impero
educationpro

Teacher Tips

Impero learning series

impero

1   Teacher Tips

This guide describes how to use the ten most common tasks for teachers.

1.1   Restricting Individual Users

Impero is able to perform various actions on users, for example: restrict use of their computer, banning Internet, disabling printing, muting sound and disabling USB storage devices on any computer they try to use.

Example: Banning Internet for select users.

1. Select the users by ticking them in the Console.
2. Drag and drop one of these users onto the group **'Internet Banned'.**
3. A dialogue box appears (Image 1) asking for how long the internet should be banned for: **'Until Removed'** (Forever), **'For a limited time'** (Pre-set time intervals), **'Until the following time'** (choose date and time).

>   *Note: You can modify the default selection in this dialogue box through the Impero Server.*

4. Internet will be banned for these users on all computers until they are manually removed or the time has expired.

Restore user Internet:

Option 1: Select the users and then right mouse click on top of a selected user and select **'Remove from Group',** then **'Internet banned'**.

Option 2: Click on '**Internet Banned**' group and select the users you wish to remove, then right mouse click on one of them and select '**Remove from Group**'.

Option 3: If the user is not currently logged on but you would like to remove the ban, then right-click on **'Internet Banned'** Group and select '**Properties**'. This will open the Group Properties window (Image 1.1). Locate the user name and click the delete button on the right-hand side.
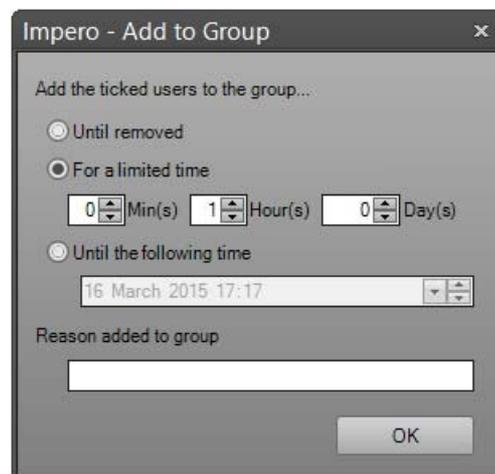
Image 1 - Add to Group
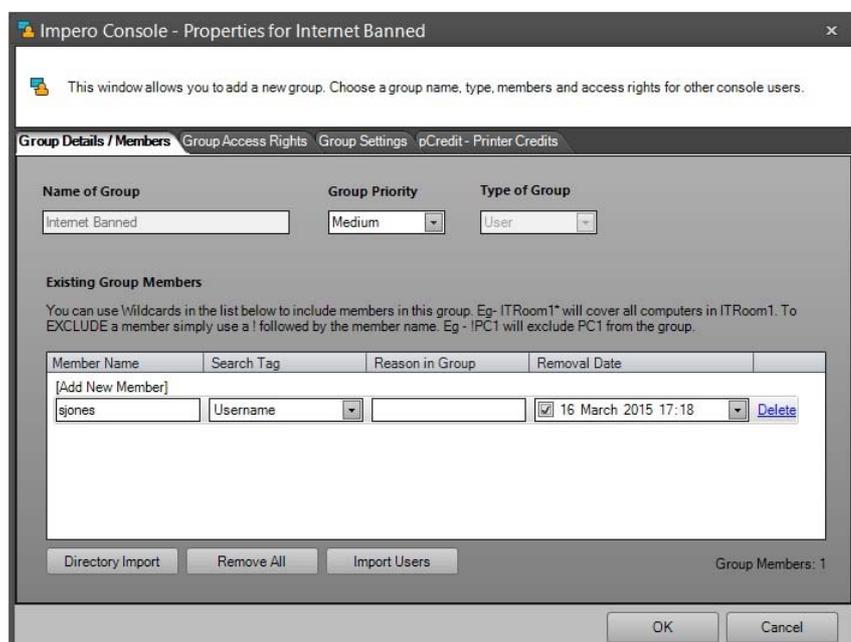
Image 1.1 - Group Properties

1.3   Run Website/Program on all PCs

This allows you to quickly open a website or a program on one computer or the entire group at once.

