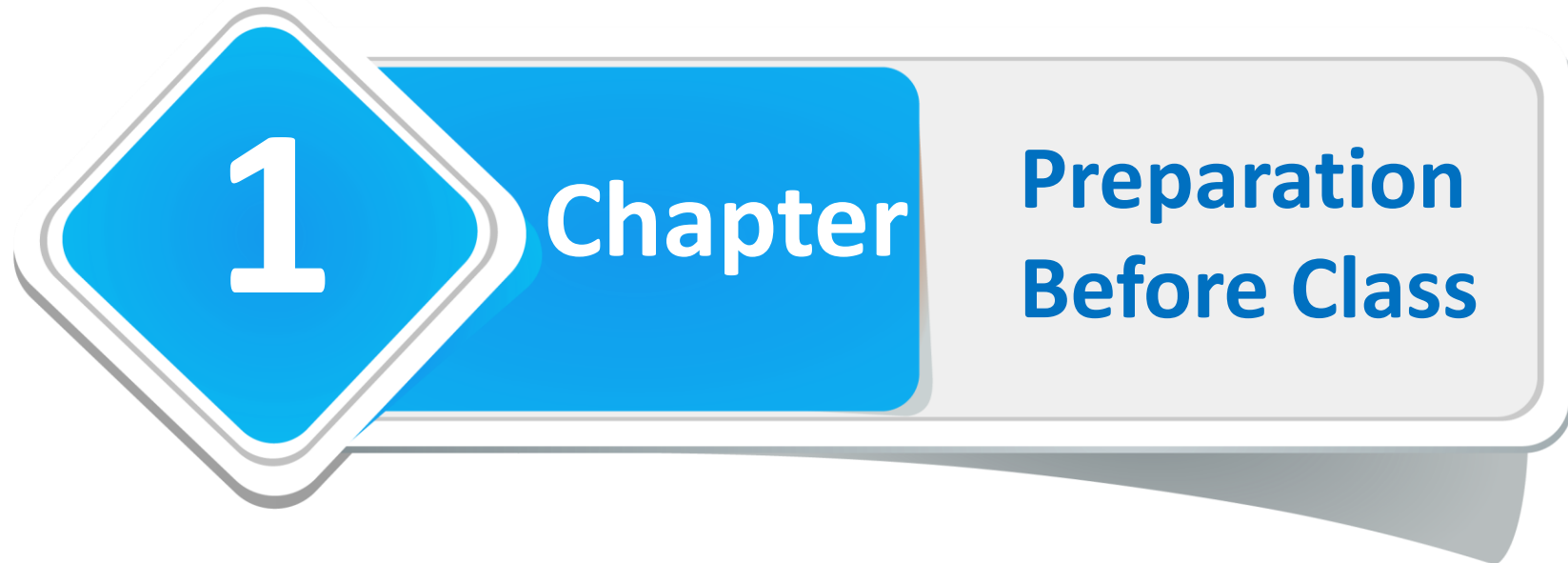


Quick Guide



Quick Guide

VETTRA ClassPro

A graphic for Chapter 1. It features a blue diamond with a white number '1' on the left. To its right is a blue rounded rectangle with the word 'Chapter' in white. Further right is a light gray rounded rectangle with the text 'Preparation Before Class' in blue. The entire graphic has a subtle drop shadow.

