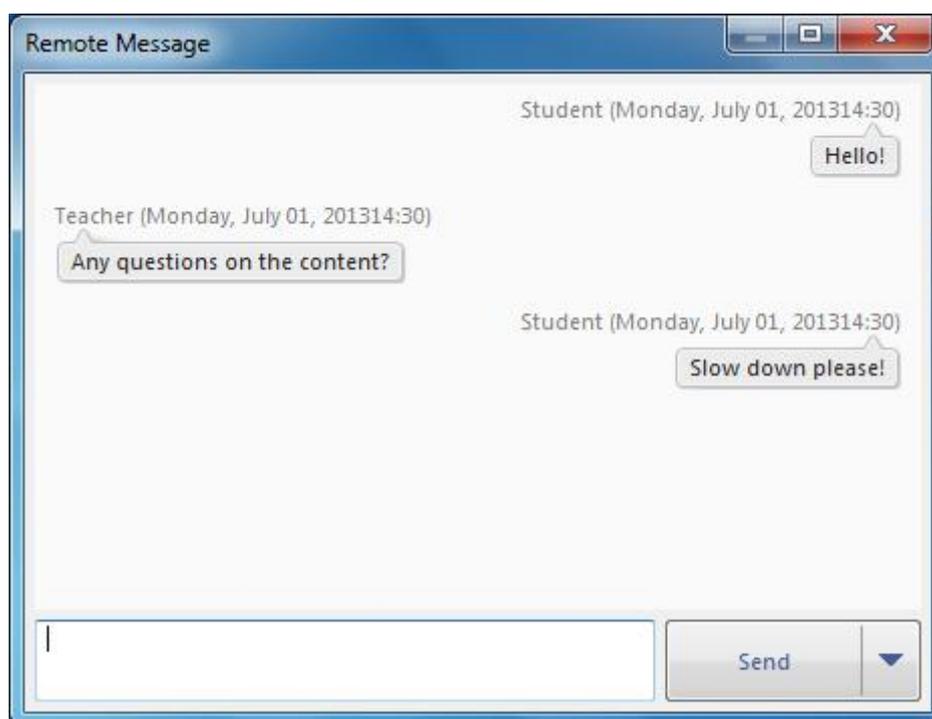
To Send Messages

1. Click the **Send Message** button on the floating toolbar.
2. Type text messages in the input box of the **Remote Message** dialog.
3. Click the **Send** button.

Notes
✧ **Click the Insert Phrase button and you can insert common phrases in the input box.**
✧ **If the teacher chooses to reject the text messages sent by a student, the Send Message button on the floating toolbar will change into a disabled**

> **status** **. Then the student cannot send messages to the teacher.**

8.3 Submit Files

During the class, you can send your class assignments to your teacher.
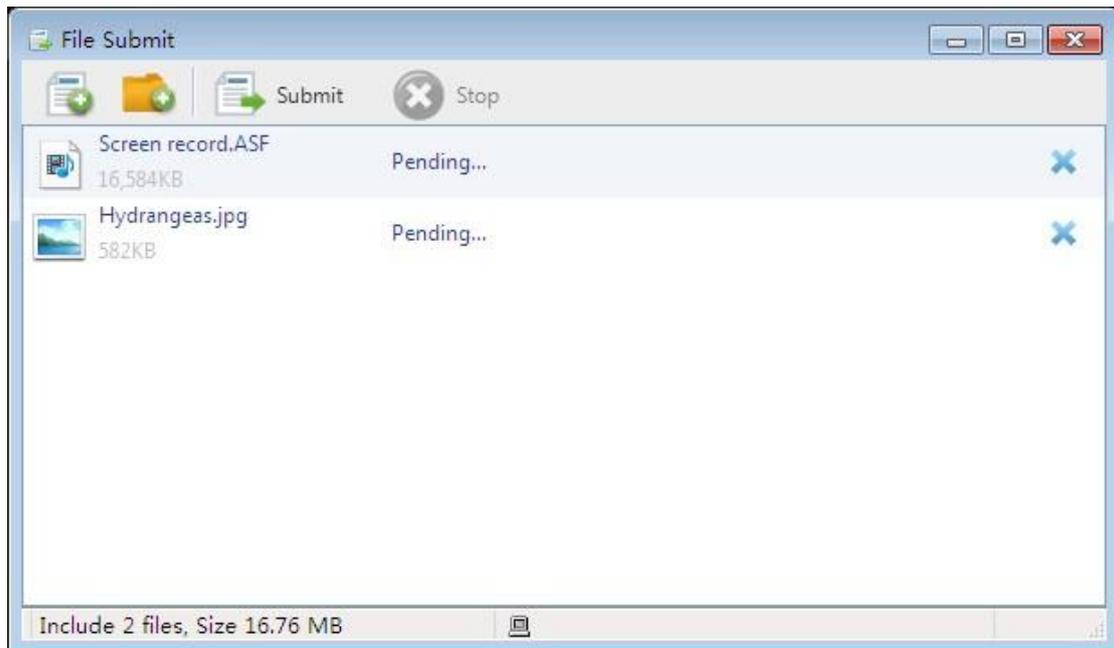
To Send Files to a Teacher

