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Teacher Tips

Impero learning series

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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.
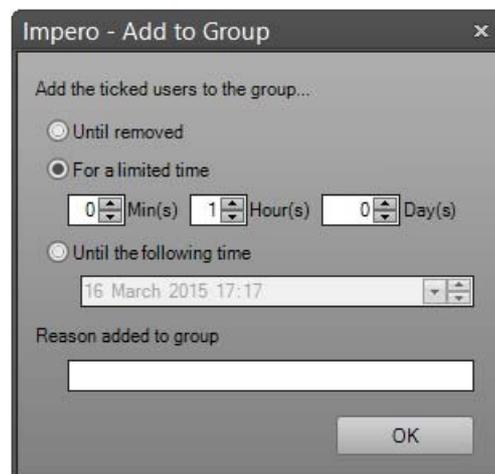
Image 1 – Add to Group
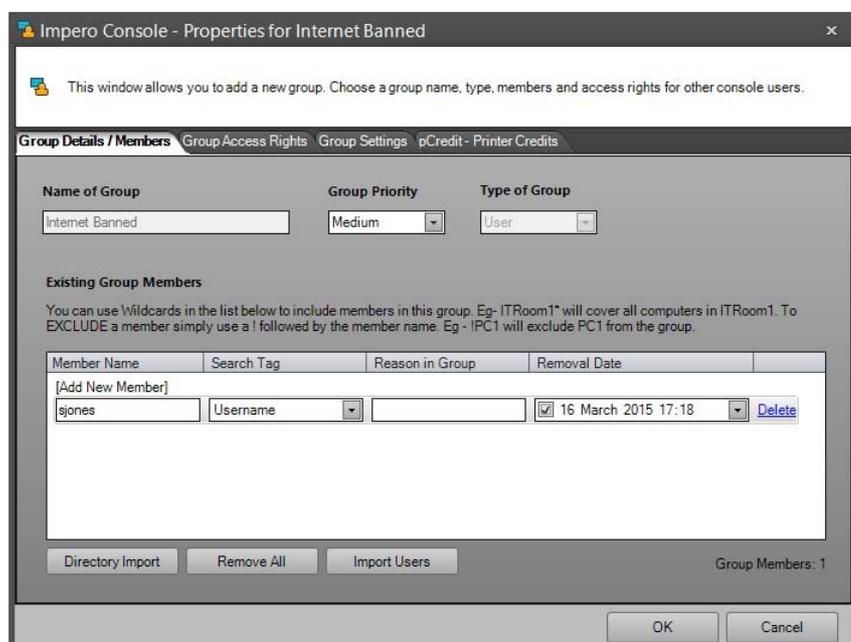
Image 1.1 – Group Properties

1.2 Lock Screen, Keyboard & Mouse

You can lock the screen, keyboard and mouse for the entire group or individual users.
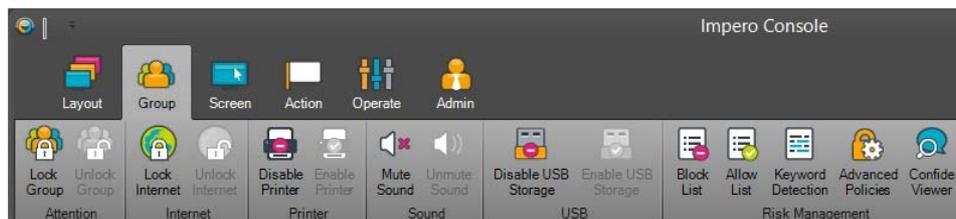
Image 2 - Group Toolbar

Entire group:
Locking the screens for the entire group is a very simple process. Make sure you are on the correct group and you can see your users. Click on the **'Group'** from your toolbar and select **'Lock Group'**. Remember, you do not have to select any users as this locks all of the members in this group. This will lock the screen, keyboard and mouse of the all computers in your group.

Image 2.1 - Locked Screen

To return the computer screens back to normal click on the **'Group'** from your toolbar and select **'Unlock Group'**.

Lock screen, keyboard and mouse for user(s)
By ticking users in the Console you are able to lock their screen, keyboard and mouse for a set amount of time. Since you are locking the users, whichever computer they logon to will be locked.

1. Select the Computer List View.
2. Select the users by ticking them in the Console.
3. Drag and drop one of the users onto the group **'Screens Locked'**.

   Note: If you right mouse click on a user then click 'Add To Group' and select 'Screens Locked'; then it will add these users until they are removed.