1 Chapter

Preparation Before Class

1.1 Create Account

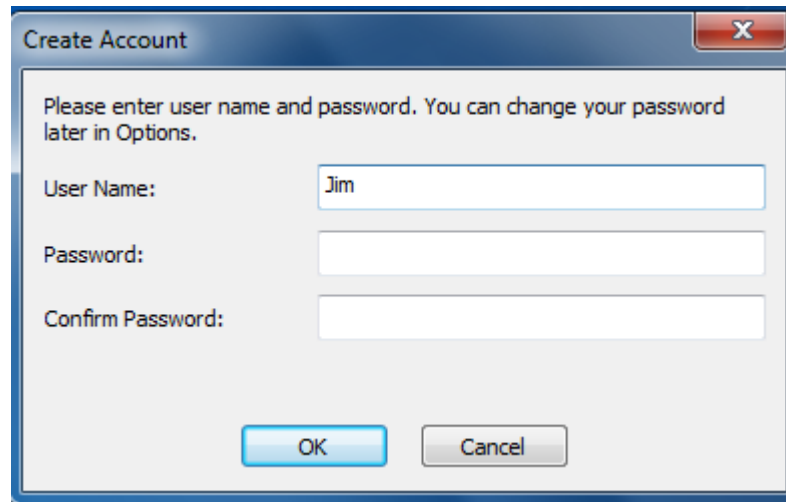
1.2 Teacher Login

- **Create an Account**

1 Double click the Classroom Management software shortcut on desktop

2 Input **User Name** and **Password**

3 Click **OK** button



The screenshot shows a 'Create Account' dialog box with a title bar containing a close button (X). The main text reads: 'Please enter user name and password. You can change your password later in Options.' Below this text are three input fields: 'User Name:' with the value 'Jim', 'Password:', and 'Confirm Password:'. At the bottom are 'OK' and 'Cancel' buttons.

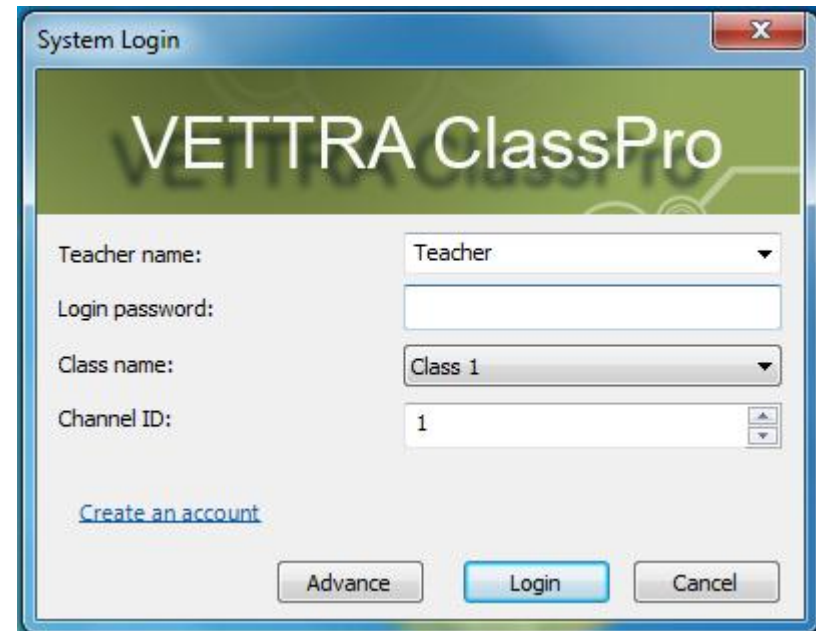
Field	Value
User Name:	Jim
Password:	
Confirm Password:	

- **Teacher Login (Two Modes)**

- Select teacher to login

- 1 Input Teacher name, Login password and select Class name

- 2 Click **Login** button



The screenshot shows a window titled "System Login" for "VETTRA ClassPro". It contains the following fields and controls:

- Teacher name:** A dropdown menu currently showing "Teacher".
- Login password:** An empty text input field.
- Class name:** A dropdown menu currently showing "Class 1".
- Channel ID:** A text input field containing the number "1", with up and down arrow buttons to its right.
- Buttons:** "Advance", "Login" (highlighted in blue), and "Cancel".
- Link:** A blue hyperlink labeled "Create an account" located below the Channel ID field.