1. Click the **Send File** button on the floating toolbar.

2. In the pop-up **Submit File** dialog, click the **Add File** button to add files, or click the **Add File Folder** button to add a folder.

3. Repeat step 2 until you have finished all the files and file folders you want to submit.

4. In the Submit File dialog, click the **Submit File** button to send the

file submission request to the teacher.

5. Wait for the feedback from the teacher. If the teacher accepts your submission request, the file will be submitted automatically. If the teacher rejects your submission request, you will get a message prompt: "**Submission rejected! Teacher doesn't want you to submit any files now. Please submit later**."

The teacher may set a limit on the number and size of the files submitted at a time. Your teacher can send you messages such as: "**You can submit only 3 files**" or "**The size of the submitted file should be less than or equal to 2 MB.**" This means the files you submitted must fall within the quota set by your teacher.

During the file submission process, you can press the **Stop Submit** button to cancel the current file submission.

8.4   View Files

Students can use this function to view files, quiz results and snapshots.

8.4.1 View Files from Teacher

To View Files

1. Click button;

2. Select **View Files from Teacher**;

3. The folder which stores the files received from teacher pops up.

Note
✧   **If the teacher doesn't provide any file, this button will be gray.**

8.4.2 View Quiz Results

To View Quiz Results

1. Click button;

2. Select **View Quiz Results**;

3. Select the quiz result from quiz history list.

8.4.3 View Snapshots

To View Snapshots

1. Click button;

2. Select **View Snapshots**;

3. The folder which stores snapshots pops up.

8.5   Screen Broadcast

If teacher launch Screen Broadcast with full screen mode, the student side will receive the broadcast in full screen. As the following picture, the floating toolbar will display on the top of the desktop.
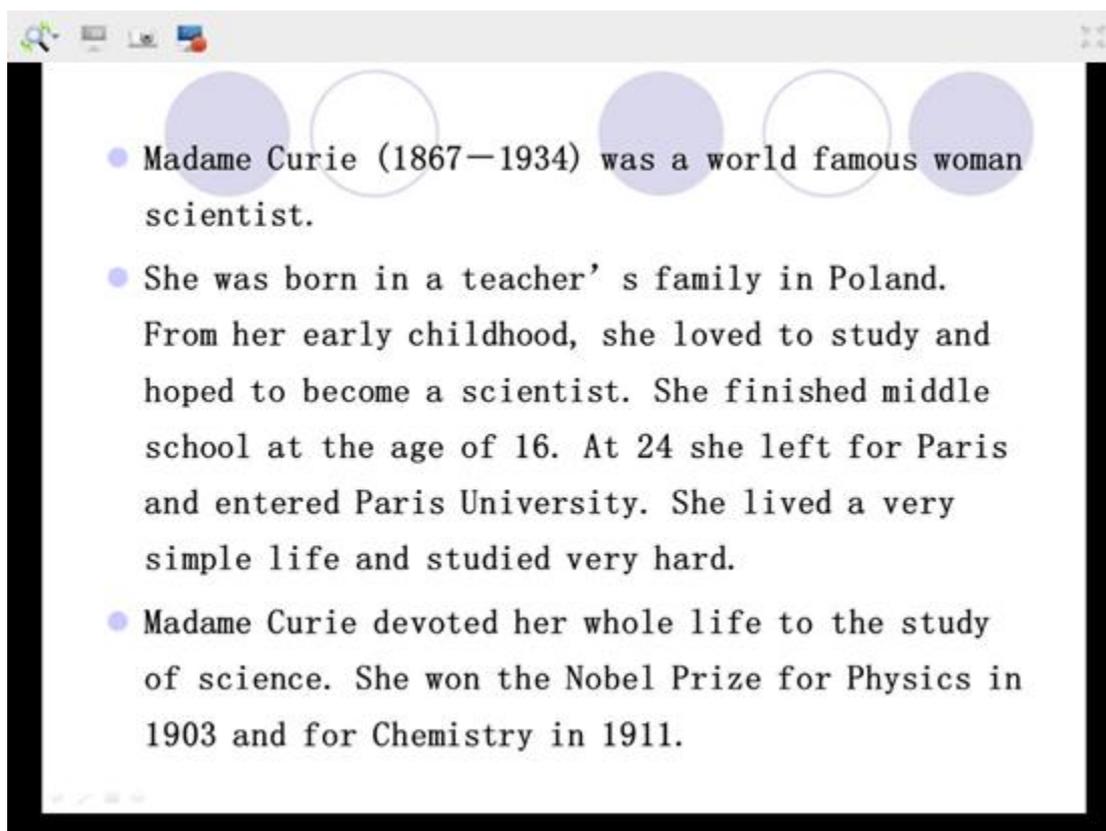
Students can execute the following operations with the floating toolbar.