4. A dialogue box appears (Image 2.2) asking for how long the screen, keyboard and mouse should be locked for.
   Until Removed: Forever
   For a limited time: Pre-set time intervals
   Until the following time: This provides a calendar to allow you to pick the date and then you can adjust the time

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

5. Screen, keyboard and mouse are locked until it is either manually removed or the time expires.

Image 2.2 - Add to Group

Note: When locking a user screen, keyboard and mouse, it will be locked for every computer that a user tries to use.

Return a user's screen back to normal
Tick the user(s) and right mouse click on top of their name and select **'Remove from Group'** and then **'Screens Locked'**.

If the user is not currently logged on but you would like to remove the ban, then right-click on the **'Screens Locked'** Group and select properties. This will open (Image 2.3), then you can locate the user name and click the delete button on the right-hand side.
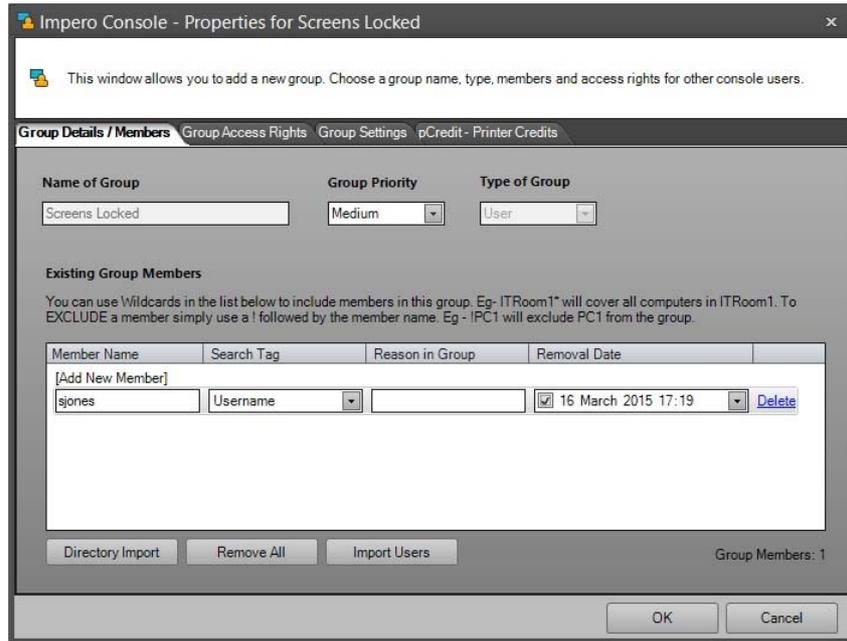
Image 2.3 - Properties of Screens Locked

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).
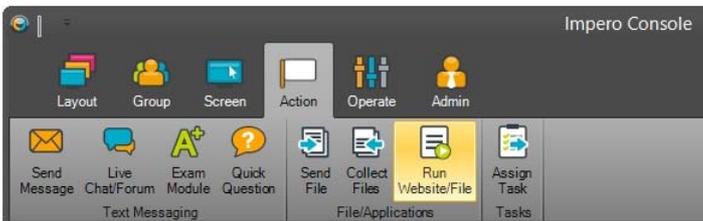
Image 3 - Action Toolbar

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.
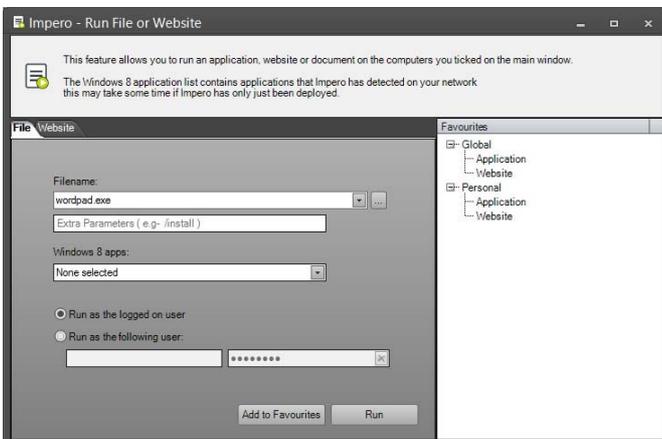
Image 3.1 - Run Website address
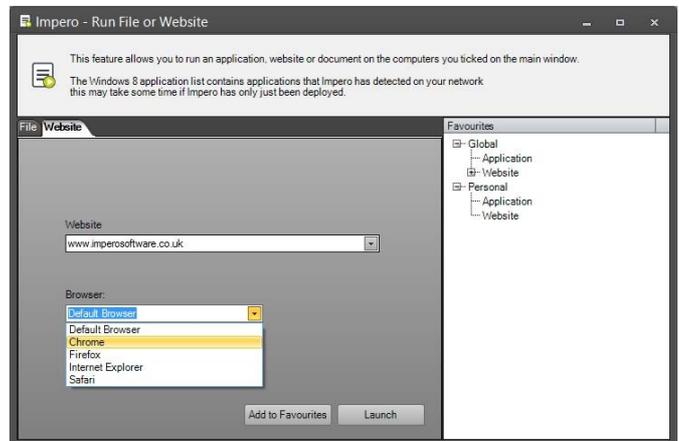
Image 3.2 - Run File

