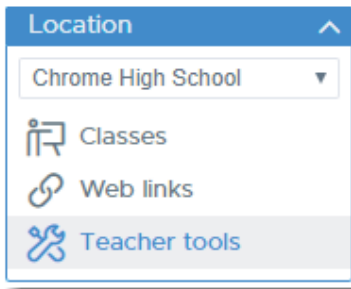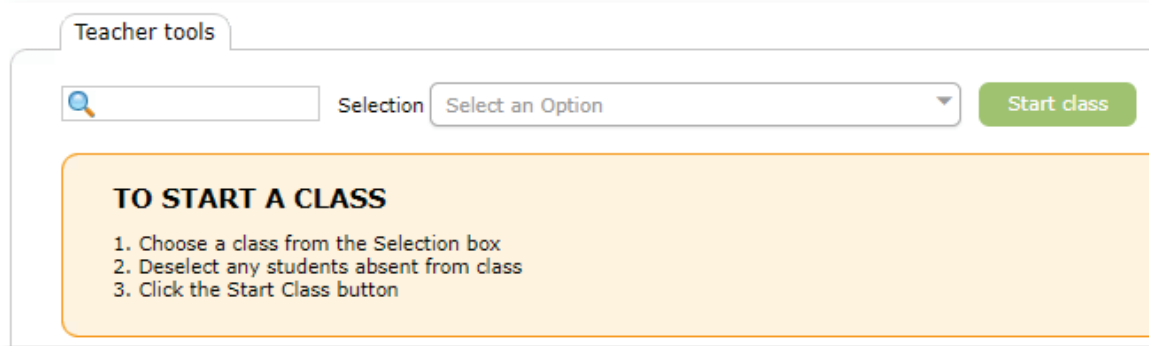# 6 Teacher Tools

Teacher Tools provides the primary functions used by teacher to manage devices in the classroom. The tools are accessed by selecting **Teacher Tools** from the main menu.


When entering Teacher Tools, an informational box is provided showing the three steps for starting a class.


6.1 Starting a Class Session

To start a class session, follow the three steps listedin the information box at the top.

1. Use the "Selection" box to choose a class. Google Classroom classes are imported automatically and appear together in a group. Manually-created classes appear in a separate list labeled "Chrome classes"
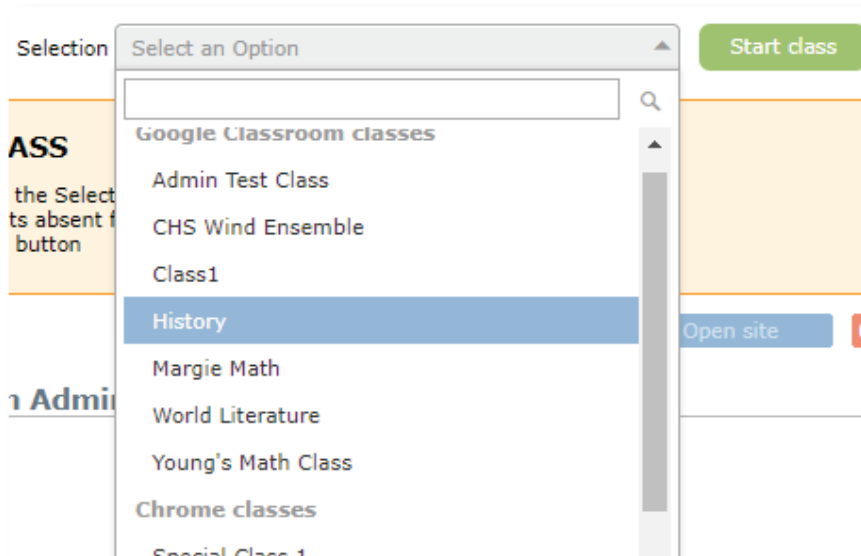
2. A list of all students in the class will appear. All students will be shown with a green checkmark to indicate that they are selected for inclusion in the class session. Click on any studnent who should be excluded from the class, such as students who are absent.
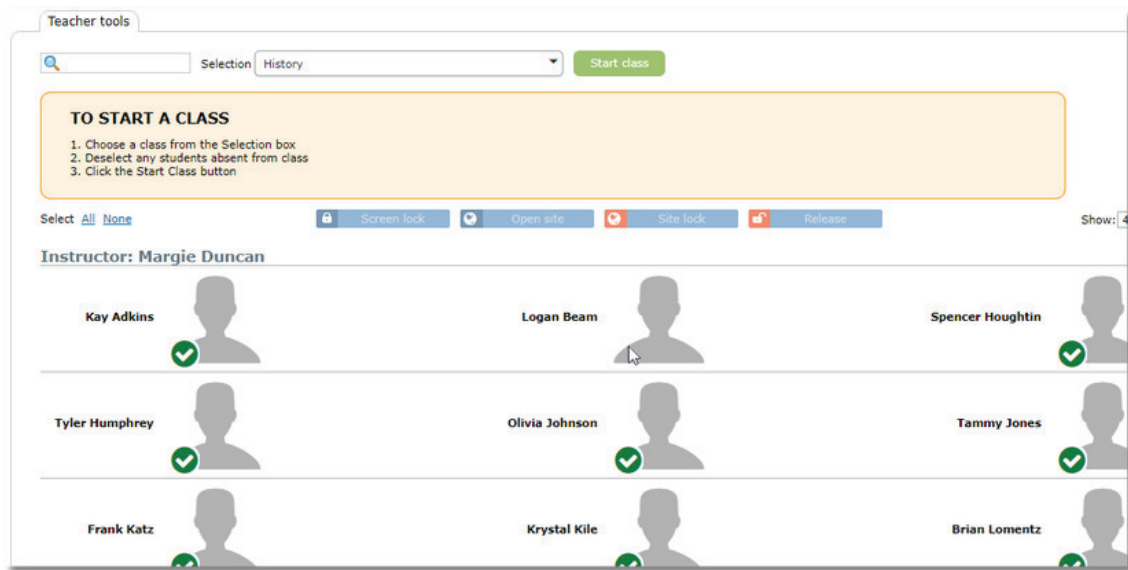
If a student is still in another active class, text will be shown indicating the name of the class. The teacher has the option of excluding or including them in the new class. If the student is included in the new class, control of the student device will be transfered to the new class, thus "pulling the student out" of the previous one.
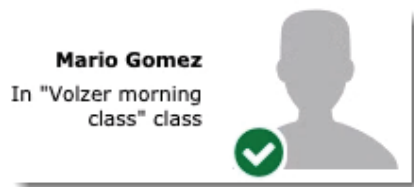
When starting a class with one or more students who are still active in a previous class that is still in session, an additional warning will be displayed.

3. Click the **Start class** button.
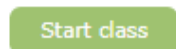
4. Verify or change the length of the class. Either change the class length or the class end time and the opposite value will be set automatically. The default class length can be set by the system administrator in the Chrome Settings area. Click **Start**.

Start class: Volzer morning class   ✕

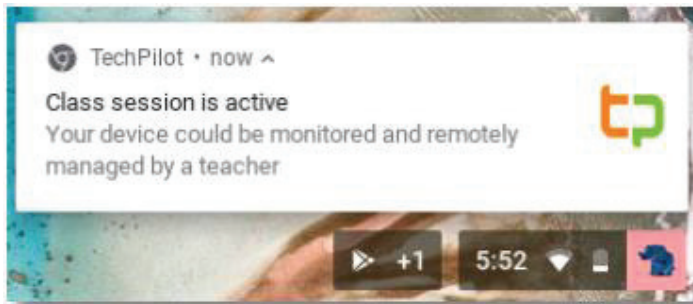|	
Current time	8/24/19, 3:51 PM
Length (in minutes)	55
End date	8/24/19
End time	04 ◌ 46 ◌ PM ◌
Enforce custom block list	☑
Enforce organization block list	☑
Allow students to raise hand	☐

✓ Start

5. While the class is running, the remaining time counter will appear at the top, next to the **Stop Class** button.

Stop class   Remaining class time: 57:57

Student Privacy Notification

When class starts, a notification appears for students to let them know that a class is in session on their device and that it may be monitored.

TechPilot · now ⌃

Class session is active
Your device could be monitored and remotely managed by a teacher

▶ +1   5:52 ▾ ▯

Students can also tell that a class is in session because the extension icon will change from grey to color and a notification appears when hovering over the extension.

6.2 Stopping a Class Session

To stop a class, use the **Stop class** button at the top of the Teacher Tools screen.