2

Chapter

Interactive Teaching

2.1 Screen Broadcast

2.2 Student Demonstration

2.3 Net Movie

2.4 Camera

2.5 Response & Competition

2.6 Interactive Whiteboard

2.7 Chat

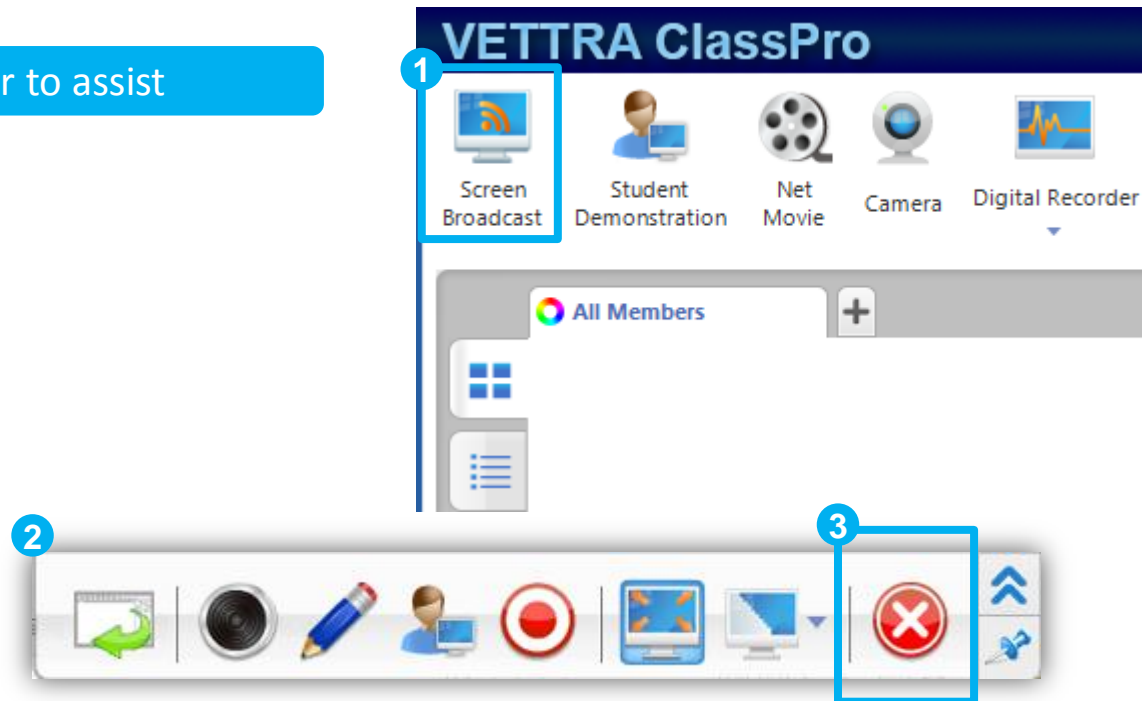
2.8 Group Teaching

- **How to launch Screen Broadcast**

1 Click **Screen Broadcast** button to launch

3 Click **Cancel** to exit the function

2 Use floating toolbar to assist



Student Demonstration

- **How to launch Student Demonstration**

1

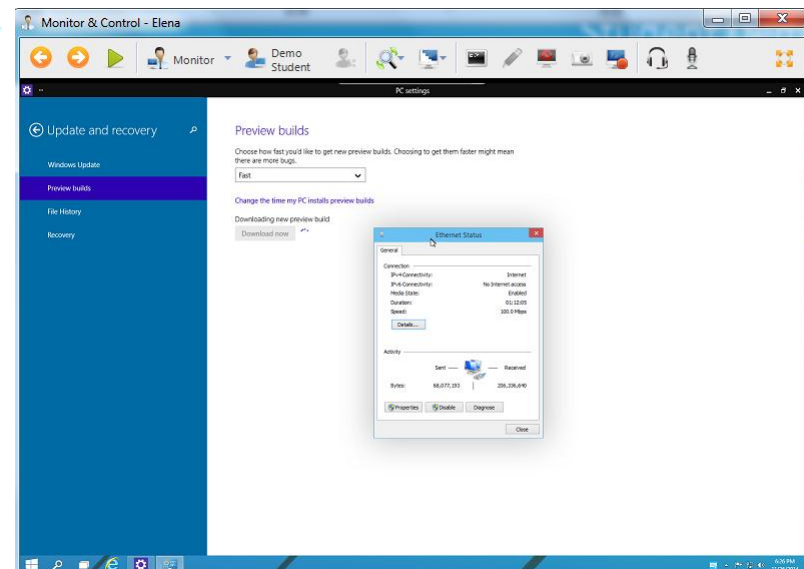
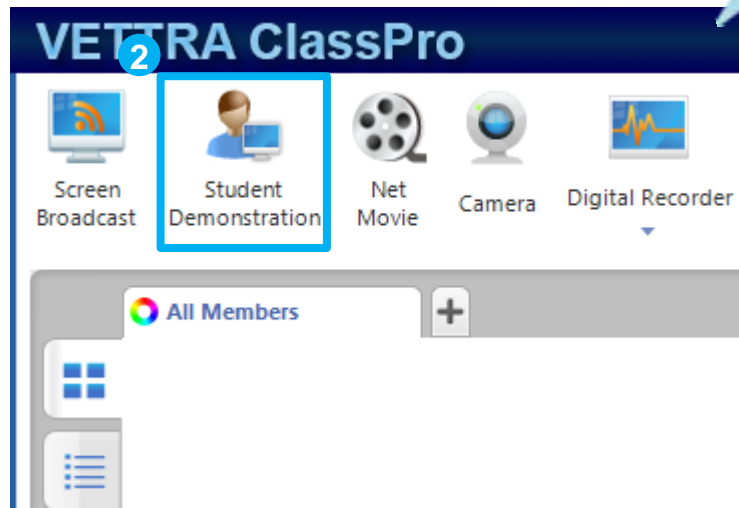
Select one student in the class model