1.4 Only Allow Certain Websites

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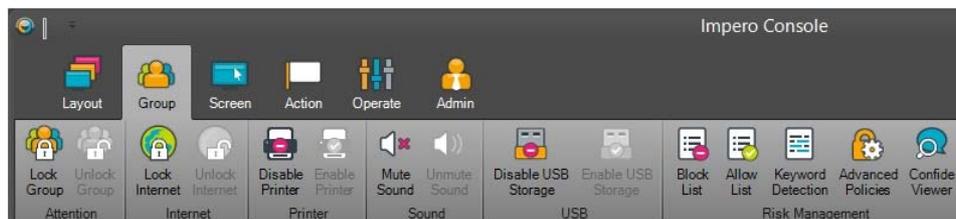
Image 4 - Group Toolbar

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.
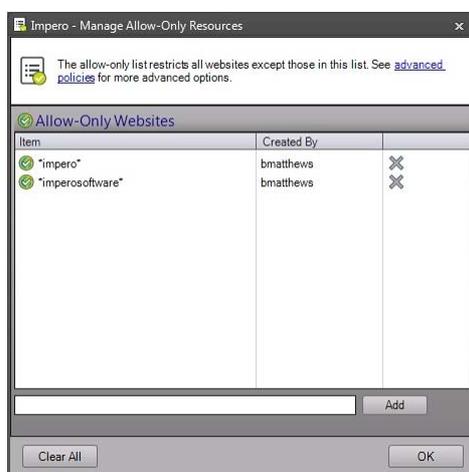
Image 4.1 – Allow List

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).
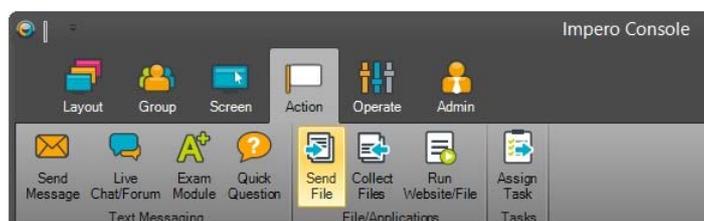
Image 5 - Send File

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.
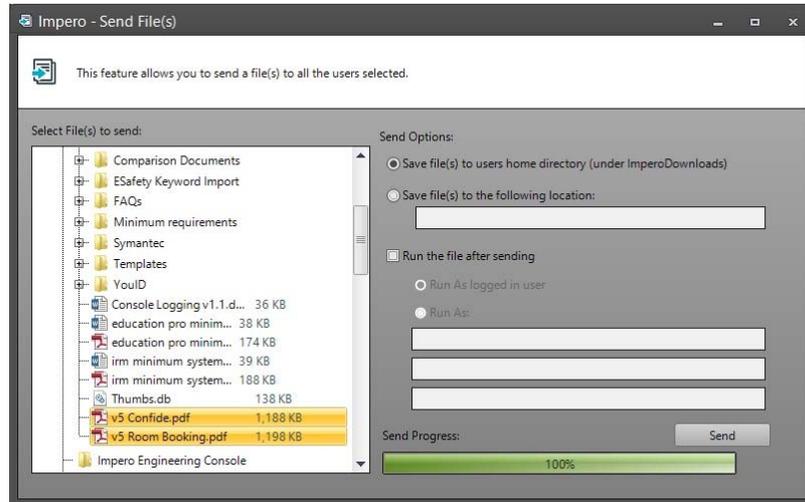
Image 5.1 - Send File

1.6 Collecting Files from Users

This function allows you to collect files from selected users.