Stop class   Remaining class time: 57:57

6.3 Extending a Class Session

To extend a class, use the **+5 min.** button to add an additional five minutes to the length of the class.

Stop class   Remaining class time: 07:21   +5 min.

6.4 Monitoring Student Screens

Student screen thumbnails are visible on the main Teacher Tools page once a class is started unless the administrator has disabled the screen viewing feature.

The thumbnail view should be selected from the view selector

Securly Classroom sends a request to devices for a screen update about once every 10 seconds. However, if the device has recently been restarted or asleep, it may take up to 2 minutes for it to begin responding to requests.
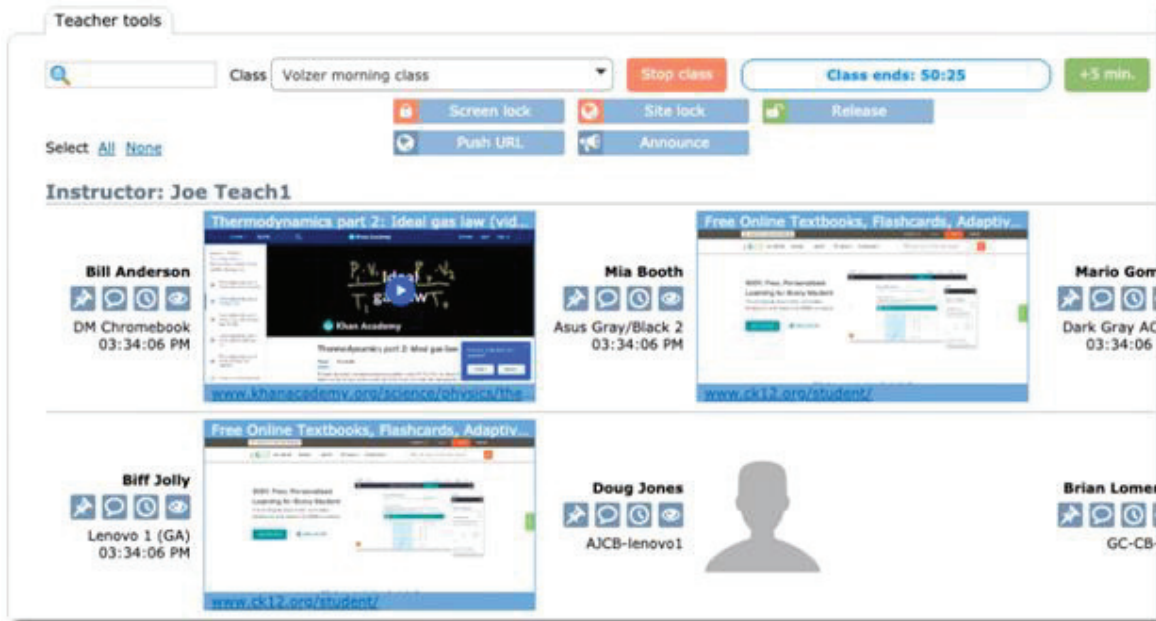

Students shown as a solid silhouette are in the class, but their device has not yet connected to Securly Classroom.

Students shown as an outline silhouette are excluded from the class. The can be because they were deselected before the class was started or because their device connected to Securly Classroom but was detected on an outside (non-school) IP address, which typically means they are absent from school and connecting from home or elsewhere. This automatic exclusion from class based on IP address is an optional setting configured in the Settings/System area.

If a device goes off-line for more than one minute, the thumbnail image will be removed and the student icon will appear in its place.

6.5 Monitoring Students with Tab View

Tab View allows monitoring of students by showing a list of currently opened tabs on student devices.

The tab view should be selected from the view selector.

Securly Classroom sends a request to update the tabs list about once every 10 seconds. However, if the device has recently been restarted or asleep, it may take up to 2 minutes for it to begin responding to requests.
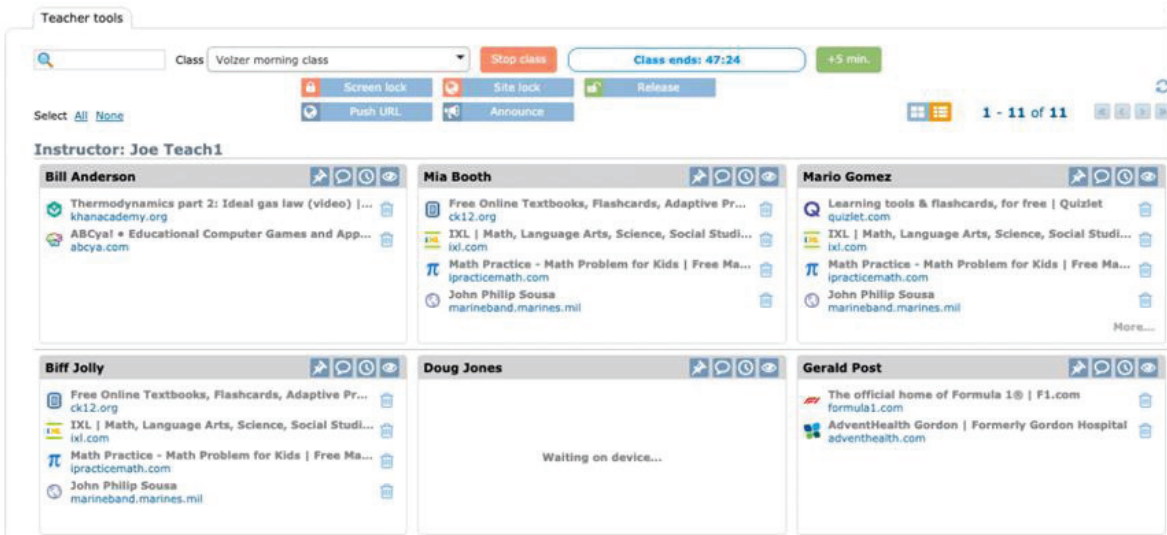
If a device goes off-line for more than one minute, the list of tabs will be removed and replaced by the message "Waiting on device..."

6.6 Pin a student

Both screen view and tab view allow a student to be "pinned" which moved them to the first position in the list. This makes it easier to monitor selected students.

To pin a student, click the pin icon. Click the icon again to unpin the student and have them return to the normal position in the list.
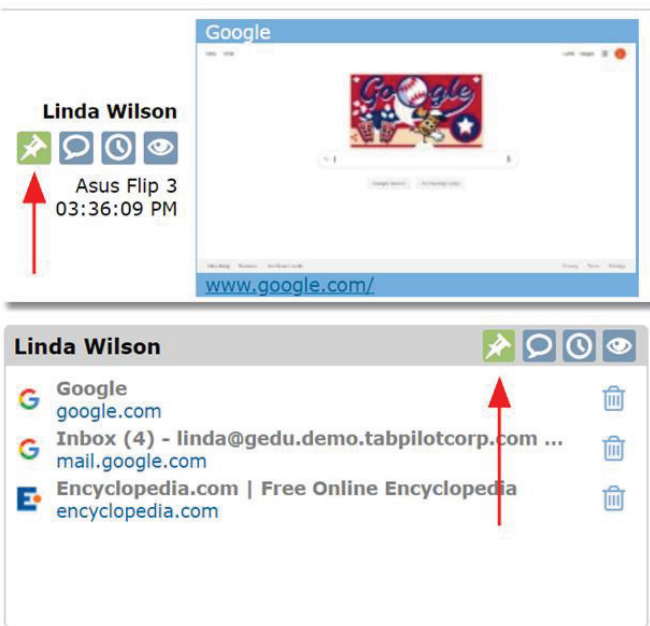
6.7 Device View

Device View provides a large image of the student screen and a list of all open tabs. Device View is

accessed from thumbnail view or tab view with the icon:

In addition to a larger screen view, Device View also displays a list of all of the open tabs on the student device.

Functions for Screen Lock, Push URL, Site Lock, Browsing History, Clear hand raise and Announce are available from this screen and will only be applied to this device.

The **Print** button allows the current screen to be printed.

The **Back** button returns to the class thumbnail view.

For an even larger screen view, click the double arrow expand button in the bottom right corner of the screen image.

This view is helpful for displaying a student screen on a classroom projector connected to the teacher's computer.

