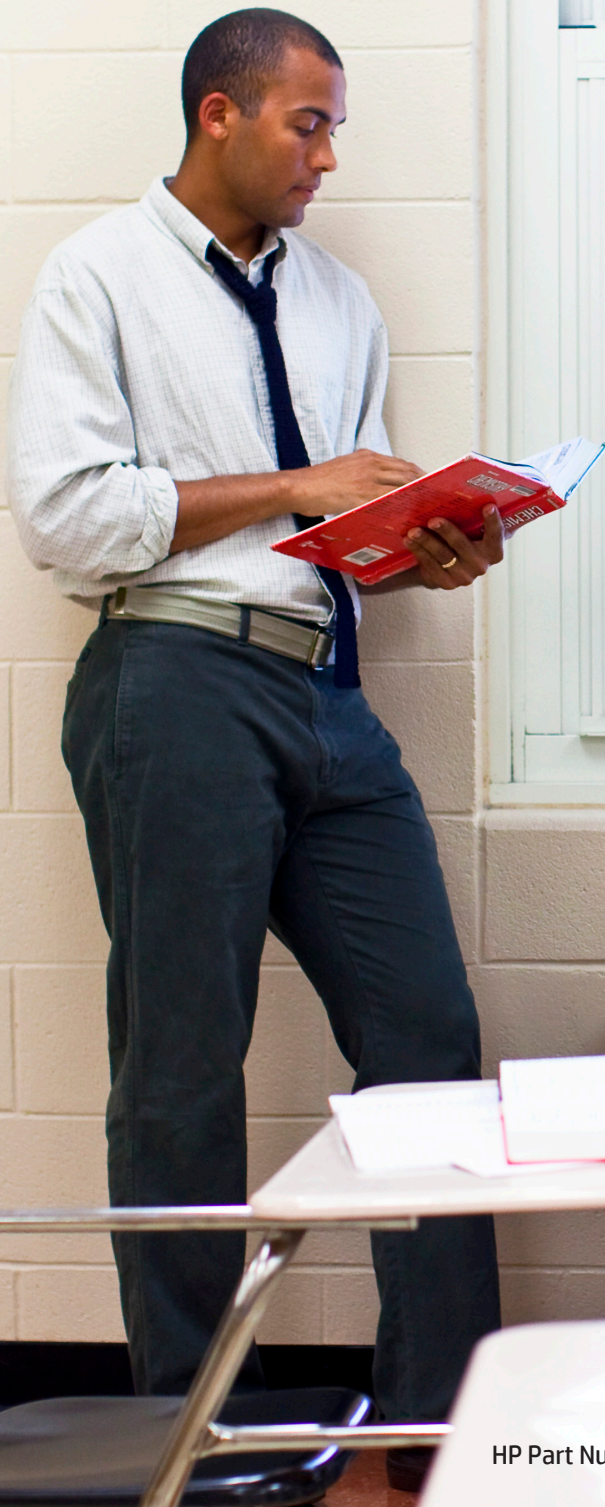




HP Classroom Manager

Software Installation and Setup Quick Start Guide



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Introduction

This Quick Start Guide outlines the processes required for setup, installation, and basic configuration of HP Classroom Manager Version 2.0 (HPCM) in a classroom setting. It is intended to guide you through a standard installation. For more detailed information on key features, advanced configuration and use of the HPCM for your particular needs, refer to the **Help** feature included in the HPCM software and additional information located at:

<http://www.hp.com/go/hpclassroommanager>.

<http://h20331.www2.hp.com/hpsub/cache/classmanager.html>

Document Conventions

Text and commands displayed on-screen appear in **bold**. Screen captures are provided throughout the document for clarification and reference. Terms used in the **Help** feature of HPCM are used throughout this document in the interest of consistency. For example, computers or virtual machines are often referred to *consoles, workstations, or machines*. A classroom teacher or group leader is referred to as a *Tutor*, and a student or group member, a *Client*.

Hardware, Software and System Requirements

Before beginning, verify you have the following components. Download the software listed below so it is easily accessible:

- HPCM 2.0 software from the location on your license document **or** <http://www.hp.com/go/hpclassroommanager> for a trial version
- Windows 7 or Windows 8
- Internet Explorer 5 service pack 2 or above
- 90Mbytes free disk space for full installation
- 35Mbytes free disk space for client-only installation
- HPCM License Details (optional)
- Screen resolution of 1024 x 768 pixels or above

Standard Installation Instructions and Required Settings

The following sections describe a standard installation of the teacher (Tutor) and student (Client) software for HP Classroom Manager.

If you require information about a Tech (IT Technician) console installation, or more details about how HPCM operates, including print notifications, testing modules, enabled/disabled Windows firewall settings, and local security policy setting requirements, refer to *Prerequisites* under *Installation* located in the **Help** feature of HPCM.

HP Classroom Manager

The classroom manager permits you to install the following types of computers (consoles):

- **Tutor:** also referred to as *Teacher, Control Console, or Viewer*
- **Tech:** usually reserved for IT or computer technicians
- **Student:** also referred to as the *Client or Host*

Install a Tutor/Teacher Console

The Tutor software is installed on its own console. From this console, teachers instruct, monitor and interact with individual client consoles, pre-defined groups, or an entire class.