Change view mode

Change the mode of students view teacher side screen, and there are 3 view modes as following.

1. Auto Focus

Focus follows mouse movement.

2. Pan

Drag the display area by hand. It can be used with **bird's view**, and the full view of teacher side screen displays in **bird's view**.

3. Zoom Display

Screen always displays the whole area. And it is the default view mode.

Snapshot

Save the current screen as a picture, and the format of the picture is JPEG.

Screen Record

Record the content of **Screen Broadcast** for after-school review. The format of the video is ASF.

Notes
✧ **Teacher is able to choose the mode in which students receive Screen Broadcast, full screen or window.**
✧ **If teacher start Screen Broadcast in windowed mode, students can click button to change the mode.**

8.6   Student Demonstration

Teacher selects one student to broadcast his screen to other students. The screens of other students will be the same with **Screen Broadcast**.

Note
✧ **Teacher can monitor, control or share with this student during Student Demonstration process.**
✧ **Teacher can communicate with the demonstrated student by voice.**

8.7 Interactive Whiteboard

Teacher can use white board to share the image with students, and when teacher invite you to co-draw, then you can draw on the canvas together.
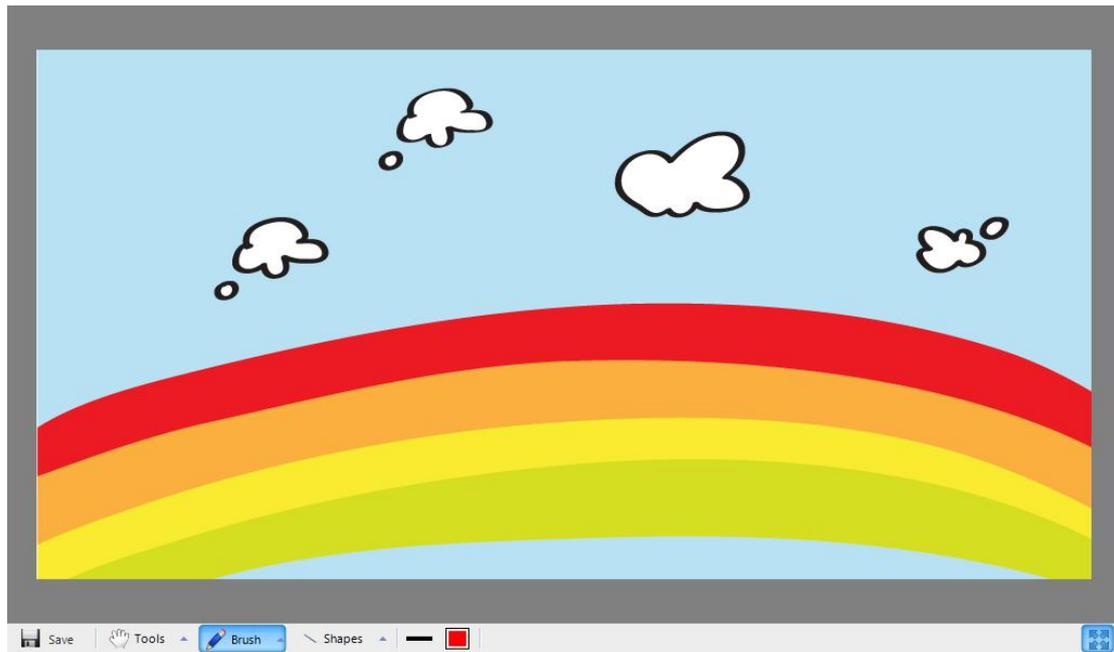
To Use Tools