1. Select the required users you wish to 'Run Website/File' on by ticking them in the Console.
2. Open **'Action'** toolbar and then click on **'Run Website/File'** (Image 3).
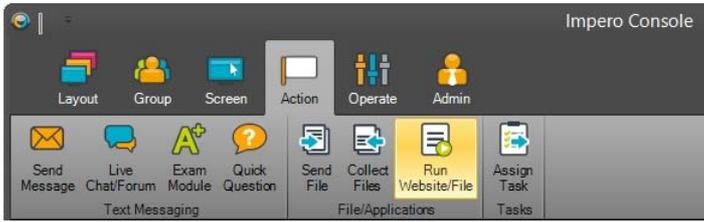
Image 3 - Action Toolbar

3. You can type in, or browse to, an application name or file, and select '**Run**' (Image 3.1).
4. Or select the '**Website**' tab, enter a web address, select a browser and click on '**Launch**' (Image 3.2).
5. Once you click the '**Run**' or '**Launch**' button, your selected file, application or website will then display on all of the computers that you have selected.
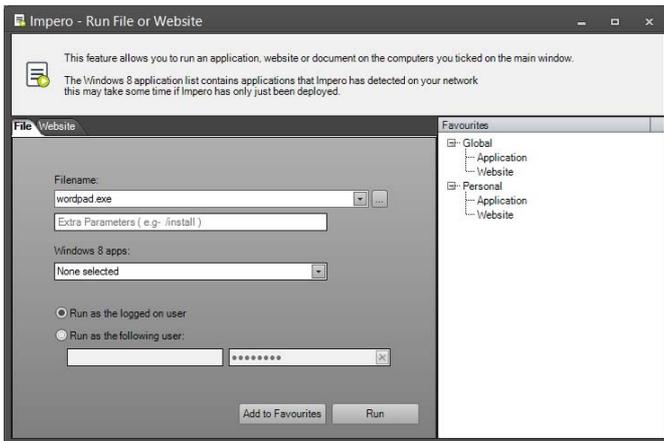
Image 3.1 - Run Website address
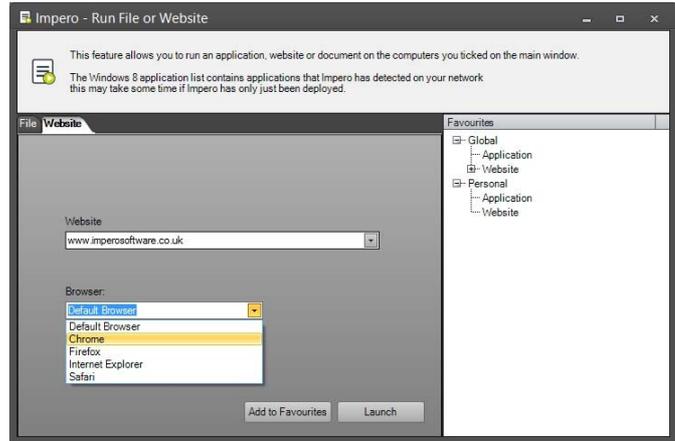
Image 3.2 - Run File

1.4   Only Allow Certain Websites

1. Click on the **'Groups'** icon and then click on **'Allow List'** (Image 4).

Image 4 - Group Toolbar

Note: *When the Allow List is empty it will allow all websites.*

2. Enter part of the website, for example 'impero', at the bottom of the page and click '**Add**' (Image 4.1).
3. If you would like to add more websites then just repeat Step 2.

This will block all websites except for the ones you have added to the Allow List.
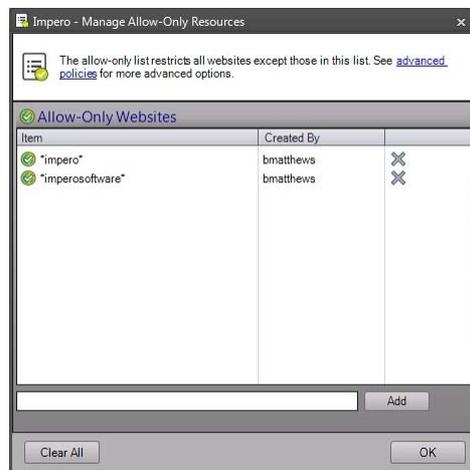
Image 4.1 - Allow List

How to remove the Allow List

1. Click on the '**Groups**' icon and then click on '**Allow List**'.
2. To remove the entire list, click on '**Clear All**' at the bottom of the page.
3. To remove single entries from the Allow List, click the X to the right of any website address you have listed.
4. When the Allow List is empty it will allow all websites.