1. Install HPCM software on the tutor console.
 - a. In the HPCM folder, open the **Setup.exe**.
 - b. Follow the on-screen instructions and agree to terms.
2. Select **30-day evaluation** or **Register**.
 - a. If you select **30-day evaluation**, proceed to Step 4 below, as the 30-day evaluation does not require entry of license information.

- b. If you choose **Register**, after you enter your license details and complete installation of HPCM on the Tutor console, it is recommended you then install HPCM on all the consoles for your class and perform a one-time license activation for the entire class. To register, enter the following information:
 - Licensee Name
 - Serial Number
 - Max clients
 - Authorization Code
3. Click **Next** to continue with the installation.
4. Choose the setup type. At the **Setup Type** dialog box, select **Tutor** and click **Next**.
5. Identify Room. At the **Room Identification** dialog box, the default setting is **Eval**. It is recommended for standard configuration you use the default setting. Click **Next**.
6. Click **Install** to begin the installation.
7. Verify the installation is complete. Click on **Finish** at the **Install Wizard Complete** dialog box and follow the instructions to reboot your machine.

Install Client/Student Consoles

HPCM is installed on individual consoles for each client you wish to activate for your classroom. Each client console should have a unique PC name. From the client console, clients interact with the tutor, other client consoles, pre-defined groups, or an entire class. To install HPCM software on a client console:

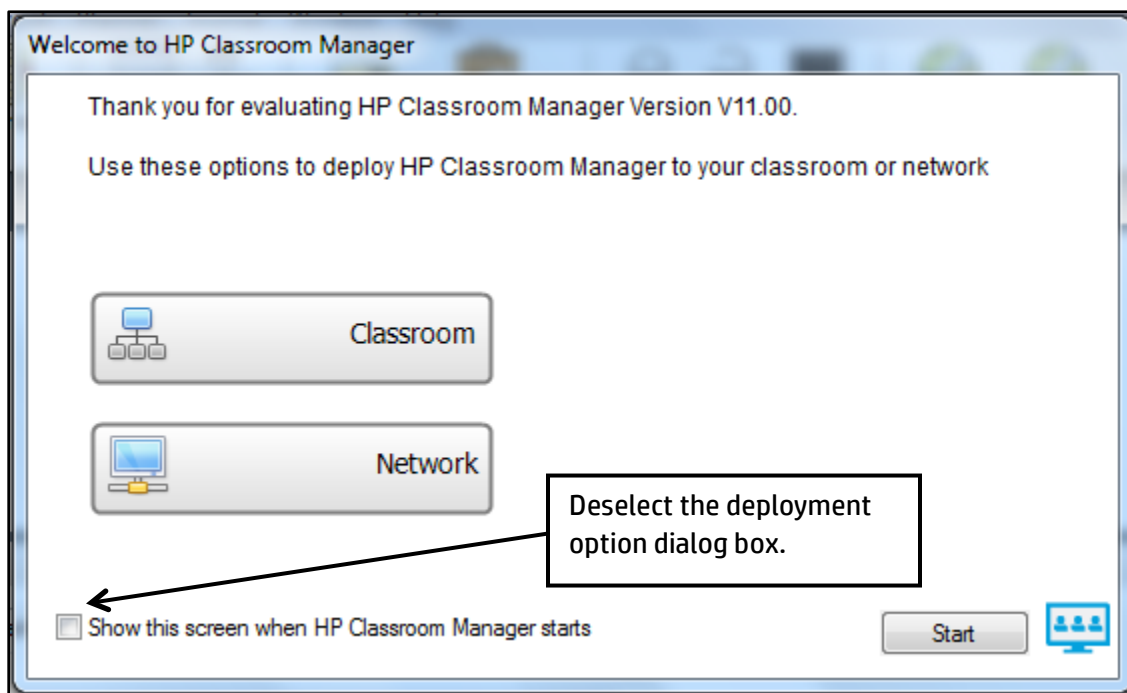
1. Download the HPCM software to the client console.
2. Install HPCM software.
 - a. In the HPCM folder, open the **Setup.exe**.
 - b. Follow the on-screen instructions and agree to terms.
3. Enter license Information. At the **License Information** dialog box, **Select 30-day evaluation (recommended)** and click **Next**. This will bypass the licensing requirement for the client console.

If you require more information on how to enter license information at this point for an individual client console, please refer to the **Help** feature of HPCM.

4. Choose the setup type. At the **Setup Type** dialog box, select **Student** and click **Next**.
5. Identify Room. At the **Room Identification** dialog box, the default setting is **Eval**. It is recommended for standard configuration you use the default setting. Click **Next**.
6. Click **Install** to begin installation.
7. Complete the installation. At the **InstallShield Wizard Completed** dialog box, click **Finish**.
8. Repeat steps 1-7 for each Client console.