6.8 Saving a Student Screen

Teachers can save an image of a student screen from Device View to record a record for future reference from the history area. **The Save Screen** button is available above the student screen image.
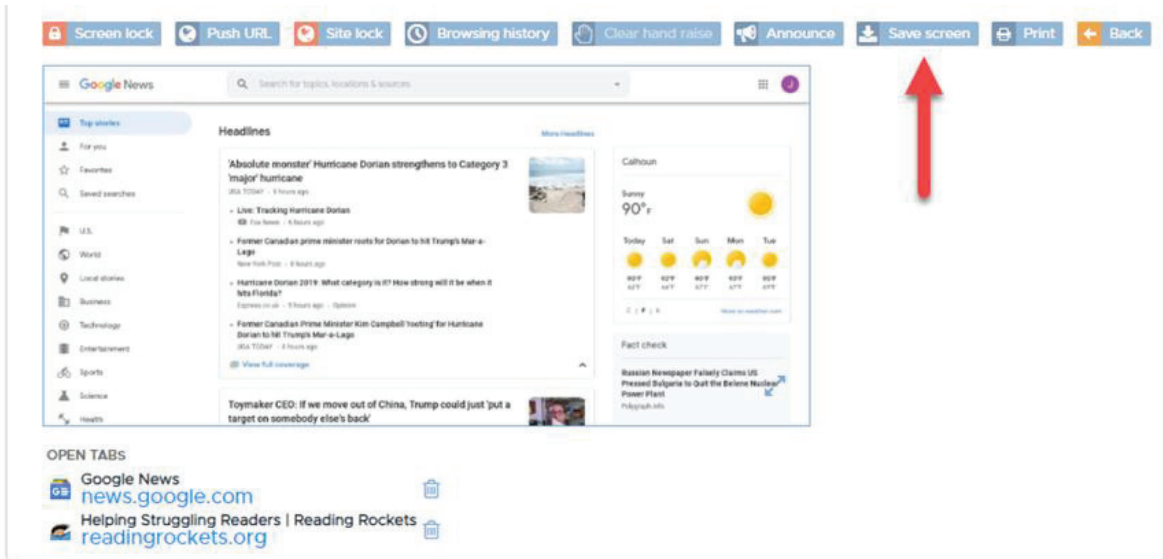
Saved screens ae available in the student history on the Saved Screens tab. Click on a thumbnail of a saved screen for a larger image.
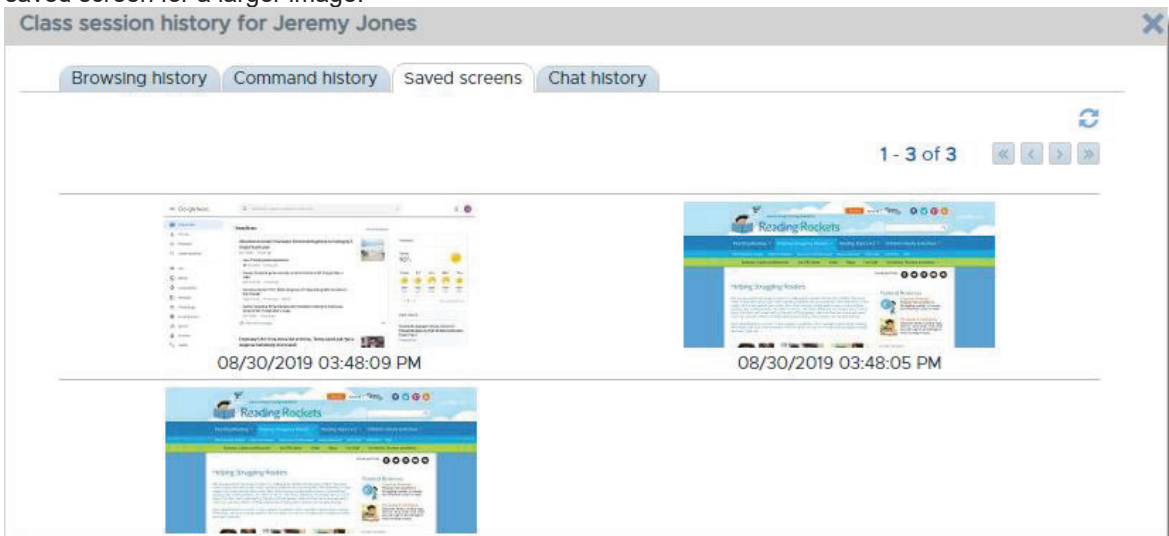
6.9 Closing tabs on student screens

To close student tabs from Device View, click the trash can next to the site to be closed.
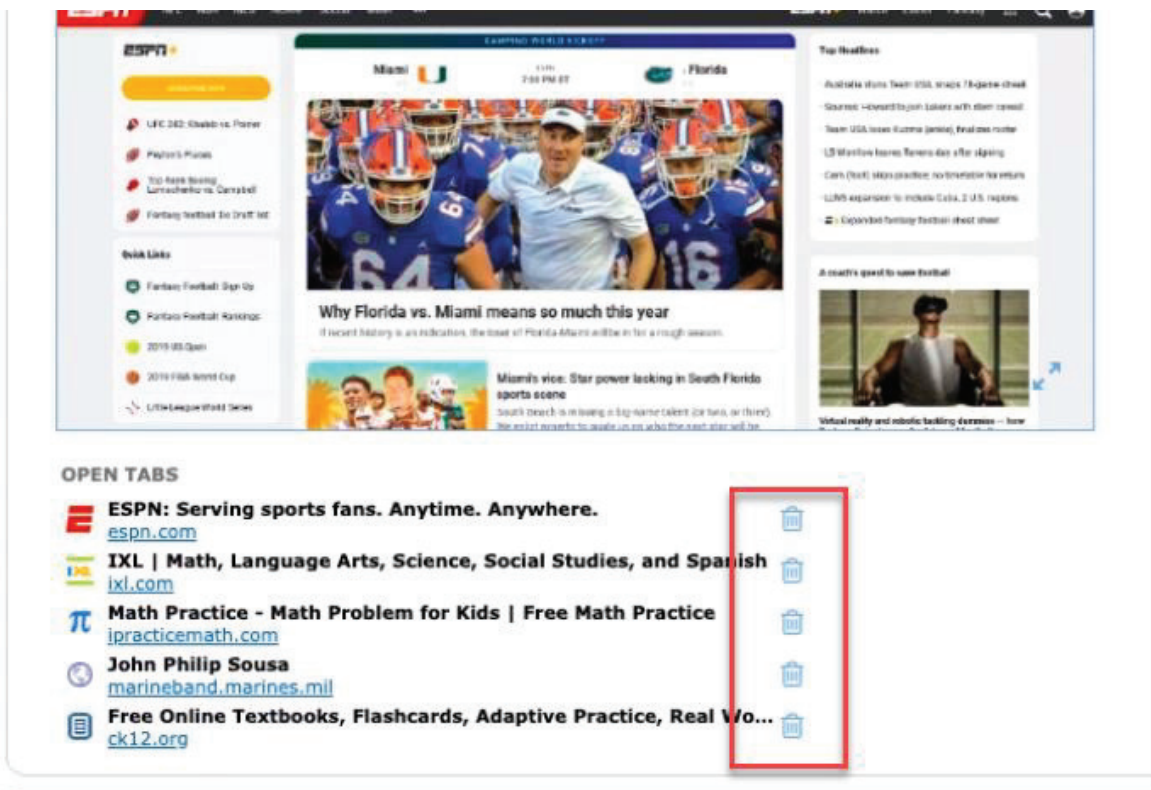
To close student tabs from Tab View, click the trash can next to the site to be closed directly from the tab list.

6.10 Screen Lock

Screen Lock allows the teacher to freeze student screens and display a custom message. The button is enabled when a class session is active.
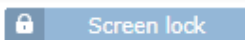
Screen Lock can be applied to an entire class, or individual students.

To apply Screen Lock to individual students, choose the students from the list prior to clicking the **Screen Lock** button.

To apply Screen Lock to an entire class, click the **Screen Lock** button first, then answer "Yes" to the prompt "Do you want to apply Screen lock to all devices in the class?"

Enter a custom message to appear on the student screens. The message will be remembered and used as the default for the next screen lock. After entering the message, click the **Screen lock** button.