1. Click the **Tools** button;

2. Click the tool you want to use.

Open the bird's-eye view and drag the canvas.

Rotate the selected area on the canvas.

Fill the area on the canvas with the foreground color.

Insert text into the canvas.

Erase part of the canvas and replace it with the background color.

Pick a color from the picture and use it for drawing.

Insert a picture in the foreground.

Take a screenshot.

To Use Brush

1. Click the **Brush** button;

2. Click the brush type you want to use.

To Use Shapes

1. Click the **Shape** button;

2. Click the shape you want to use.

To Save Canvas

1. Click the **Save** button.

8.8 Response & Competition

When teacher launches quick response during class, your screen will pop out responder, and the first student who press the button can answer the question and have chance to get awards.

To Answer First to Answer Response

1. Listen to the question;
2. Click the button when teacher starts response;
3. Answer the question with microphone;
4. Teacher access your answer with award.

To Answer Enter to Answer Response

1. Listen to the question;
2. Input your answer in the input box;
3. The software matches your answer with correct answer.

To Answer First to Demo Response

1. Listen to the question;

2. Click the button when teacher starts response;

3. Your screen will be broadcast to others directly;

4. Teacher access your answer with award.

8.9 Chat

During the class, your teacher can schedule a group chat or topic chat. This allows student to chat with other students in the same group, via text tools.

8.9.1 Group Chat

When the teacher initiates the **Chat** function, your computer will have a pop-up **Group Chat** interface displayed.
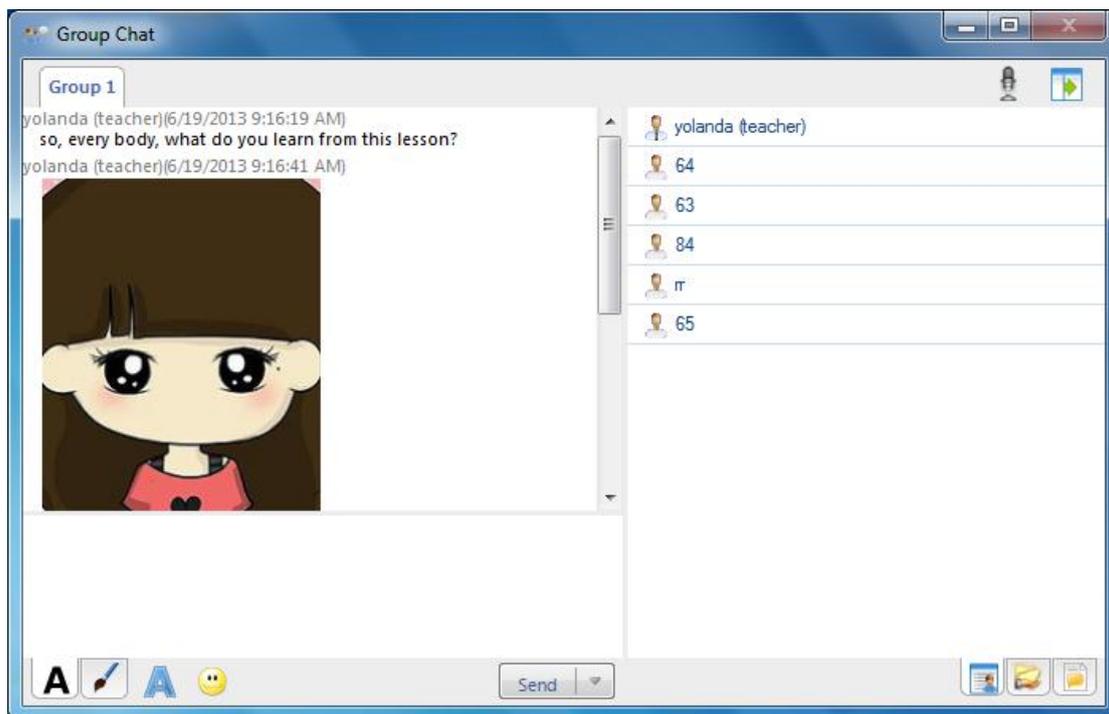
> **To Use Voice Chat**