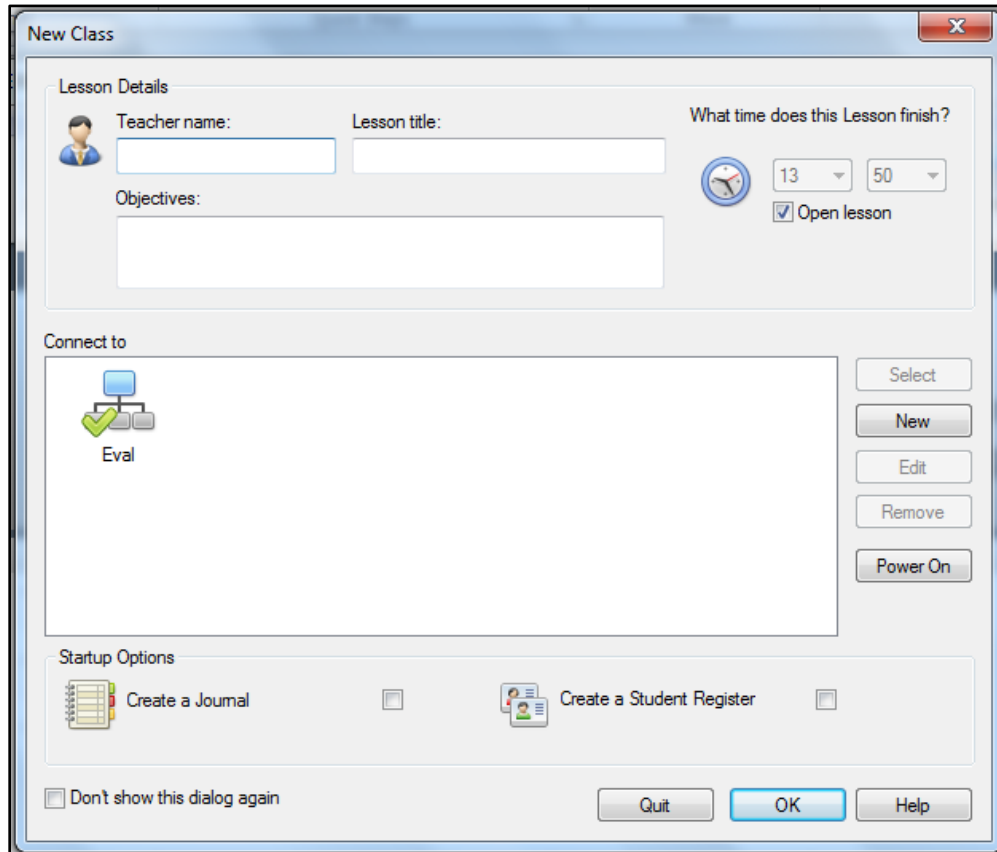
Activating Client/Student Licenses

1. Power up all consoles (client and tutor PCs) and connect to your network. Verify you have installed HPCM software on each of the desired client consoles before proceeding. Refer to the previous section, *Install Client/Student Consoles*, if necessary.
2. Disable the **HP Classroom Manager** dialog box at startup. Launch HPCM on the Tutor console. The HP Classroom Manager launches automatically. Deselect the deployment option to **Show this screen when HP Classroom Manager starts** (see: figure below). For more information on the **Classroom** and **Network** deployment options, refer to the **Help** feature in the Control Window once it is displayed.



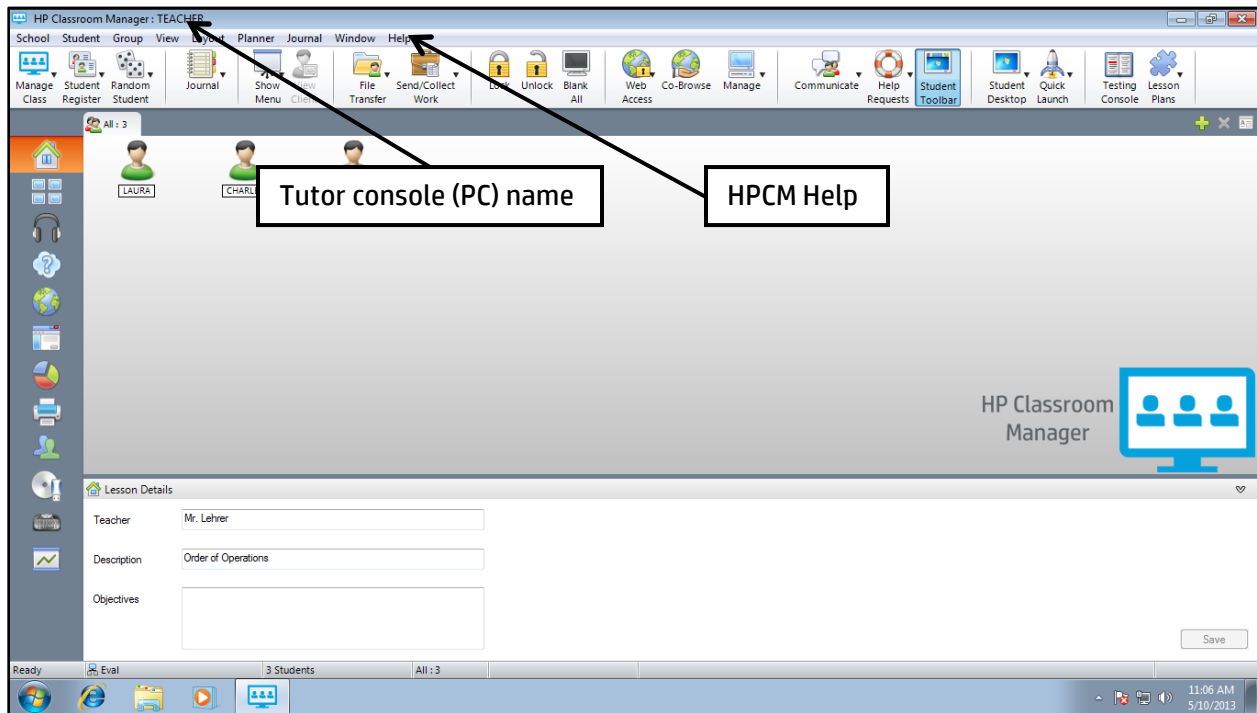
3. Click **Start** to open the New Class dialog box. The next time you launch HPCM, it will display the **New Class** dialog box.