3

Click **Student Demonstration** again to stop

2

Click **Student Demonstration** button, and choose the students to receive the demonstration

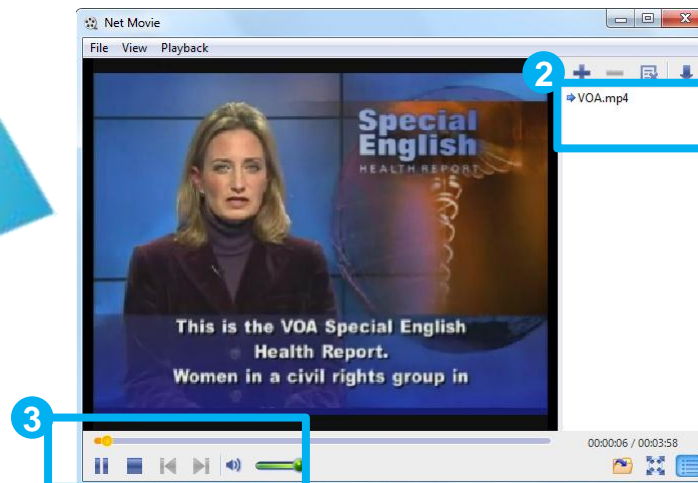
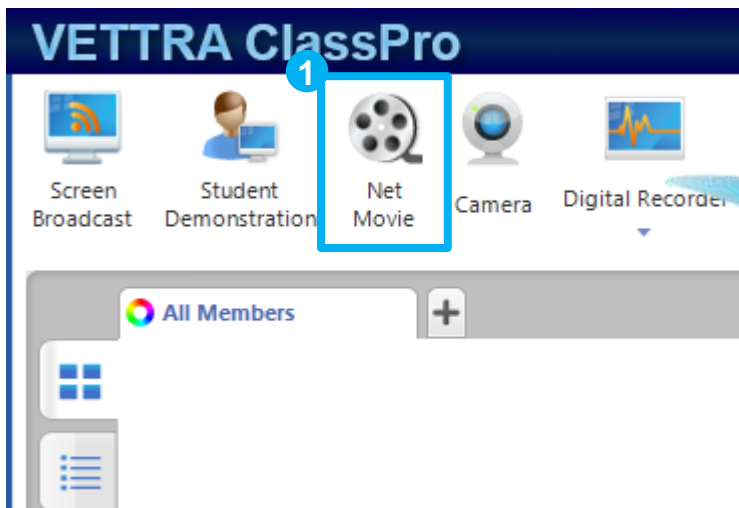


