

Using ClassSpot: A Guide for Faculty

Tidebreak's ClassSpot addresses this growing need for flexible, interactive classrooms with advanced capabilities. This document explains the features available to faculty members using the product in their classroom.

Managing the ClassSpot Session

Although ClassSpot opens up significant opportunities for student interaction, as the faculty member you maintain overall control of the class session. Students cannot access the public screens until you start a class session. You act as the moderator, with the ability to lock-down the public screens at any time and "bump" students from the session if they are disrupting the class.

A ClassSpot session might typically proceed as follows:

1. **Start a new class session.** This step allows students to join into the ClassSpot.
2. **Monitor student activity.** ClassSpot shows you who is using the screens.
3. **Lock feature access if needed.** Suspend use of the public screens to focus attention back on you.
4. **Extend the session if necessary.** When the class session is schedule to end, you can briefly extend the session. When a class session ends, the ClassSpot is "locked down" and the students are disconnected.

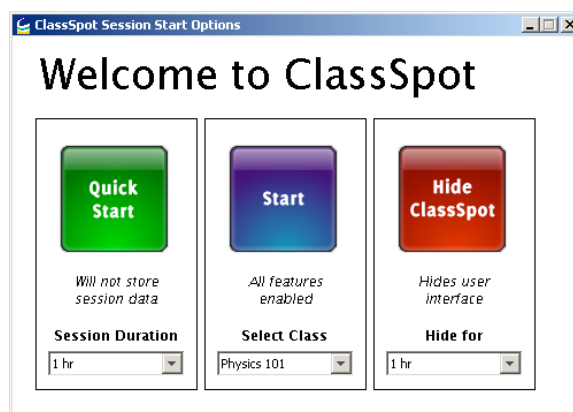
You can choose to leave before the end time originally defined. ClassSpot will continue to function until the designated end time, and then it will automatically end the session.

Starting a Class Session

There are two ways that you can begin a ClassSpot session. You can start it from the podium computer or you can start it from your own laptop using the special Teacher Client.

Starting from the Podium Computer

The podium computer's screen shows the Session Start box.



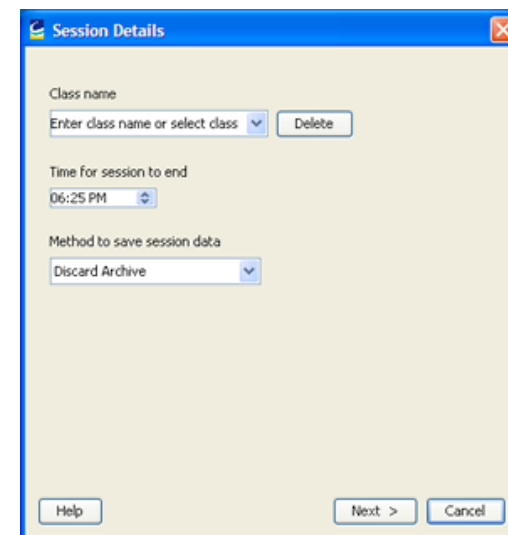
To quickly start a generic session, just select the length of your class from the "Session Duration" list and click the green "Quick Start" button. With a generic session, you can't choose how the archive is made available to you at the end of class; it is always saved on the podium computer.

The red "Hide ClassSpot" button gets the ClassSpot windows out of your way. If you don't intend to use ClassSpot during this class, click this button.

As an alternative to a generic session, you can start a custom session for your class. From the "Select Class" list, choose "New Class." A series

of information panels allow you to set the parameters and start a ClassSpot session.

The first panel appears automatically.



Select the details for your class.