4. Start a new class. In the **New Class** dialog box, verify the **Connect to** room is **Eval** (default) or the name of the room you entered in the **Room Identification** dialog box during installation of the Tutor console (see: Step 5 on page 4). Entering information for **Lesson Details** and options for creating a journal and student register is not required. These features are described later in this section on page 11.

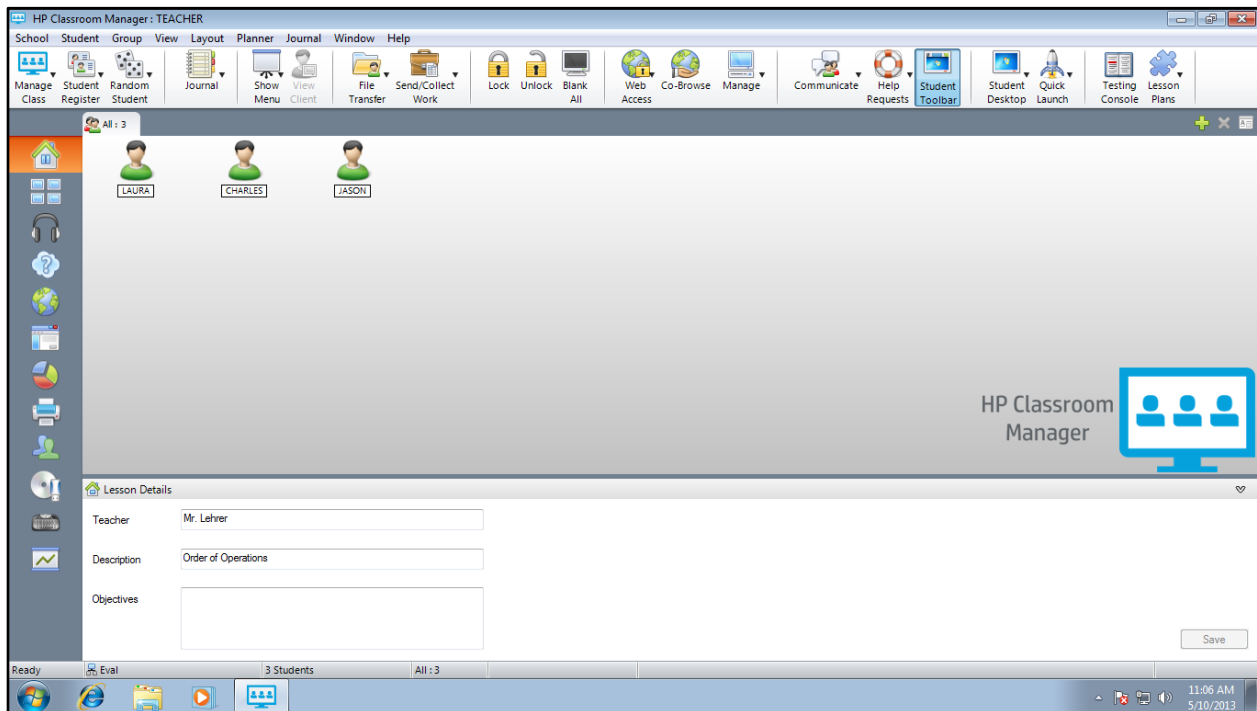
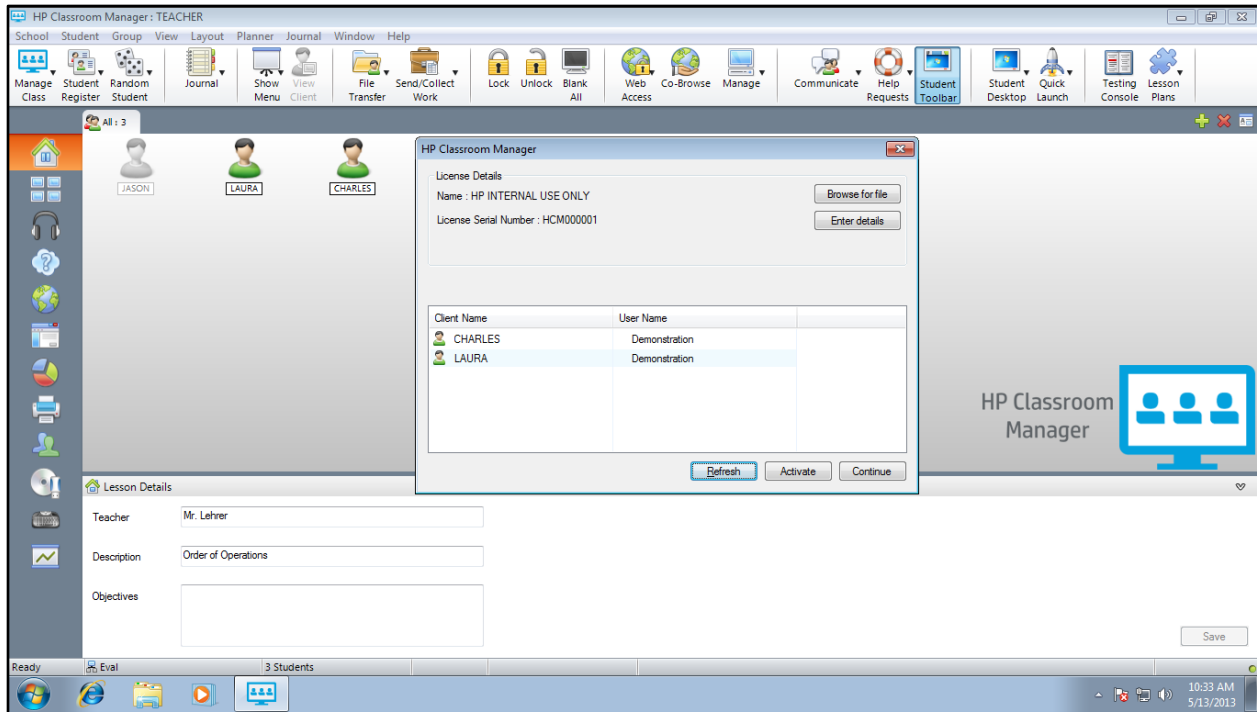