When screen lock is active, a lock icon will appear in the top bar of tab view or the bottom right corner of the screen image in thumbnail view.
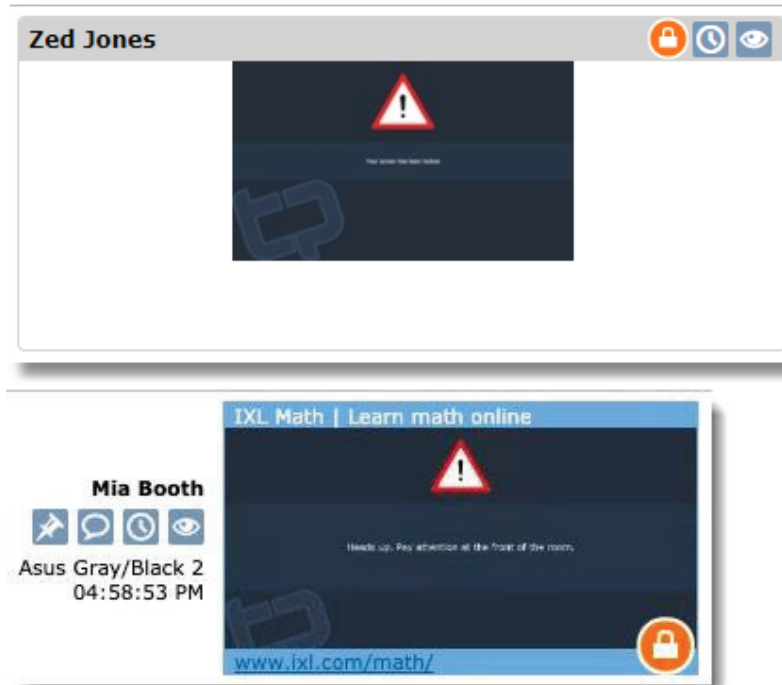
To end screen lock for one or more students, choose an individual student or the entire class, then use the **Release** button.

6.11 Push URL

Use the **Push URL** function to push out one or more sites to student devices that will automatically open in new tabs. The button is enabled when a class session is active.
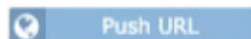
The Push URL function can be applied to an entire class, or individual students.

To use Push URL for individual students, choose the students from the list prior to clicking the **Push URL** button.

To use Push URL for an entire class, click the **Screen Lock** button first, then answer "Yes" to the prompt "Do you want to apply Push URL to all devices in the class?"
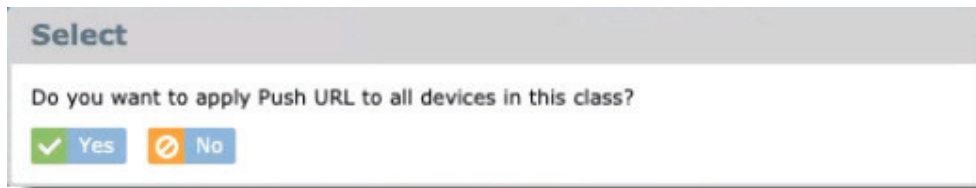
The Push URL window will allow you enter a single site, or choose one or more web links to open on the student devices. You can also choose a Collection of sites, represented by the folder icon, to open all sites in the collection.
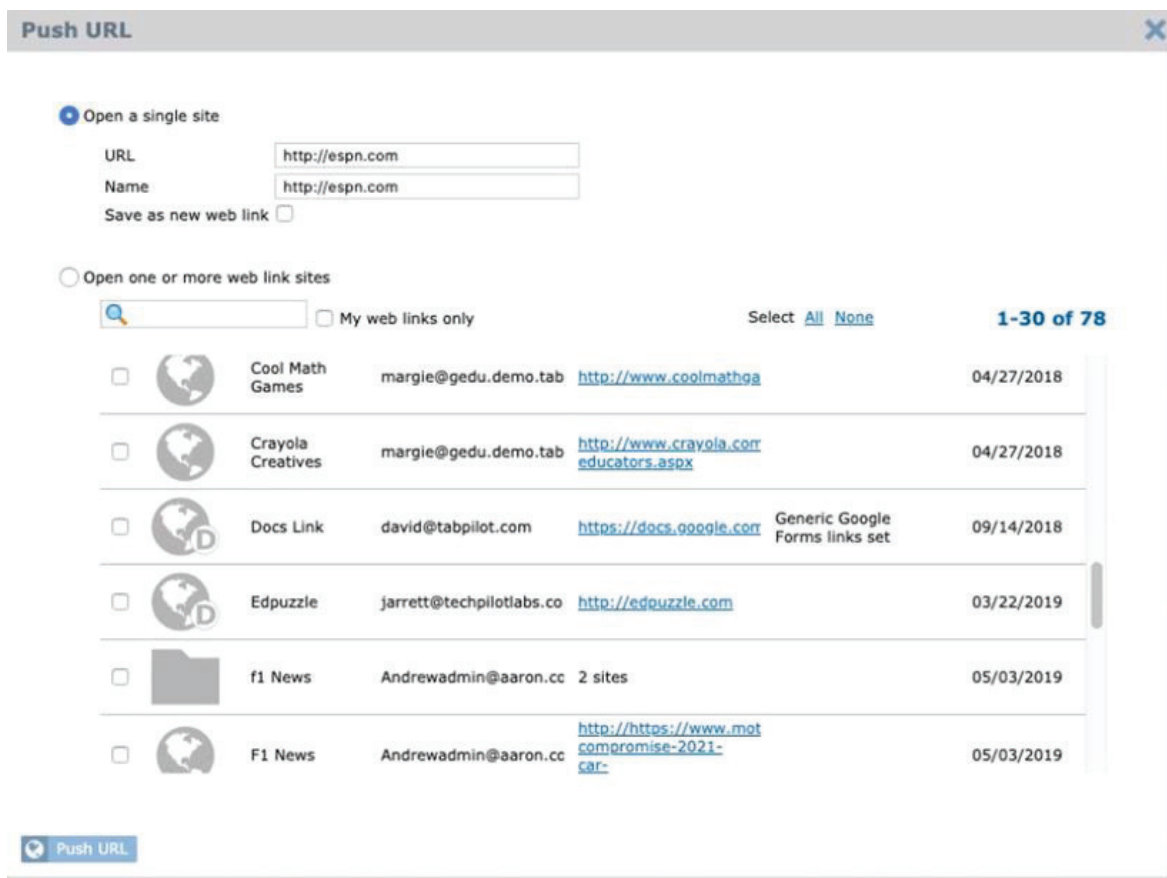
Save as new web link: When entering a site manually, rather than choosing from the list of web links, you can use the "Save as new web link" option to save the entered site to the web links list for future use with Push URL and Site Lock.

6.12 Site Lock

Use the **Site Lock** function to lock students into a single web site or a group of sites. The button is enabled when a class session is active.

The Site Lock function can be applied to an entire class, or individual students.

To use Site Lock for individual students, choose the students from the list prior to clicking the **Site Lock** button.

To use Site Lock for an entire class, click the **Site Lock** button first, then answer "Yes" to the prompt "Do you want to apply Site Lock to all devices in the class?"

The Site lock window will allow you enter a single site, or choose one or more web links for Site lock. You can also choose a Collection of sites, represented by the folder icon, to open all sites in the collection.

Save as new web link: When entering a site manually, rather than choosing from the list of web links, you can use the "Save as new web link" option to save the entered site to the web links list for future use. When you enter a site manually, the site entered will be remembered and pre-filled for the next time you use the Open site function.

Force cloce all other tabs: Use this option if you wish to close all other open tabs on the student devices

Limit max tabs to: This option allows you to specify a maximum number of tabs that can be opened on the student device during site lock.

Allow entire site: Use this function if the URL for the site you are opening contains a path to a specific page on the site and you wish to allow the student to browse to other pages on the site during the session. If this option is not checked, only the exact page entered for the URL will be allowed, with the exception of any "dependencies" for web links that have been configured to have them.

When Site Lock is active on a device, the globe icon will appear.

To end Site lock for one or more students, choose an individual student or the entire class, then use the **Release** button.

6.13 Hand Raise

Students can alert teachers that they need help with a "virtual hand raise".

The teacher has the option to enable hand raise when starting the class or in the scheduled class start options.

To use Hand raise, students click the extension icon at the top of the browser on their device and use the "hand raise" button.
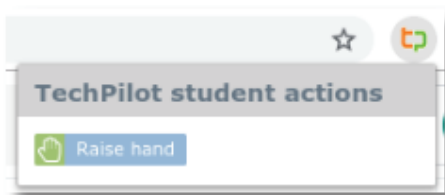
The extension icon on the student device will change to show the hand icon
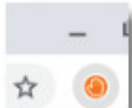
When activated, the teacher will see a hand icon in Teacher Tools
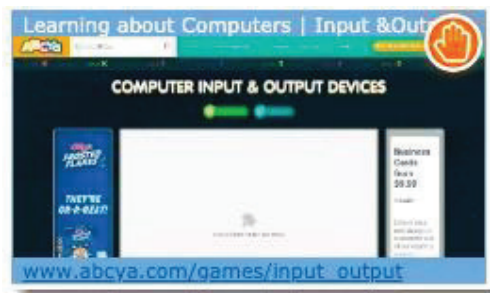
The icon appears in the top bar when using tab view

The teacher can cancel Hand Raise by simply clicking on the hand icon.