- **How to use Net Movie**

1 Click **Net Movie** button

2 Add or delete media files in the list

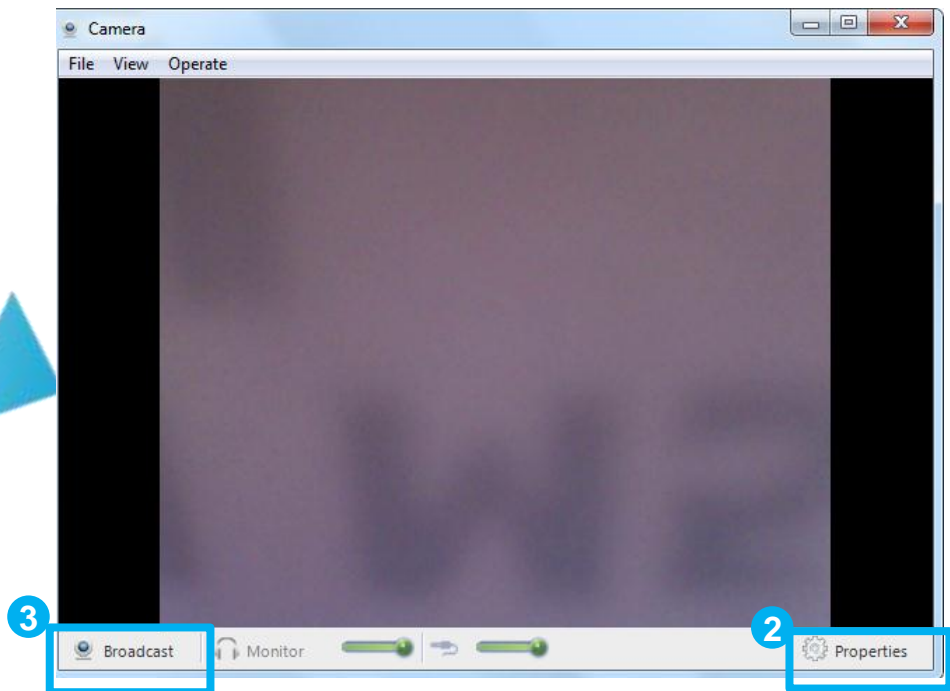
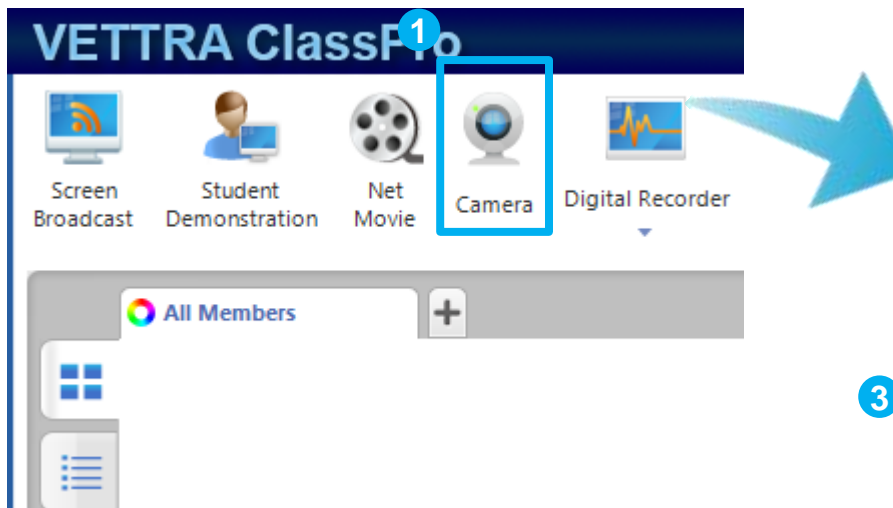
3 Control the playing progress of the media files



- How to use Camera

- 1 Click **Camera** button
- 2 Click **Properties** to select audio and video device

- 3 Click **Broadcast** to broadcast the image from teacher's camera or other connected devices