5. Click **OK**.

6. HPCM searches for available client consoles and opens the Control Window in the **Normal View/Mode** (default). Verify the Control Window resembles the figure below, with the PC name of the Tutor console in the upper left of the screen. The Control Window in the figure below indicates there are three clients currently connected (**All:3**), and a window titled, **Lesson Details** appears at the bottom of the screen.

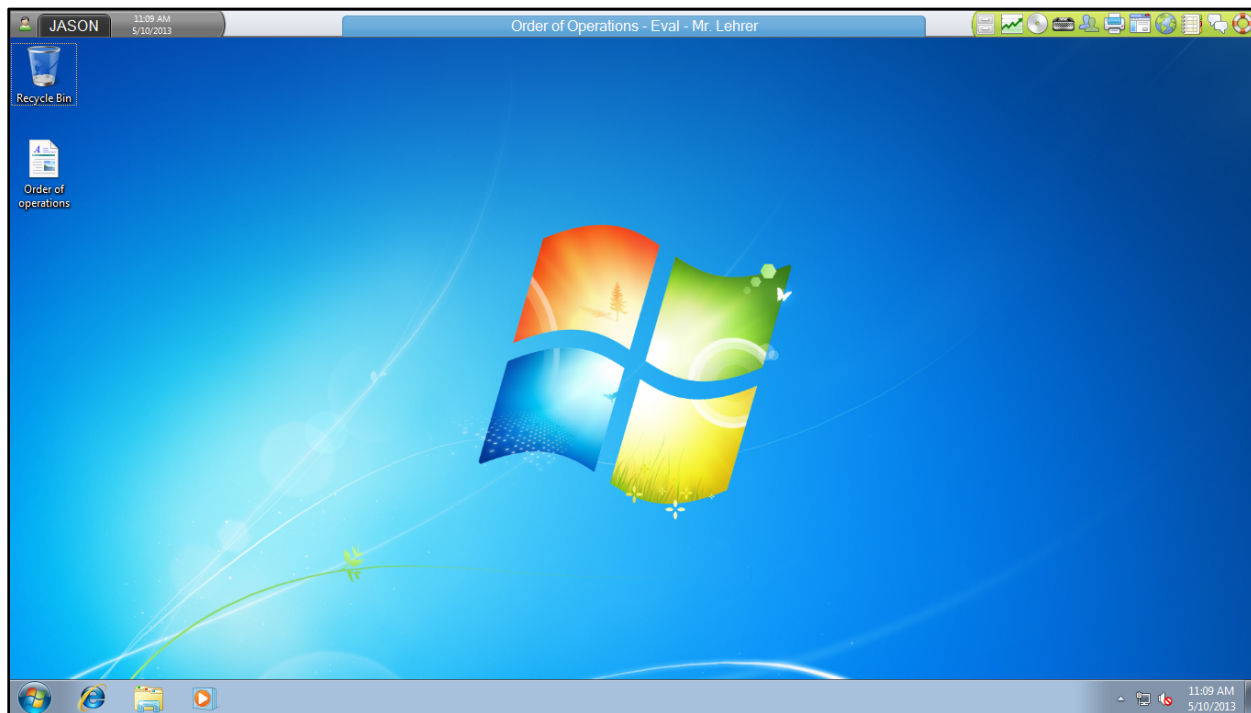


7. Enter license details for tutor and clients. In the Control Window, select and click the **Help** feature on the Menu Bar above the menu icons along the top of the screen. Select **Apply License** from the drop-down menu.
8. In the **License Details** dialog box, click on **Enter Details**.
9. In the **HP Classroom Manager License Manager** dialog box, enter the following information from the license document:
 - Serial Number
 - Maximum Clients
 - Licensee
 - Authorisation Key
10. Verify all the desired consoles are in the **Client Name** box. Click **Generate**, followed by **Continue**. Client icons appear in the Control Window once they are activated.
11. Activate licensed clients. Once you have generated the license(s), registered client console(s) appear in the **Classroom Manager** under **Client Name**.