The student can cancel Hand Raise by clicking on the extension and using the "Cancel Hand Raise" button.
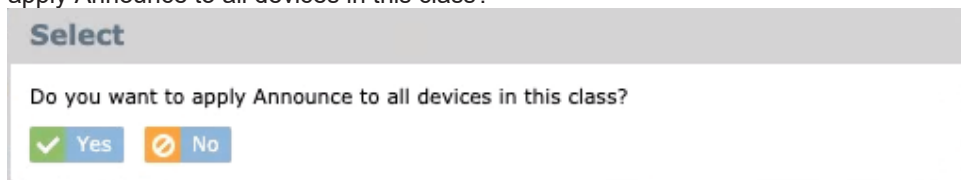

6.14 Announce

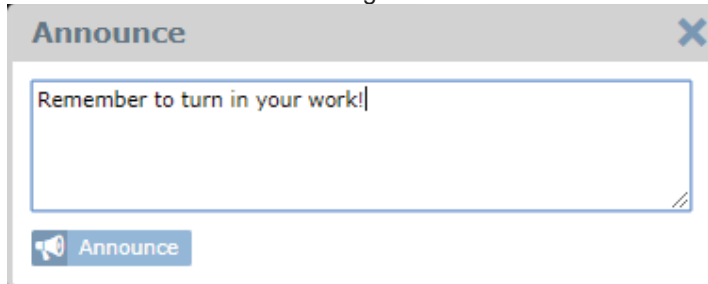The Announce feature allows the teacher to send a message to one or more students in the class.

Select one or more students, then click the Announce button.
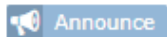
If no students are selected prior to clicking the Announce button, the system will prompt "Do you want to apply Announce to all devices in this class?"

Enter the announcement message and click the Announce button.

Students will see the message on all open tabs and must confirm by clicking OK before they can continue to use the device.
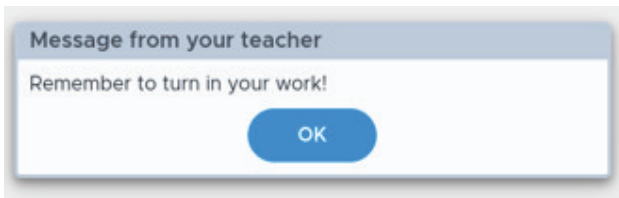
History of all announcements send is recorded and available from *Class session history* on the **Classes** menu by going to the Announcements tab.
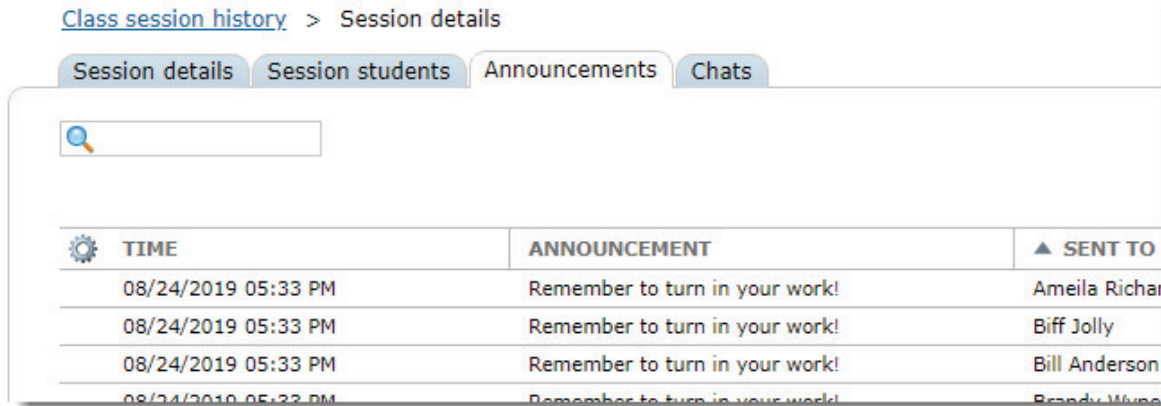
6.15 Chat

Two-way chat is available between teachers and students. The chat can only be iniated by the teacher.

To start a chat, use the chat bubble icon from screen view or tab view.
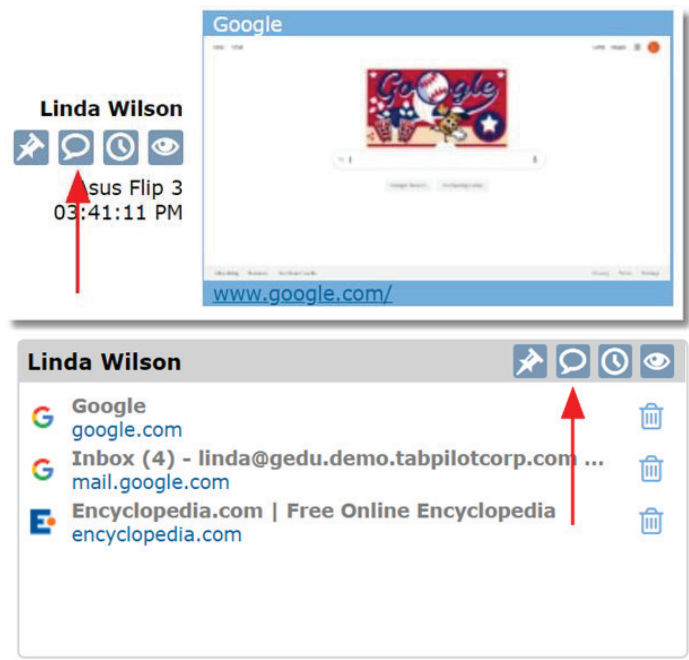

A chat button is also available from Device View

Device view

User logged in	Rachel Spicer
Device name	
Screenshot time	02/21/2020 05:20:15 PM
Last seen	0 seconds ago

🔒 Screen lock	🌐 Push URL	🌐 Site lock	📢 Announce	💬 **Chat**
🕐 History	📷 Save screen	✋ Clear hand raise	🖨 Print	⬅ Back