1. Click **Student send voice** Button to send voice to the teacher;

2. Click the button again to stop the function.

To Launch Group Chat

1. Click **Send** to chat with the students in the same group;

There are lots of communications methods as below:

A Edit Messages:

A **Change message font:** Set font, font style, size, color, effects, script of messages in the dialog;

☺ **Insert Emoticon:** Send emoticon to make chat easy and funny;

✎ Draw and Send Picture:

✏ **Pen:** Draw the picture manually;

✎ **Eraser:** Erase the picture;

↩ **Undo:** Undo previous step;

↪ **Rework:** Rework previous step;

▦ **Color:** Choose the color;

▦ **Select Background:** Select background from empty, small grid, medium grid and large grid;

There are also three different views in chat dialog as below:

▦ Chat Members View

Teacher and students can check other members in the same group.

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Shared Files View

Teacher and students can check the shared files, and double click the open the shared file.

Chat History View

Teacher and students can check chat history in this view.

Notes
✧ **Students can view or download files shared by teacher.**
✧ **Click the drop-down arrow of** Send ▾ **button to select the hotkey of Send.**
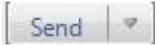
8.9.2 Topic Chat

Students' screen displayed as below when teacher launch **Topic Chat**. And students choose the topic they are interested in to chat with others in the same group.
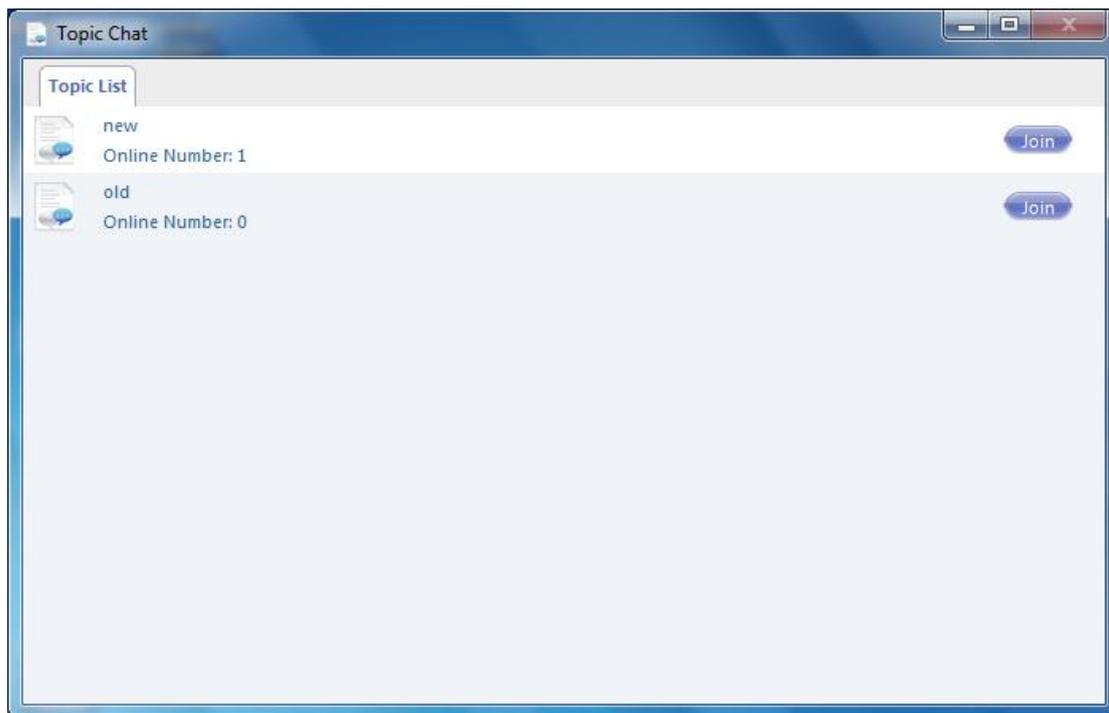
To Join a Topic