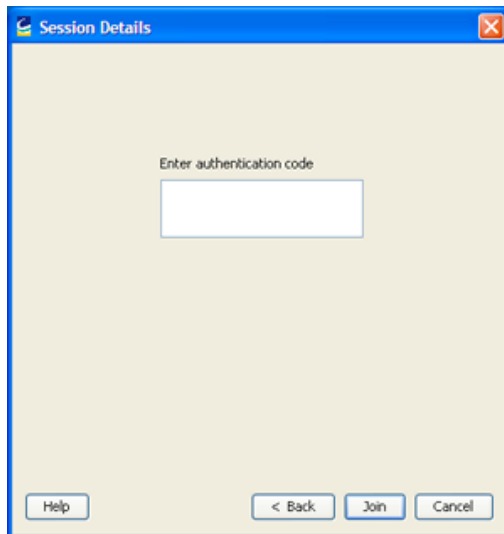
- **Class Name:** Enter a new class name, e.g. "Calculus 2a," or select from the drop-down list a name you've previously defined. (Click "Delete" to remove a class name from the list.)
- **Time for Session to End:** Adjust the time to indicate when the session is over. (It is good practice to leave a few extra minutes beyond the schedule class end, but not so many as to overlap with the start of the next class.)
- **Method to Save Session Data:** Select from the drop-down menu how you want ClassSpot to automatically save the Archive at the end of the class.

Click "Next" to proceed to the second panel.

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The second panel lets you configure how ClassSpot saves the Archive at the end of the session. Settings vary according to the method you selected. Click the Next button to proceed to the third panel.

This final panel authenticates you to start the session.

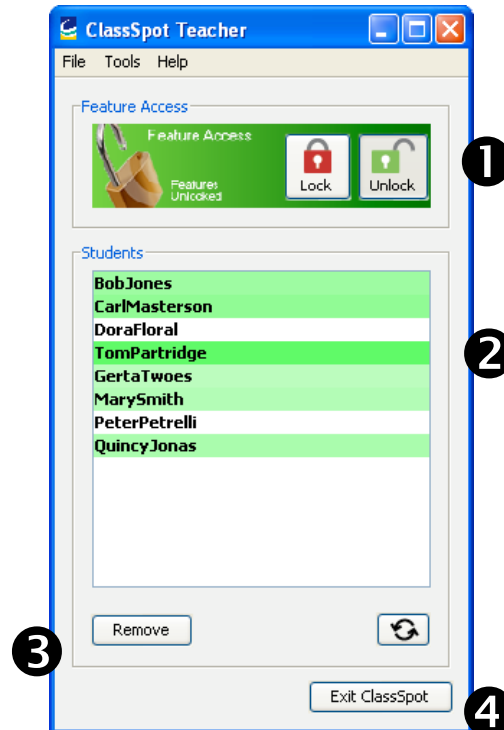


Enter the four-character code found at the top of the black mini-panel on the main screen and click "Join."

The next time you use ClassSpot, you can simply choose your class from the "Select Class" menu and click the blue "Start" button.

The Teacher Panel

The ClassSpot Teacher Panel enables you to manage and moderate the use of the ClassSpot resources by your students. The following figure explains the different Teacher Panel features.



- ❶ **One-Button Lock and Unlock:** These two buttons lock and unlock student access to ClassSpot features. The background turns red during lockdown and green during unlock, making it easy for you to see the status at a glance.
- ❷ **Students List:** This scrolling list shows all the Clients that have connected during the session. Each name turns **grey** when the student leaves the ClassSpot or **red** when the teacher removes them. Whenever the students perform some action, such as using PointRight to control the Host computer, their name turns green to indicate the activity. This **green highlight** gradually fades away if they

are inactive. Mousing over a name will show the nature of that student's most recent activity in the tooltip that appears.

- ❸ **Remove:** By selecting a name from the activity list and clicking the Remove button, you can remove a student to leave the ClassSpot. (Note that the student can re-join the ClassSpot later.)
- ❹ **Exit ClassSpot:** Click this button to exit the ClassSpot panel. You will have the choice of leaving the session active or ending the session immediately.

Installing the Teacher Client

If you use your own laptop during class, you should install the ClassSpot Teacher Client, which you can obtain from your IT staff. This provides all the controls described in this document on your laptop.

Once you have installed the Teacher Client, you can start a session by starting the Client and joining the ClassSpot. You will be asked if you wish to join as a teacher. Choose this option, which will start a custom class session as described earlier in this document.