OPEN TABS

🌐 World Flag Database: Welcome
flags.net 🗑

📄 Flags of The World – Country Flags
flagpedia.net 🗑
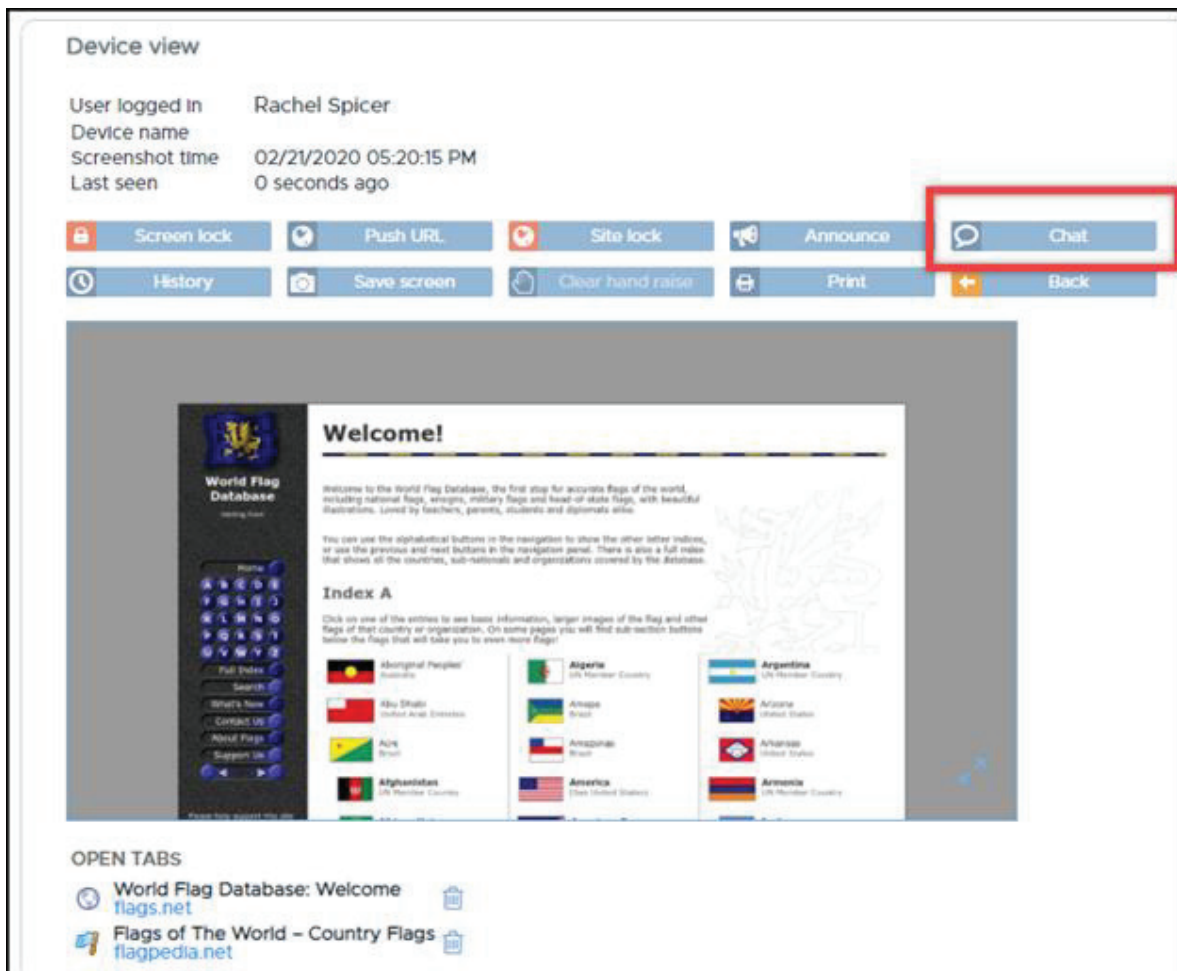
 When the chat window opens, the teacher can use the student list on the left to switch between chats with any student in the class.
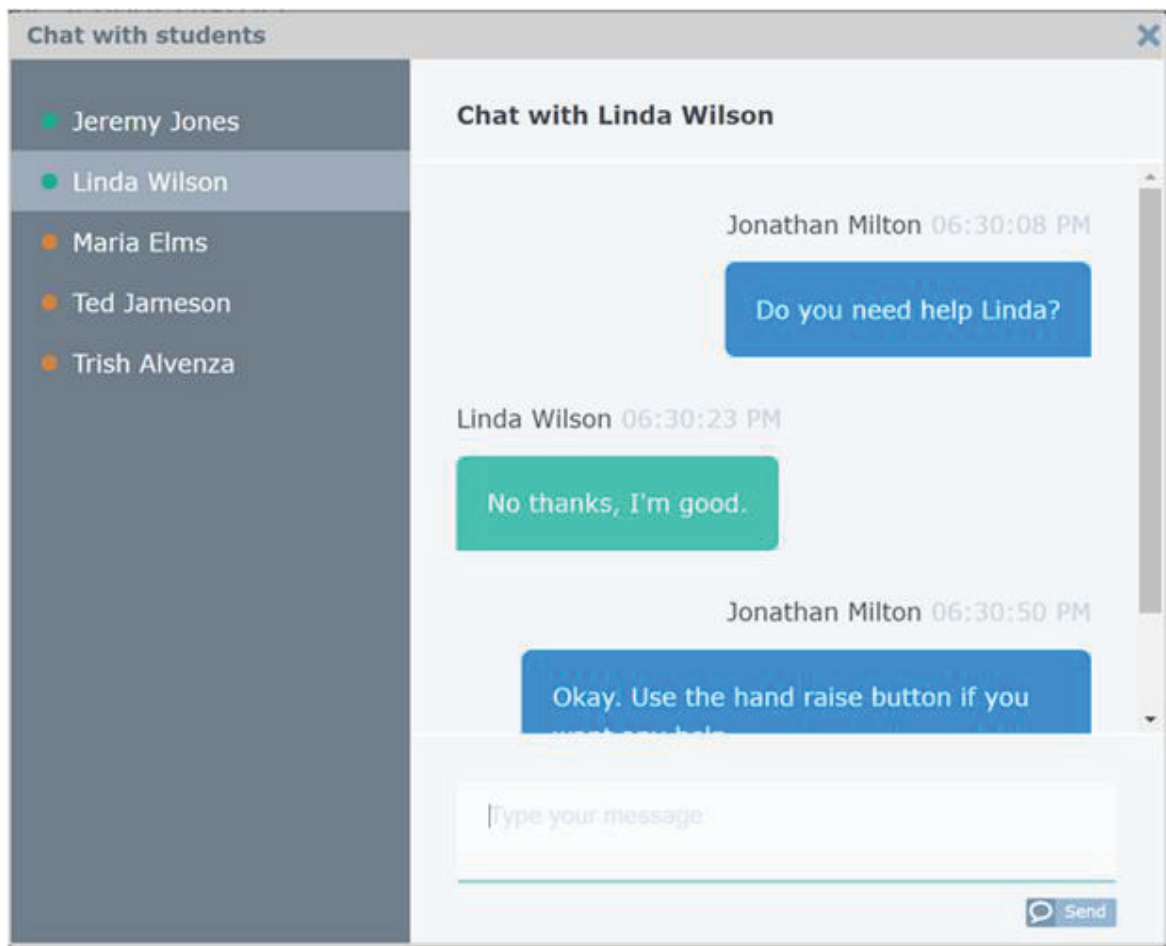
Students will be notified of the chat via a floating glowing chat icon in the browser. Students can change the position of the icon by dragging it to any location they want.

Chat history is recorded and available for review from the 'Class Session History' area on the 'Chats' tab. Click any student from the list to view the chat transcript. The transcript can also be accessed by choosing a student from the class session student list.
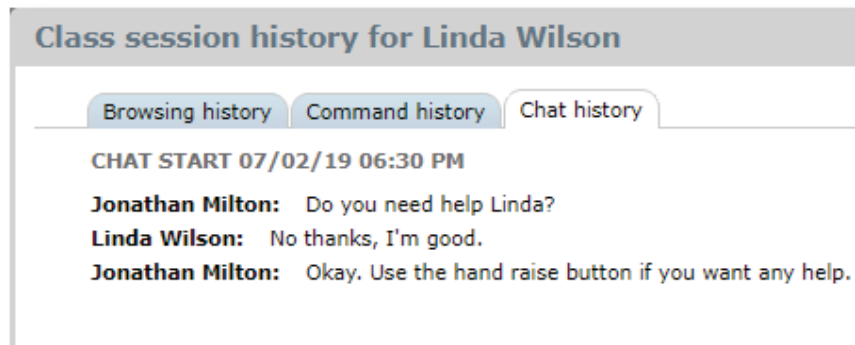
6.16 Viewing Student History

Student history is available from three places:
1. During class using the history button from tab view or thumbnail view

2. After class from Classes > Class Session History by selecting a class, then the student
3. For all classes from Classes > one of the class tabs such as Google Classroom, then selecting the student

Student history is available during a class session to show sites visited by the student during class, commands issued to the device, and teacher-to-student chat history.

1. History is accessed during a class with the history button from tab view or thumbnail view:

2. Student history is available after a class session has ended from the Class session history tab on the Classes menu. Teachers will see their own classes listed, while admins will see all classes.

After selecting a class from the list, select any student to review their history.

3. To view all student browsing history from all previous classes for all teachers, start by selecting Classes from the main menu. Then select one of the class tabs such as Google Classroom or Schoology for a list of classes. Select a class, then a student. Switch to the browsing history tab.

6.17 Class Session Summaries

After a class session ends, the teacher will receive and email summary of the class that includes basic class details, the number of times each function was performed, top web sites visited by the class, the top sites by each student and more.

Teachers who choose not to receive the summary emails can disable them by going to "My Account" under the user menu and removing the checkmark for "Class session summary"

7 Web Links

The Web Links area allows web sites to be configured for use in varoius areas of Securly Classroom such as the Open site and Site Lock features in Teacher Tools.