1. Select the required users you wish to collect files from by ticking them in the Console.
2. Open '**Action**' toolbar and then click on '**Collect Files**' (Image 6).
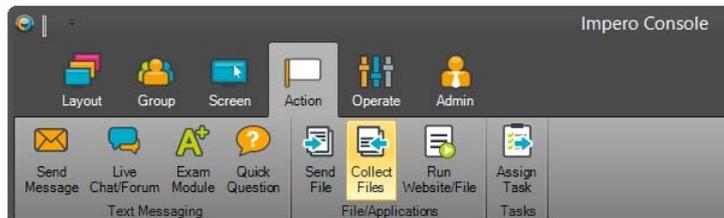
Image 6 - Collect Files

3. Impero will create a folder with today's date as the name, and save the collected files from the users to this location.
4. Click '**Ask For Files**' button (Image 6.1).
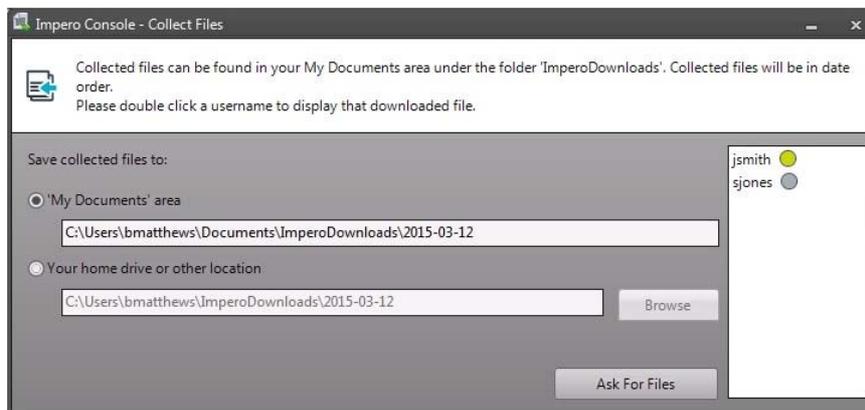
Image 6.1 - Receive File

5. '**My Documents**' window will appear on the user desktop (Image 6.2).

Image 6.2 - My Documents

6. The user needs to select the file that they wish to send to you.
7. Impero will then take create a folder based on the username and time of the file received, and save the file(s) in that location (Image 6.3).

Example:
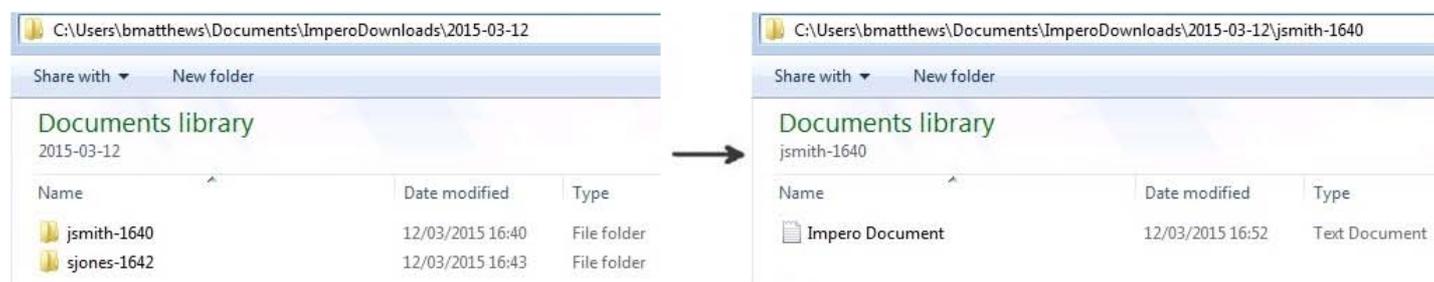
Image 6.3 - Collected File

Before Collection: \\User\My Documents\Science Report.doc
Once Collected: \\Admin\My Documents\today's date\username-time\Science report.doc (Image 6.3)

Note: You are only receiving a copy of the file as the user will still have the original.

8. To view the files you have collected, double-click the username in the 'Collect Files' window (Image 6.1), or open 'My Documents' and click on ImperoDownloads\today's date.