12. Verify active client consoles resemble the figure below with the client's console name in the upper left corner. **Note:** any details entered for the lesson appear in the top center of the toolbar. See *Entering Lesson Details for a New Class Session* below for

information on entering lesson details, toolbars, and other key features of the Control Window.



Key Components and Configuration

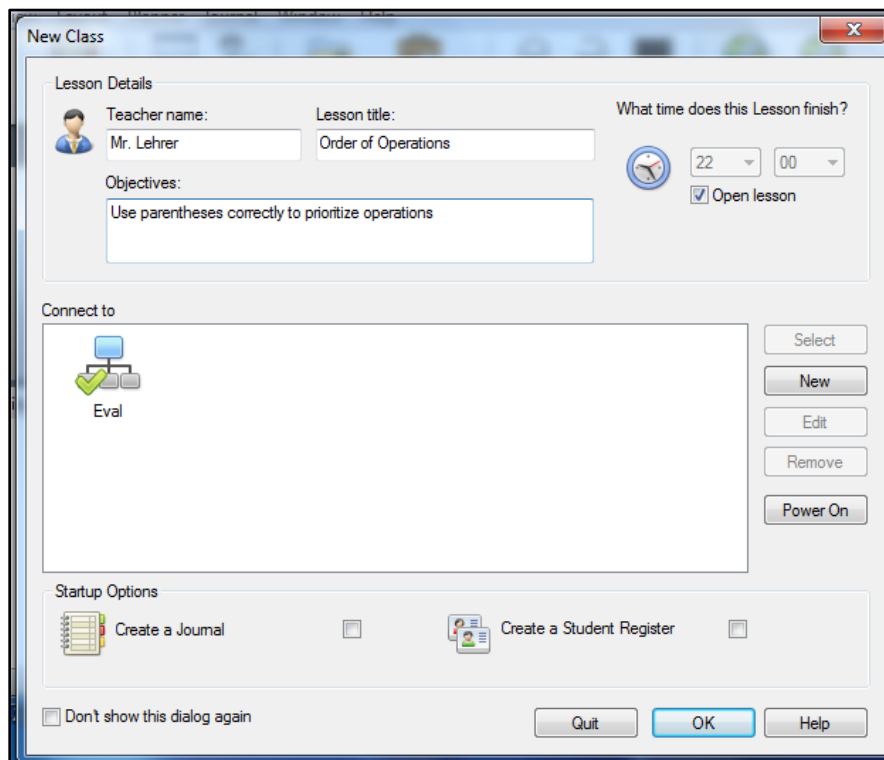
The following section provides an overview of the key features found in the Control Window of the Tutor console. For more details on the items described below, refer to the **Help** feature located on the Menu Bar of the Control Window.

Entering Lesson Details for a New Class Session

Lesson details and other classroom administrative information (Journal and Student Register) may be entered in the **New Class** dialog box whenever you open HPCM, or at any time from the Control Window on the Tutor console. Once entered, information in the **New Class** dialog box remains stored until you change it.

As an example:

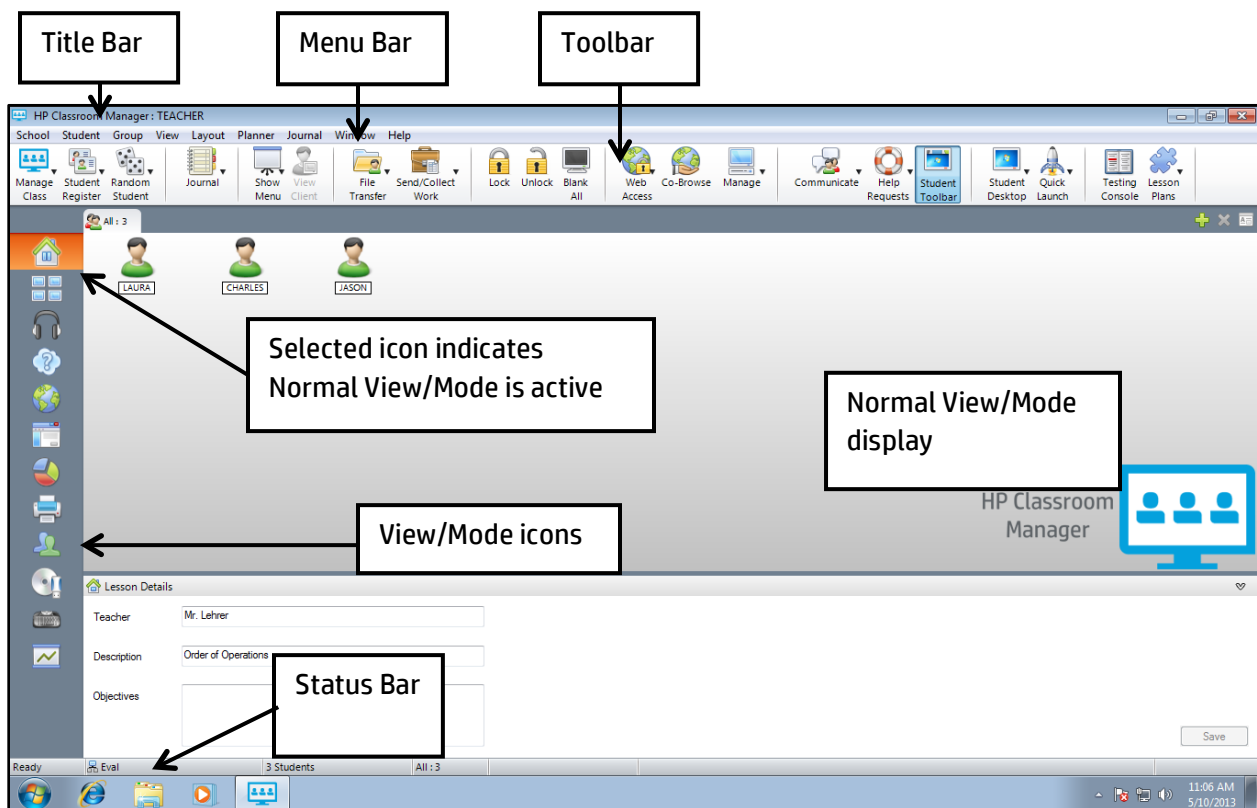
1. Launch HPCM on the Tutor console. In the **New Class** dialog box, enter the following information in the fields provided. Verify your screen resembles the figure below:
 - Teacher name: **Mr. Lehrer**
 - Lesson title: **Order of Operations**
 - Objectives: **Use parentheses correctly to prioritize operations**