To create and manage web links, select **Web links** from the menu.
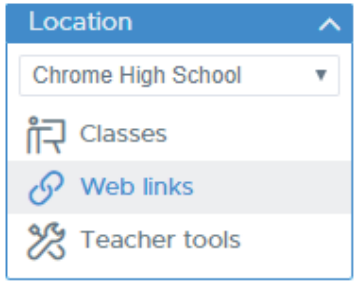
Use the buttons at the top to create or delete a link, or click on any existing link to edit the details.
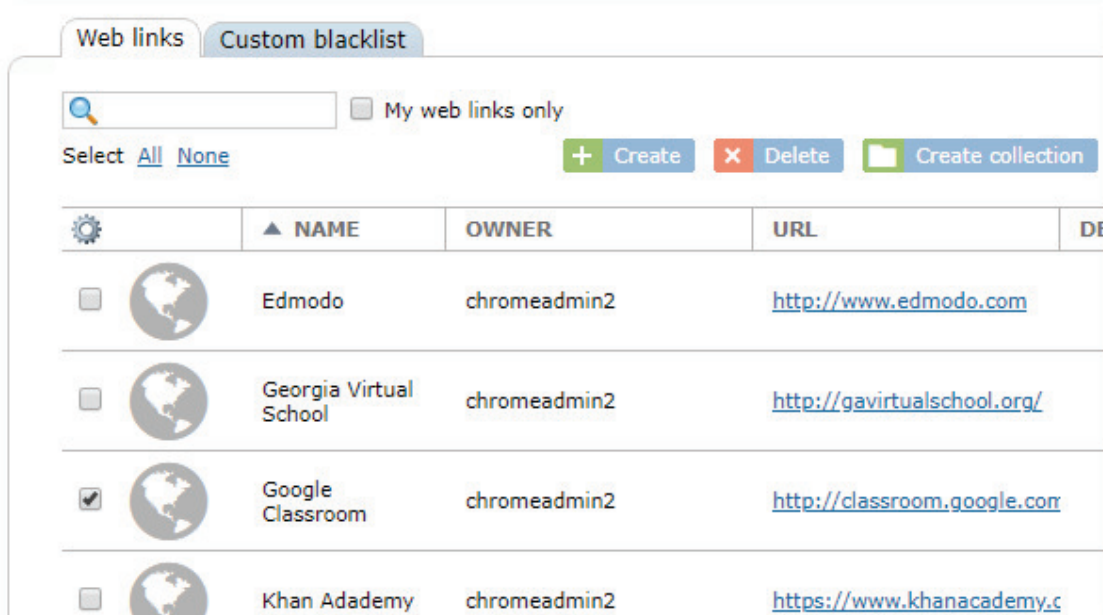
7.1 Creating Web Links

To create a web link, use the **Create** button at the top of the web links list.

Enter the URL on the Web link details tab. The name and description fields are optional.

7.1.1 Predefined Web Links

You can choose from a list of predefined web links rather than entering your own. This is particularly useful for common sites that have site dependencies necessary to make them function when used with Site Lock. See the section of this guide on Depencencies for details.

7.2 Web Sites with Dependencies

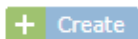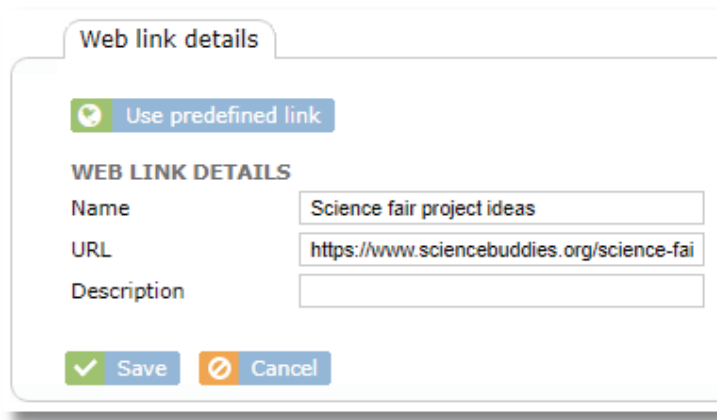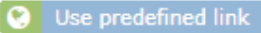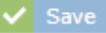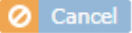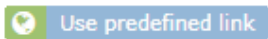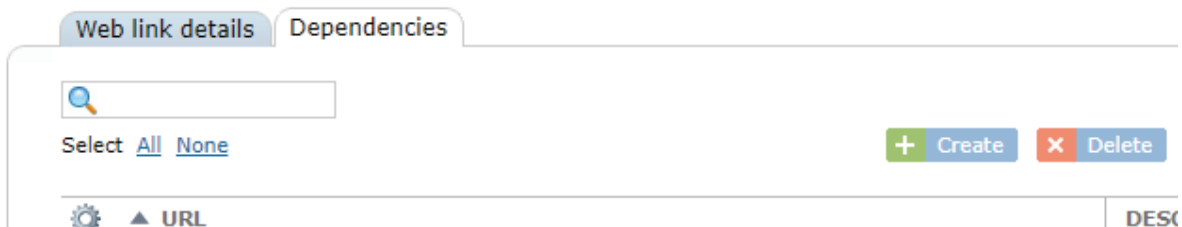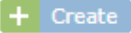Some web sites fail to display or work properly when used with Site Lock if they pull resources (graphics, page elements, HTML style sheets, etc.) from other sites because Site Lock blocks all sites except the configured link. The configured site is dependent upon having access to those other sites or "dependencies". The **Dependencies** tab next to **Web link details** allows these dependent sites to be listed. When the configured web link is used in Site Lock, access to sites listed as dependencies for the link will also be allowed.

It can be difficult to discover which sites are needed by a site that's failing to display properly in Site lock, so it's rare that you will be entering your own list of dependencies. Instead, you'll more likely be reporting a non-working site to Securly support for us to troubleshoot and find the list of dependencies for you. Securly Support might provide you with the list of dependencies to add here, or if the site is a useful popular site, we may add the site to the Predefined web link list so that others may use it.

Sites that have dependencies will be shown in the web links list with an icon with a D in the lower irght corner.

7.3 Web Collections

Web links can be added to a group called a "Collection". A collection is represented by a folder in the web links list, with the URL column showing the number of sites in the collection.

To create a collection, select multiple web links then use the **Create collection** button at the top of the list.

Enter a name and optional description.

The collection can then be used in Teacher Tools with Site Lock and Open Site functions.
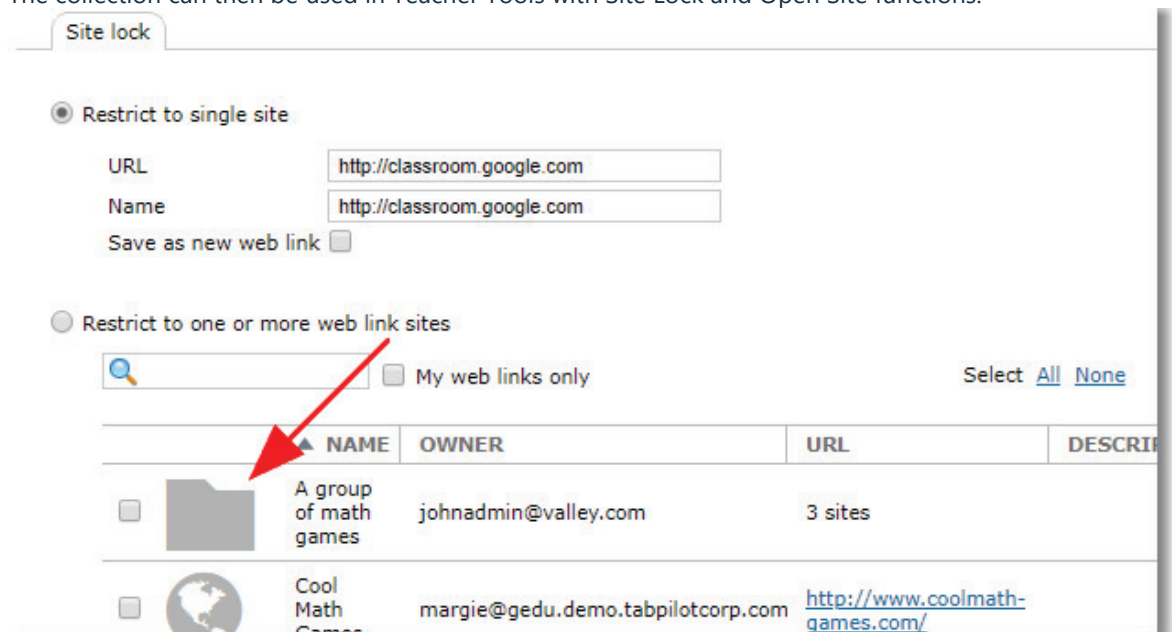
Links can belong to multiple collections.

To edit a collection, click the collection from the web links list.

Use the collection details tab to edit the name or description

Use the Web links tab to edit the list of links included in the collection.

Use the buttonas the top to add additional links to the collection or remove existing ones.

NOTES ABOUT COLLECTIONS

- When deleting a collection from the web links list, the individual sites in the collection are not deleted.

- Sites can belong to more than one collection.