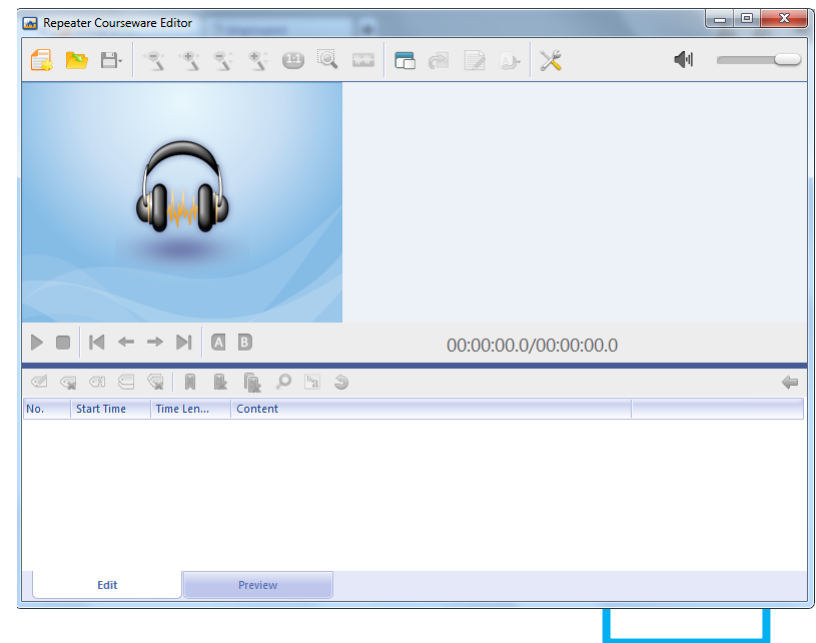
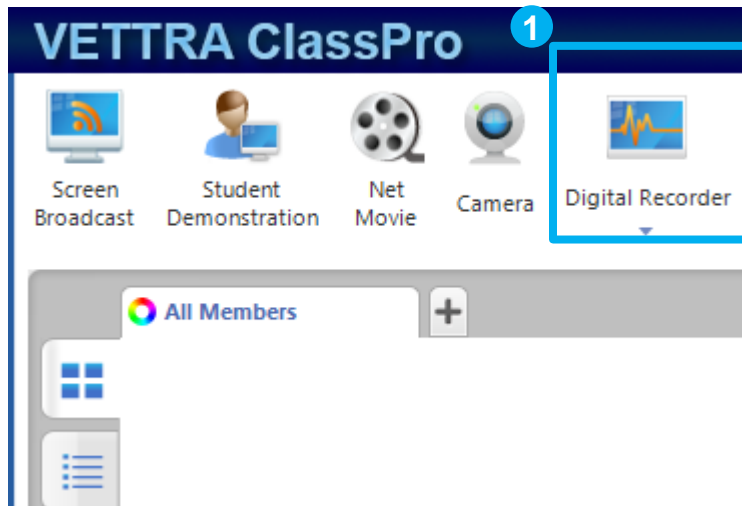
Digital Recorder

- How to use Digital Recorder

1 Click **Digital Recorder/ Repeater courseware Editor** button

2 Click **Properties** to select audio and video device


3 Click  to make the courseware file




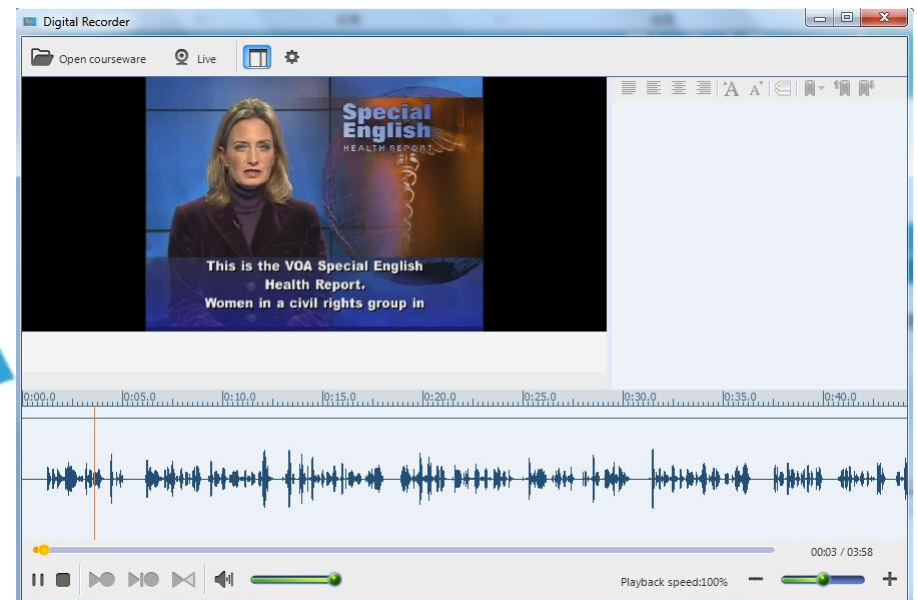
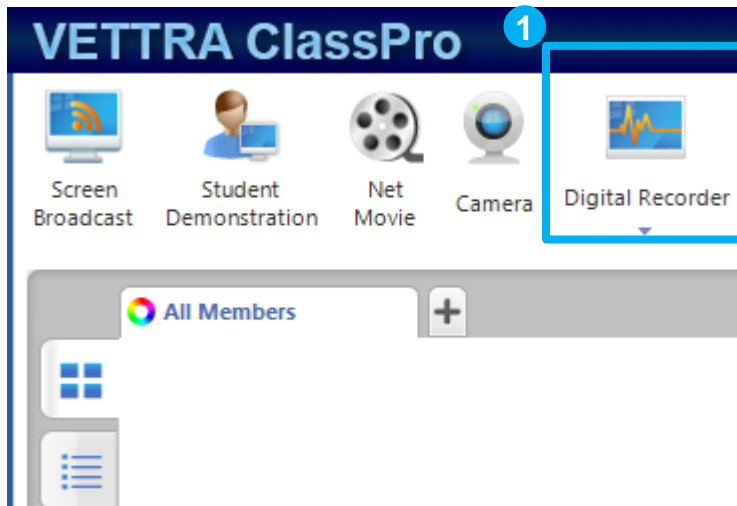
Digital Recorder