2. (Optional) **Create a Journal.** The journal provides a record of content, notes, and resources. It is provided to each student once he or she is connected. Refer to **Help** for more information.
3. (Optional) **Create a Student Register.** The student register permits the Tutor to create a customized registration form which prompts students for their administrative details. Refer to **Help** for more information.
4. Click **OK.** Note the details you entered now appear in the Control Window at the bottom of the screen under **Lesson Details.** Refer to the figure below.

The Control Window

The key features called out in the figure below of the Control Window on the Tutor console are described below. For more information on these and other features, refer to HPCM's **Help** feature on the Menu Bar. The Control Window opens in the *Normal View/Mode*; it is the primary interface for connecting to clients, selecting client groups, workspace configuration, and selecting tasks.



The Title bar

The Title bar on the upper left of the screen displays the PC name of the HP Classroom Manager Control/Tutor console (e.g., **TEACHER**).

The Menu bar

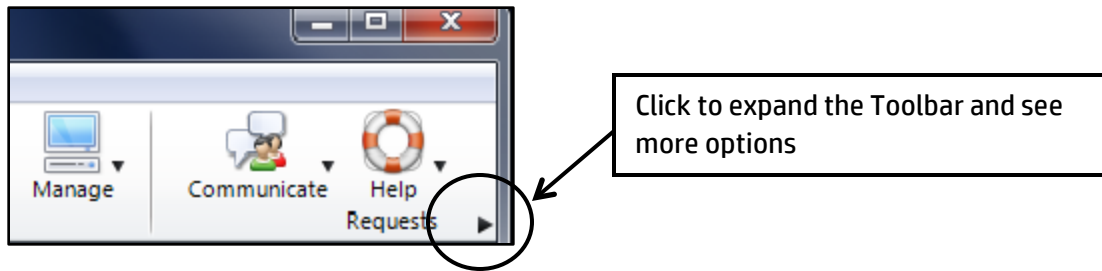
The menu bar contains a series of drop-down menus used to access the various tools and configuration utilities. Note the following menu bar options:

- **School:** options for managing, ending, and refreshing a class session, creating a student register, and sending and collecting client work.
- **Student:** lock/unlock keyboards, manage power of consoles, send messages, and connect to/share client consoles.
- **Group:** create and manage client groups.
- **View:** set toolbars and screen settings, and access the Viewing Mode options.
- *** Views/Modes:** access drop-down menus for the icons displayed in the left panel of the display.
- **Layout:** print the current layout, lock/unlock layouts, set and clear backgrounds.
- **Journal:** open and create journals, and set journal properties.
- **Window:** manage displayed windows for active utilities.
- **Help:** access *Help* topics, view updates, and open licensing utility for generating and activating new consoles.

*** Note:** there is no drop-down menu on the Menu Bar for the Normal View/Mode icon. Refer to the section below, *Normal Mode, View/Mode Icons, and Control Window Menus*, for more information.

The Toolbar

The toolbar along the top of the display contains icon shortcuts to many of the most frequently used tasks and tools. Roll the cursor over an icon to display a brief description of its function. Some drop-down menus have a small pin in the right hand corner. Clicking this pin turns the menu into a floating window, which is displayed until you close the window. Click the small black arrow on the right side of the toolbar in the upper right corner of the display to view more toolbar options (See: figure below). You can customize the toolbar using the **View** option on the Menu bar.