1. Click **Join** button beside the topic name in **Topic List**.

The following dialog will display on the students' screen after they join one topic.
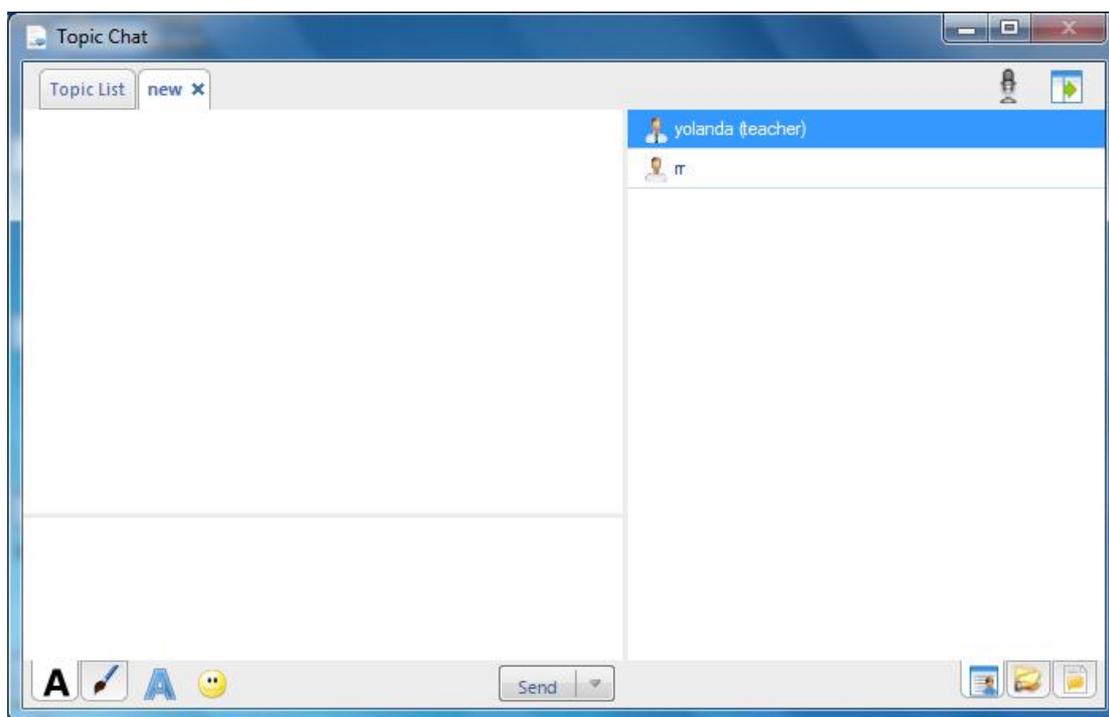
To Leave a Topic

1.   Select Topic List tab in Topic Chat dialog.

2.   Click **Leave** button to leave the topic.

To Launch Topic Chat

1.   Click **Send** to chat with the students in the same group;

There are lots of communications methods as below:

A Edit Messages:

A **Change message font:** Set font, font style, size, color, effects, script of messages in the dialog;

😃 **Insert Emoticon:** Send emoticon to make chat easy and funny;

✏️ Draw and Send Picture:

✏️ **Pen:** Draw the picture manually;

🩹 **Eraser:** Erase the picture;

↩️ **Undo:** Undo previous step;

↪️ **Rework:** Rework previous step;

🎨 **Color:** Choose the color;

▦ **Select Background:** Select background from empty, small grid, medium grid and large grid;

There are also three different views in chat dialog as below:

Chat Members View

Teacher and students can check other members in the same group.

Shared Files View

Teacher and students can check the shared files, and double click the open the shared file.

Chat History View

Teacher and students can check chat history in this view.

Notes
✧ **Students can view or download files shared by teacher.**
✧ **Students can choose only one topic.**

8.10 Group Teaching

Group Teaching allows the group leader to operate functions like Screen Broadcast, Student Demonstration within each group to enrich the teaching and learning activities and enhance the interactions between students.