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
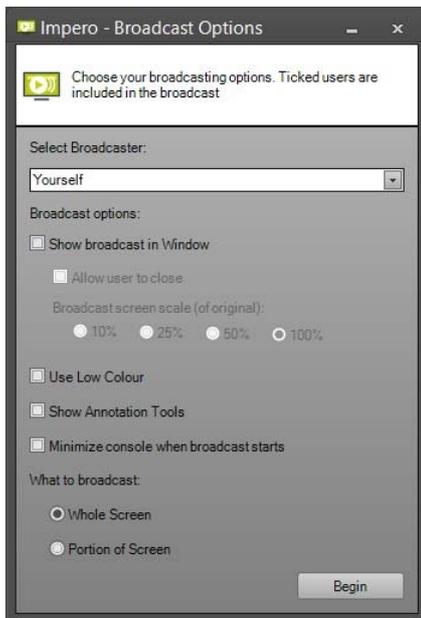
Image 7.1 - Broadcast Screen

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.

1.8   Unlocking a User Computer

Scenario: A user was working on a computer in your room. They have now left the room and did not log off the computer. The computer can now only be unlocked by that user or a network administrator. You can overcome this problem by unlocking the computer or logging off the user immediately.

To unlock a user's computer:

1. Select the desired users by ticking them in the Impero Console.
2. Click on the toolbar '**Operate'** and then '**Unlock Station'** or '**Log Off'**.
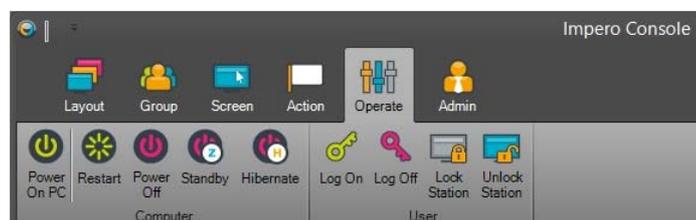
Image 8 - Operate Toolbar

Unlock Station: This gives you the ability to save any work they may have left open before logging them off.
Log Off: This logs the user off immediately without saving any work.

1.9 Take a Screenshot of the Entire Group

1. Select the desired users by ticking them in the Console.
2. Click on the 'Screen' toolbar and then 'Save Screenshot' (Image 9).

Image 9 - Screen Toolbar

3. Click Save All from the Menu (Image 9.1).
4. Select a folder or create a new folder.
5. Click 'OK'.
6. This will save all of the screenshots. Impero will automatically create a file name for each screenshot by combining the username and computer name.
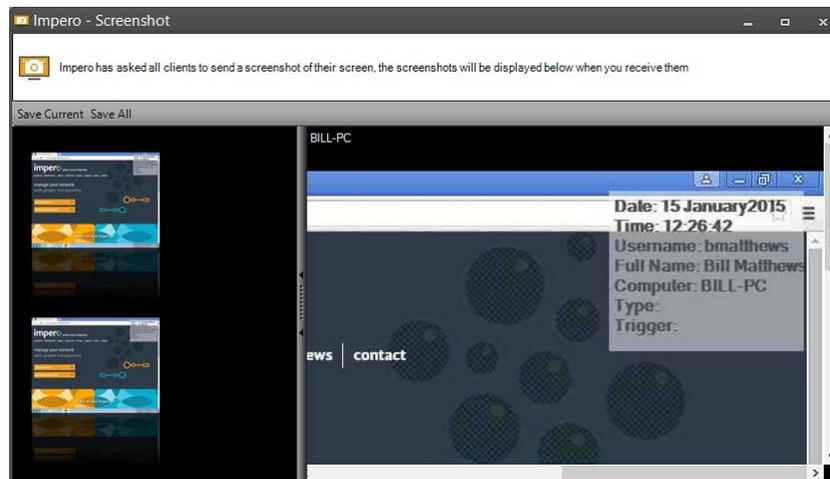
Image 9.1 - Save Screenshot

Note: Each screenshot has an identifier stamp in the top right-hand corner of the screen, which displays a time stamp and information relating to the user/ computer (Image 9.1). You can select each screenshot individually by clicking on the thumbnail in the left panel, which opens the screenshot in actual size in the right-hand panel. You will need to use the scroll bars in order to view different parts of the screen, or maximize the window for a better view.

1.10 How to Create a Quick Question

This function allows you to ascertain quickly if the users understood the lesson. By using the 'Quick Question' feature of Impero, the user is not singled out if they answer incorrectly. This allows you to see who needs the lesson reviewing.