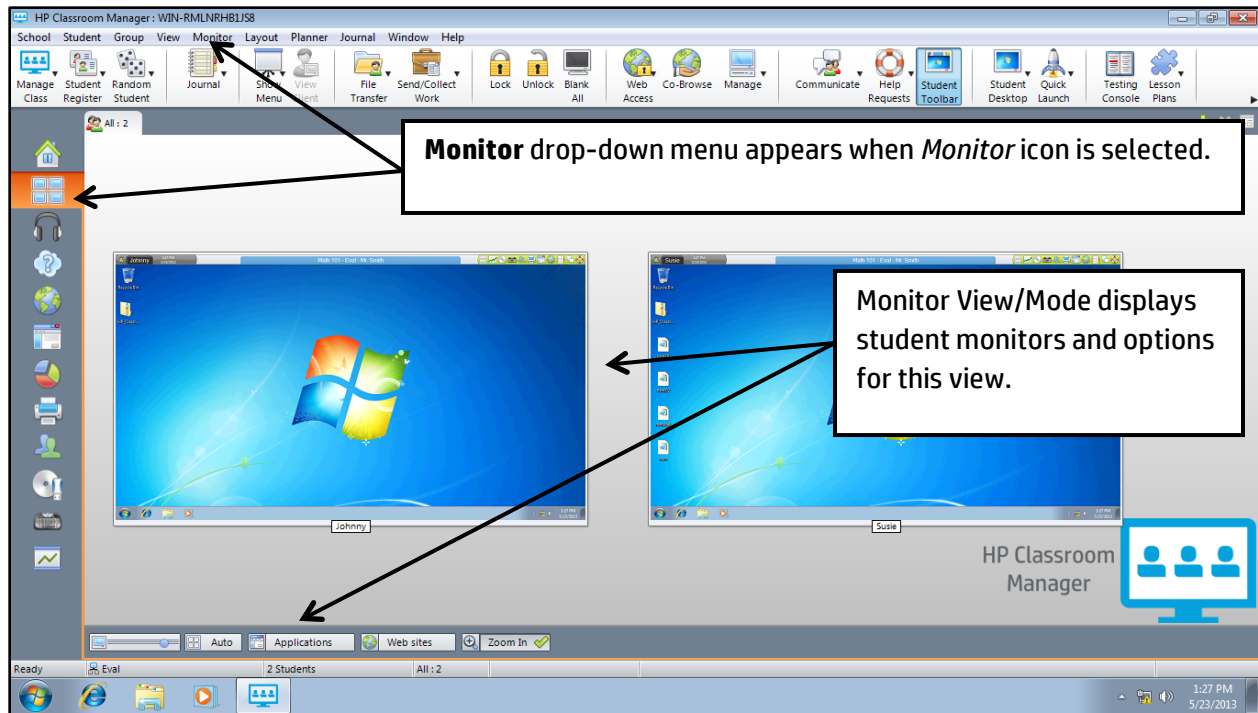


Normal Mode, View/Mode Icons, and Control Window Menus

The Control Window opens in the Normal View/Mode. It is the default view/setting and displays a list of students, connected clients (icons) and a **Lesson Details** window (see: figure on page 12). When you roll your cursor over a connected client icon in this view/mode, a thumbnail of the client machine is displayed. When selected, the top icon in the left panel of the display (school house icon) indicates the Normal View/Mode is active. In Normal View, a drop-down menu option for **Normal** does not appear on the Menu Bar between **View** and **Layout**.

You can select other views/modes by clicking on the icons displayed in the left panel of the display or from the *View* drop-down menu on the Menu Bar (**View>Mode**). Each view/mode has its own display, menu options, and properties for managing, monitoring, and selecting classroom activities. Roll your cursor over any icon in the left panel for a brief description.

When an icon on the left panel is selected, a label with a drop-down menu for that view/mode is inserted on the Menu Bar as the fifth option from the left between the **View** and **Layout** options. In the figure below, the **Monitor** view/mode icon is selected in the left panel. Note the **Monitor** drop-down menu now appears as an option on the Menu Bar, and student monitors are displayed.



The available views/modes include:

- **Default/Normal Mode:** view connected clients, create, save and launch lessons, plan lesson scope and set lesson duration.
- **Monitor Mode:** manage and monitor client's active websites and applications.
- **Audio Mode:** mute/unmute sound and monitor client's audio use.
- **Q&A Mode:** set properties for interactive question and answer sessions that include playing sound, displaying results, and managing client participation.
- **Web Mode:** load, save, create lists, monitor and block/permit website access.
- **Application Mode:** monitor, record, store, and restrict/approve use of clients' applications.
- **Survey Mode:** send, save, and share results of surveys; create lists and add results to client journals.
- **Print Mode:** enable/disable the Print Management feature to track, pause, and block printing.
- **IM Mode:** enable/disable the Messenger Monitoring feature.
- **Device Mode:** enable/disable CD, USB, and sound.
- **Typing Mode:** monitor client typing and create word lists.
- **Whiteboard Mode:** annotate and highlight selections on a full-screen, interactive whiteboard.

For more information on the view/modes described above, refer to *Control Window Menu* in the **Help** feature.

Status Bar

The Control Status bar is displayed at the bottom of the Control Window. Roll the mouse over the bar to display the status of the program, the current connection method, the current open group or classroom, and the number of currently connected clients.

Troubleshooting

For resolving problems with installation or configuration, refer to the table below. If your issue is not found below, or for more detailed instructions, refer to the **Help** feature in HPCM.

Issue or Question	Resolution
I can't see the students	Verify you have activated the student consoles; see Help feature for activating student consoles
Student names are not correct	Verify you have entered a unique PC name for each student console; see Help feature for more information
I cannot connect to students; I see an error message.	See Help feature for solutions to error messages
I can't see all the icons on my toolbar	Increase your screen resolution; see Help feature for customizing toolbars