- How to use Digital Recorder

1 Click **Digital Recorder/ Digital Recorder** button

2 Click  to open the courseware

3 Click  to play the courseware file

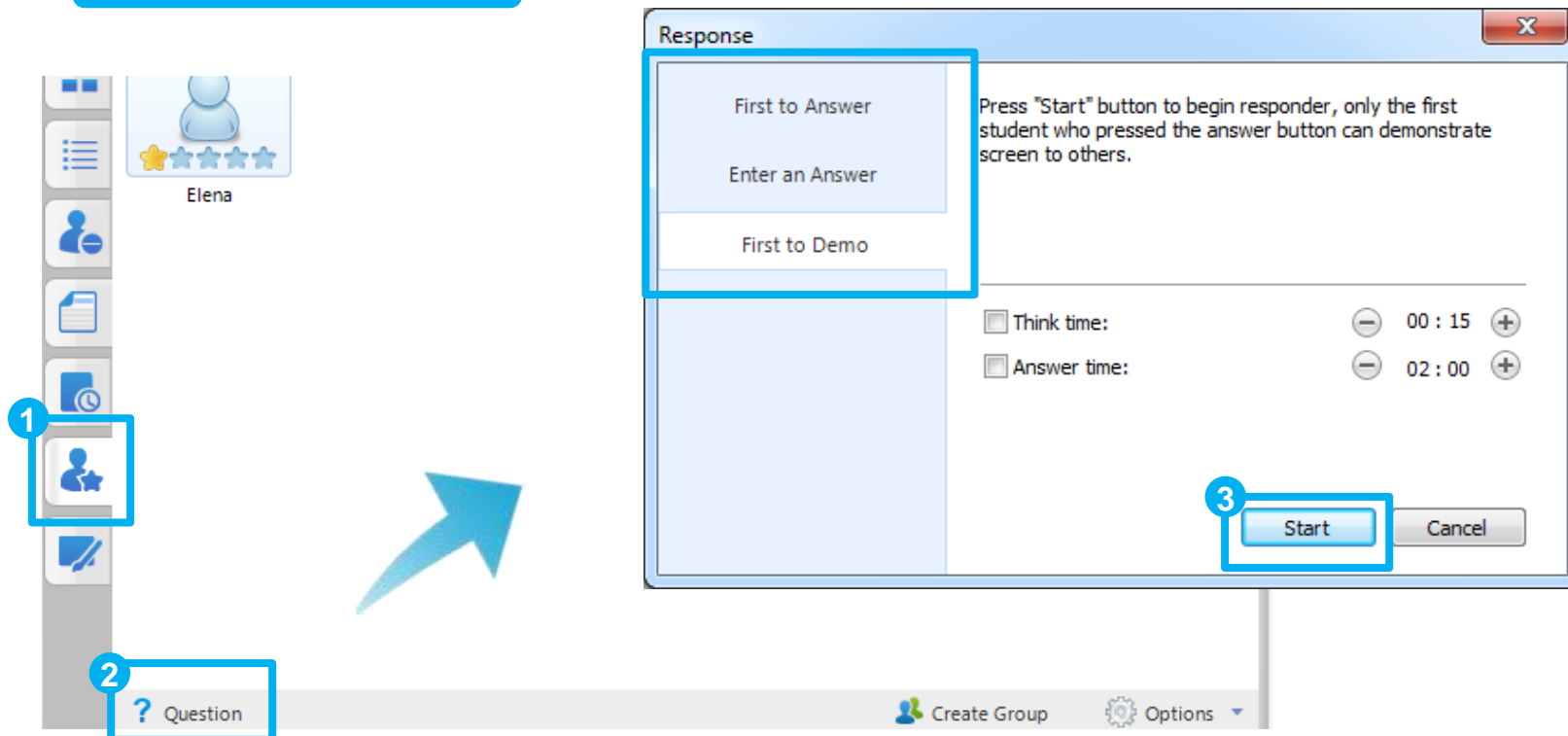


- How to launch Response & Competition

1 Click **Response** button.