When the teacher initiates the Group Teaching function, group leader's computer will have a pop-up Group teaching interface displayed.
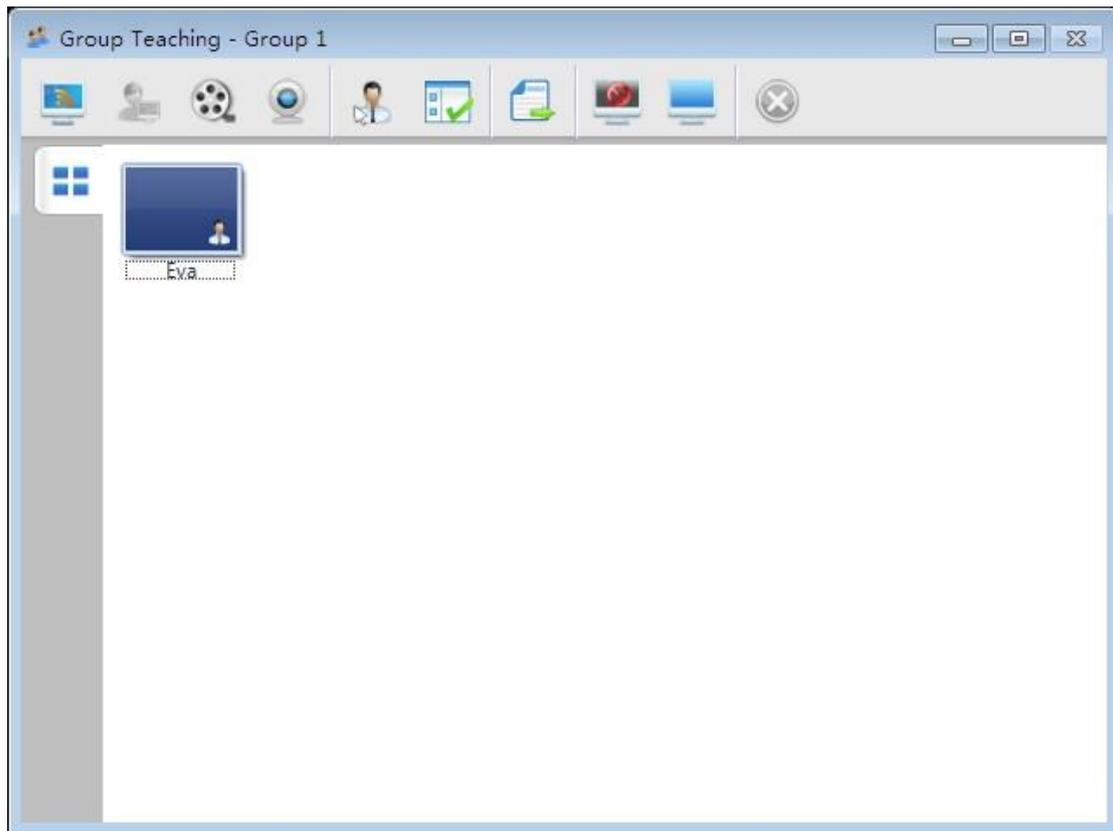
Function Bar

When the teacher initiates Group Teaching, the teacher and group leaders will find a toolbar displayed in the dialogue of Group Teaching. Group Leaders can operate functions in the toolbar.

1. Press [icon] to broadcast the group leader's screen to group members

2. Press [icon] to show a group member's screen to the group leader and other group members.

3. Press [icon] to show the media files to group members.

4. Press [icon] to broadcast the camera display to group members.

5. Press [icon] to monitor & control a group member.

6. Press to send remote command to group members.

7. Press to send files to group members.

8. Press and to silence or silence off the group members.

9. Press to stop the function.

To Start Function

1. Click the function button in the Function Bar.

To Stop Function

1. Click the **Stop** button in the Function Bar.

Notes
✧ **Only group leader can use the above Function Bar.**
✧ **If the teacher starts to use the function, group leaders, like the other group members, will receive the teacher's operations.**