8 Custom Block list

Teachers can create a custom block list of web sites that can be enforced during a class session.

To access the custom blacklist, choose **Web links** from the menu then switch to the **Custom block list** tab.

Use the **Add** button to add a URL to the list.

Use the **Delete** button to delete a URL from the list.

Use the **Copy organization block list** to copy all sites from the organization block list to the custom list. This is useful for creating a list that includes most, but not all of the sites from the organization block list by pulling in all sites, then removing the ones that are unwanted.

The custom block list is enforced when a class is started with the "Enforce custom block list" option selected. When this option is used, the custom block list will be enforced instead of the organization block list.

Use **Add from recently closed** to add a site to the block list that was recently closed by the teacher on a student device using the close tab function in tab view or thumbnail view.

Recently closed tabs   ✕

🔍 [   ]   ⟳

Select All None   1-9 of 9

| ⚙ ▲ URL	TITLE
☐ abcya.com	ABCya! • Educational Computer Games and Apps for Kids
☐ b.socrative.com	Socrative
☐ cdc.gov	Centers for Disease Control and Prevention
☐ epa.gov	United States Environmental Protection Agency | US EPA
☐ games.usatoday.com	Online Games Portal | USA Today
☐ mathplanet.com	Study math for free – Mathplanet
☐ mlb.com	MLB.com | The Official Site of Major League Baseball
☐ nfl.com	NFL.com - Official Site of the National Football League | NFL.com
☐ uniontestprep.com	Union Test Prep

➕ Add

9 Classes

Teachers manage Chromebooks in Teacher Tools by selecting a class. Classes can be created from a variety of sources:

1. Google Classrom Sync
2. Schoology Integration
3. Canvas Integration
4. Manual / ad-hoc class creation

The administrator may enable one or more of these options. The first three provide automatic daily synchronication for all teachers. Classes will automatically appear in the class seletion list in Teacher Tools. Class rosters can be viewed by selecting **Classes** from the main menu, the choosing the appropriate tab.
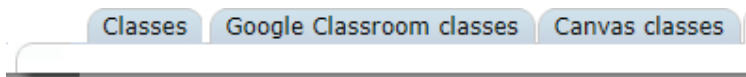
9.1 Managing Manual Classes

Access classes from the main menu.
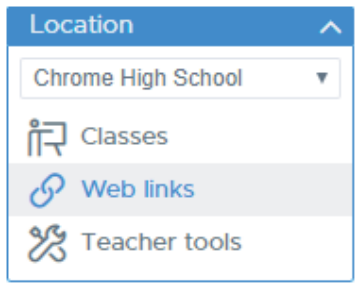
Use the buttons at the top fo the table to add, clone, or delete a class.

Students an be added manually by entering an email address and optional first and last name. This should be the same address the student uses to login to the Chromebook.

Students can also be added by selecting them from Google Directory.

When adding from Google Directory, the search box allows for easy searching on all or part of a student's name. The OU selector allow the lsit to be narrowed to show only students in the selected OU.

Students can also be added to classes through a CSV import by using the **Import** button at the top of the student list for a class.
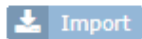
9.2 Viewing Class Session History

Class session history shows a list of all completed class sessions. Administrators will see classes for all teachers. Teachers will see only their own classes. The search box can be used to search for classes by just a specific teacher or class name.
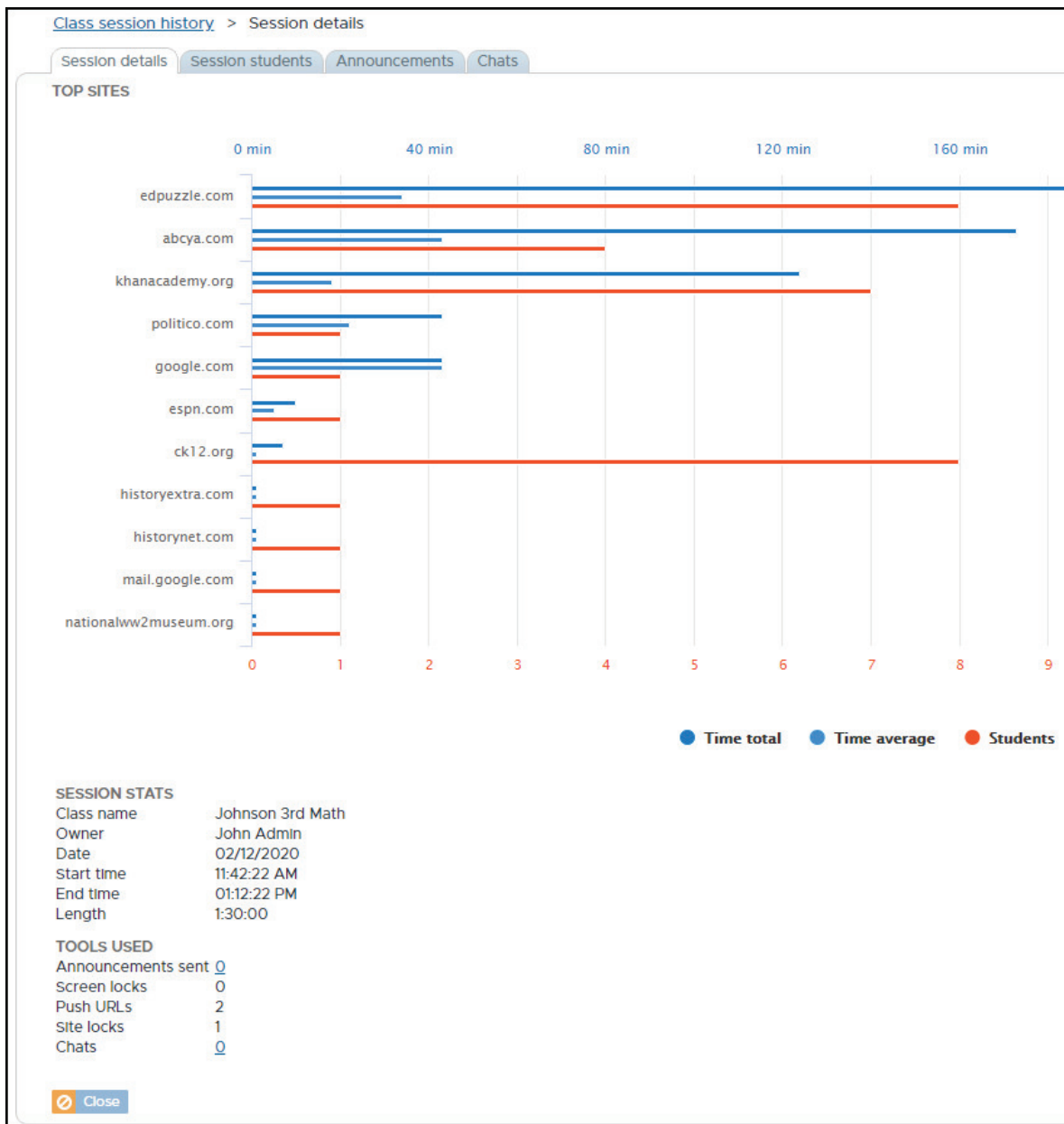

Click any class from the list to view the class session details.

Class session history > Session details

| Session details | Session students | Announcements | Chats |

TOP SITES

SESSION STATS

Class name	Johnson 3rd Math
Owner	John Admin
Date	02/12/2020
Start time	11:42:22 AM
End time	01:12:22 PM
Length	1:30:00

TOOLS USED

Announcements sent	0
Screen locks	0
Push URLs	2
Site locks	1
Chats	0

⊘ Close

9.3 Viewing Active Class Sessions

Administrators can view a list of all currently active classes from the Active sessions tab. Teachers can also use this tab, but will only see their own classes.

| Classes | Google Classroom classes | Class session history | Active sessions |

Browsing history is only provided during times a class session is active

🔍

⚙	▲ CLASS NAME	TEACHER	STUDENTS	START TIME	END TI
	Class A Block	Jarrett@tabpilot.com	1	09:52:03 PM	10:52:0

9.4 Scheduling Classes

Classes can be sechedule to automatically start.

In order to schedule classes, the administrator must enable class scheduling from the *Settings > System* menu with the setting "Allow Scheduled Class Sessions."

When enabled by the administrator, class schedule options appear on the Class Details tab for each class.

To schedule a class, check the box for "Automatically start class on schedule," select the days and time for the class and choose the class options.

Note: When scheduling a class, there is no option to exclude absent students from class since the class starts automatically. If a student needs to be excluded, the class must be stopped, the student excluded, then class started again.