1. Select the required users you wish to receive the Quick Question by ticking them in the Console.
2. From the 'Action' toolbar, select 'Quick Question' (Image 10).
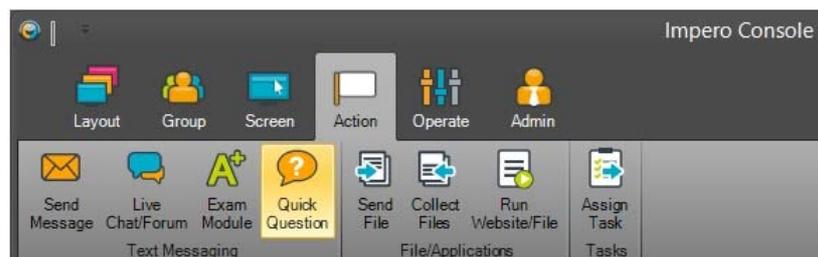
Image 10 - Action Toolbar

3. Enter a question (Image 10.1).

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4. Pick the type of question you want:
- **Yes/No**: One answer.
- **Written Answer**: User types in their answer which then displays in your answer window.
- **Multiple Choice**: Maximum of 6 possible answers.

5. Then type in the answers below, unless it is the **Yes/No** question.
6. Click **'Send Question'** button.
7. The selected users will receive the question on their desktop.
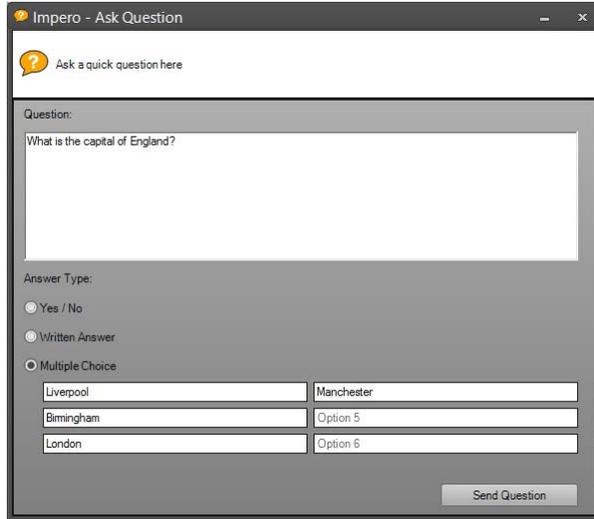
Image 10.1 - Quick Question

8. Once the user answers the question, the window will close.
9. On your desktop you will see a dialogue box (Image 10.2); this will display the results in a bar chart, along with each username and the answers they give.
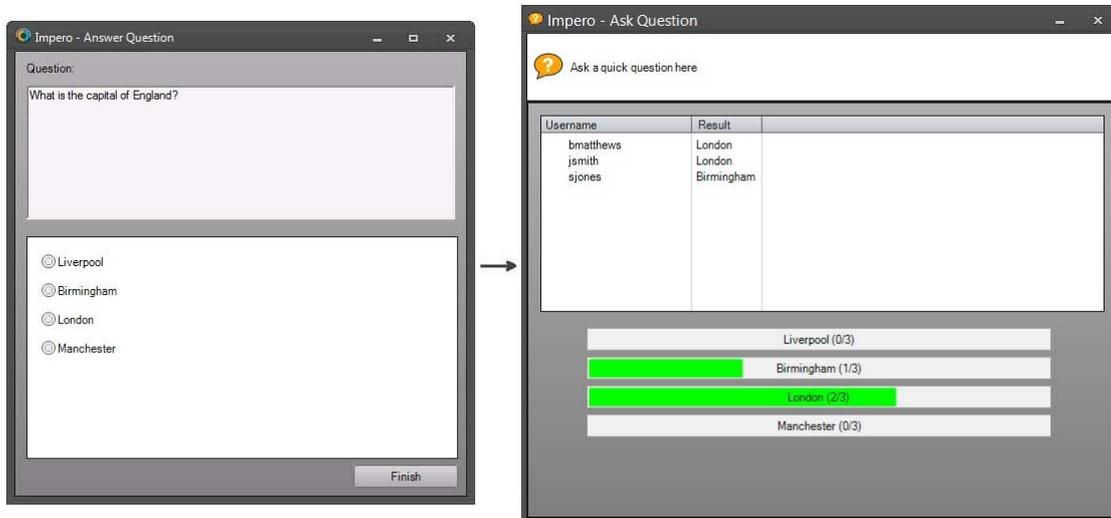
Image 10.2 - Quick Question Results

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