8.11 Quiz by answer sheet

Quiz by answer sheet is an activity developed by teacher. After teacher launch **Quiz**, the following dialog will pop up at student side.
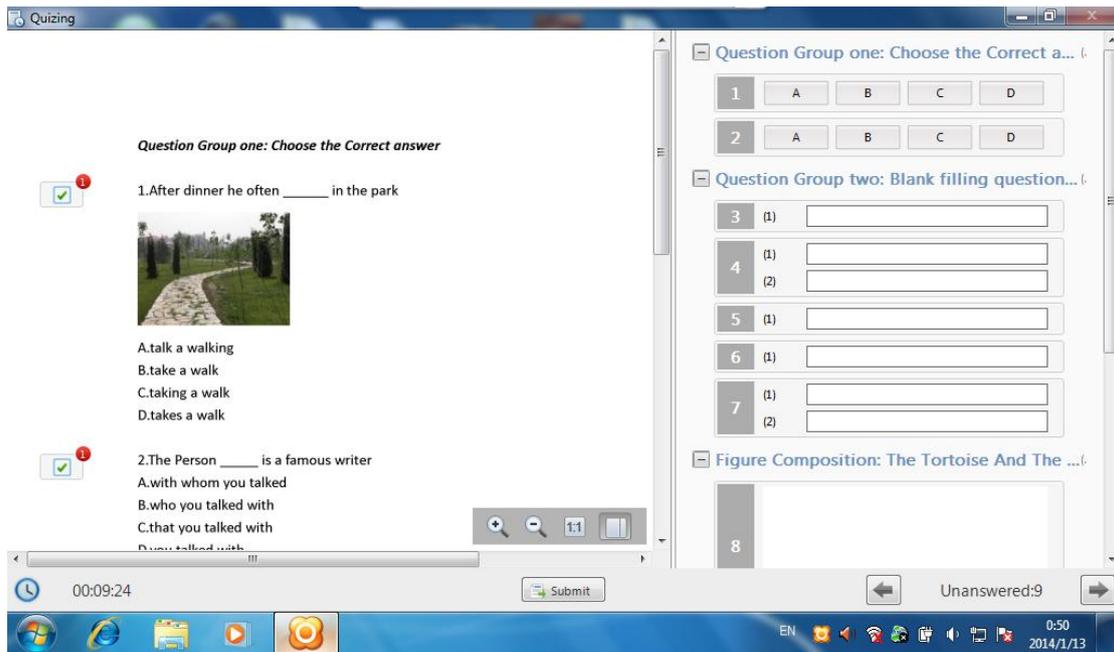
To Answer Choice Question

1. Click certain option to select this option;

2. Re-click certain option to deselect this option.

To Answer True or false Question

1. Click √ or ✕ to select this option;

2. Re-click certain option to deselect this option.

To Answer Fill-in-blank Question

1. Enter the answer in input box.

To Answer Essay Question

1. Enter the answer in input box.

To Answer Handwriting Question

1. Enter the answer in input box.
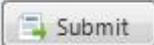
Click [Submit] button to submit the answer after completing all answers.

8.12 Survey

Teacher can give a **Survey** during the class session.

To Start Answering Questions

1. In the **Survey** dialog, browse to a question.

2. In the answer area, select the answers you think are correct.

3. Click the **Submit** button.

After the Survey is finished, the correct answer will be displayed immediately on the top of the Instant Quiz window if it is not used as Survey.

Notes
✧ **If the answering time has run out, the quiz paper will be submitted automatically.**
✧ **Each instant quiz has only one question. There are only two types of questions available, multiple-choice questions and true or false questions.**
✧ **If the Survey is for survey only, there will be no correct answer displayed after students submit their answers. If the Survey is set a correct answer, the correct answer will display on students' screen after they submit their answers.**

8.13 Screen Playback

During the class, teacher can send out his screen for students to view, while at the same time recording the screen operations as an ASF file. Students can view teacher's recorded files, via Windows Media Player.

Teacher can send the screen-recorded files to students, using the **File Distribution** function. After the class is over, students can then play and review the screen-recorded files, via Classroom Management by Windows Media Player.

Note

❖ **To play the screen-recorded files via Windows Media Player, your computer must have Classroom Management by Mythware software installed.**

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Technical support

The software Technical Support team welcomes your questions and comments.

If you experience any difficulty with the software, you may first want to contact your local agents, as they may be able to solve the problem more quickly.

Relevant telephone, fax and email information contained in the software:

Phone: +86-25-66987899

Fax: +86-25-66987898

Mail: service@mythware.com

Website: www.mythware.com

When you call technical support, it is helpful if you have accessed to your software during the call. The support representative may ask you for the following information:

1. When you purchased the product.

2. The agent's name.

3. The version of your operation system.