Hint: *If users get an error message saying 'not on the allowed list' or 'about blank page' then something has been left in the allow list. The allow list must be cleared before users are allowed to visit other websites.*

1.5 Sending Files to Users

This function allows you to send a file to users and gives you the option to open the file for them.

1. Select the users to receive the file by ticking them in the Console.
2. Open **'Action'** toolbar and then click on **'Send File'** (Image 5).
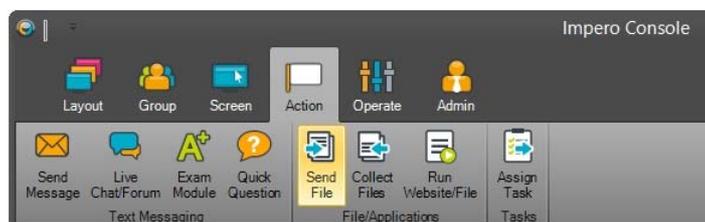
Image 5 - Send File

3. Under '**Select File to Send**' (Image 5.1), on the left-hand side of the window, locate the file you would like to send to the users.
4. Under '**Send Options**' you have a couple of additional options to choose from:
    – **Save the file to users home directory** (under ImperoDownloads)
    – **Save the file to the following location:** Enter the desired location for the file to be saved to
    – **Run the file after sending as the logged in user** (this option will open the file for the user)
5. Click the '**Send**' Button.
6. A Send Progress bar will appear at the bottom indicating current percentage of the sending file.
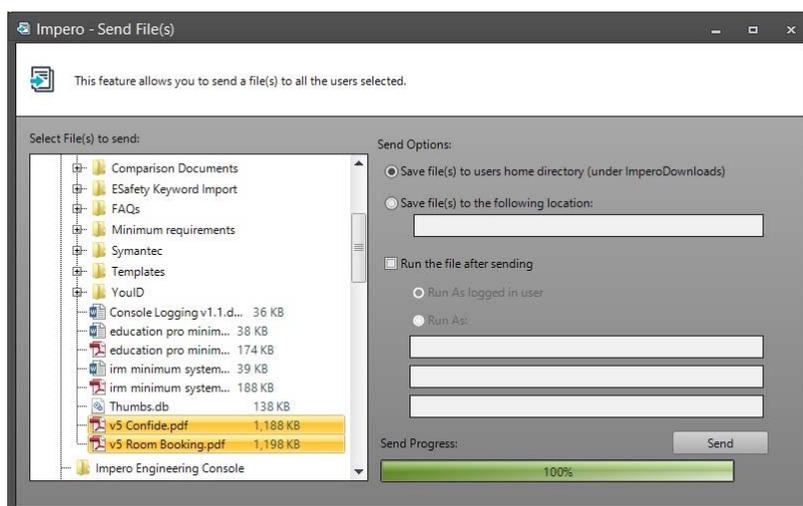
Image 5.1 - Send File

1.7   Let a User Lead a Session

This function allows you to let a user lead a session, so that other selected users will view the lead user's session.

1. Select the users who you wish to receive the session by ticking them in the Impero Console.
2. Click on **'Broadcast Screen'** from the **'Screen'** Toolbar (Image 7).

Image 7 - Screen Toolbar

3. The **Impero - Broadcast Options** dialogue window opens (Image 7.1).
4. Click on '**Select Broadcaster**' and change it from yourself to the user you wish to lead the session.
5. Click **'Begin'** to broadcast the screen in full, or select **'Show broadcast in Window'** and select the desired size.
6. Click on **'End Broadcast'** from the **Screen** toolbar to stop broadcasting (Image 7).

Note: '*Show Broadcast in Window' allows users to switch between open windows using Alt+Tab.*

Image 7.1 - Broadcast Screen