2 Click **Question** button.

3 Select question type, set think time and answer time, and click **Start**.

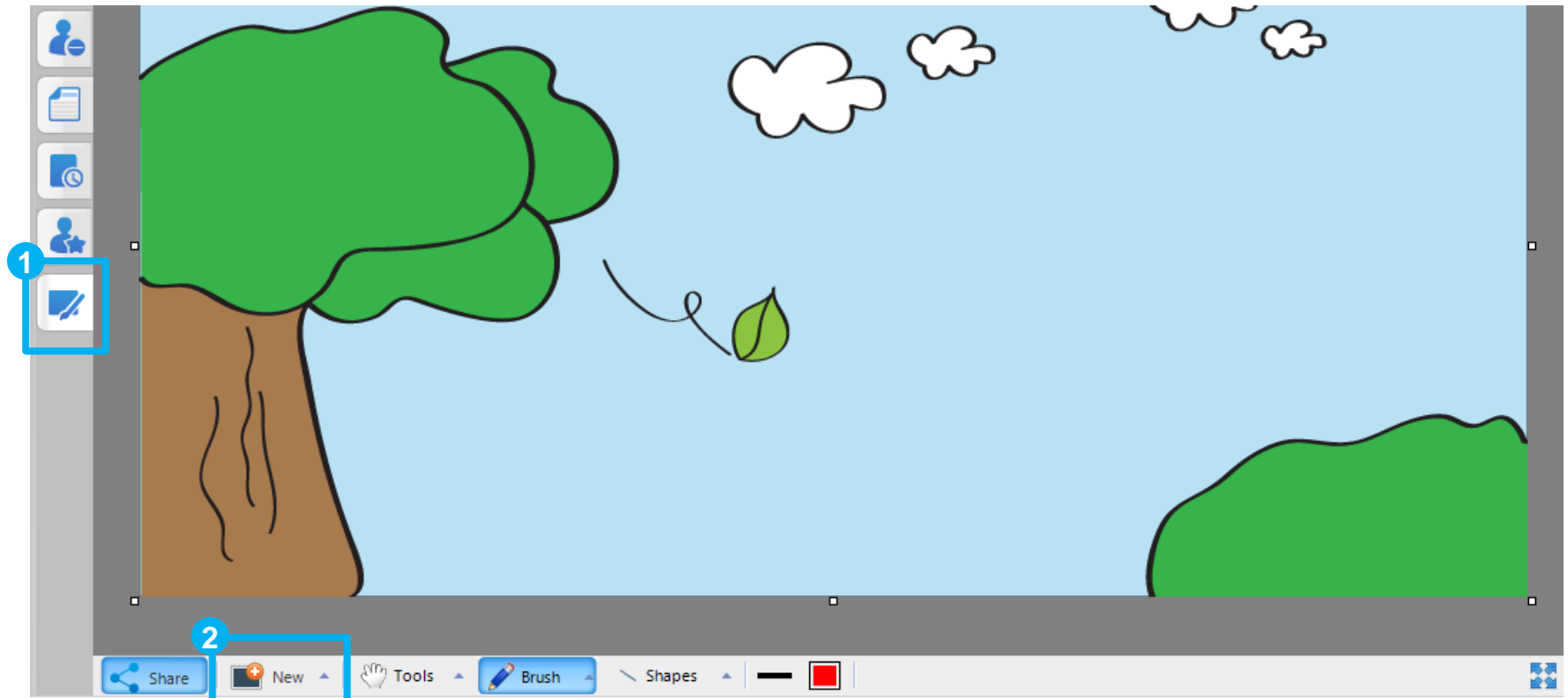


- ## How to use Interactive Whiteboard

1 Click **Interactive Whiteboard** button.

2 Click **New** to create a new drawing board.

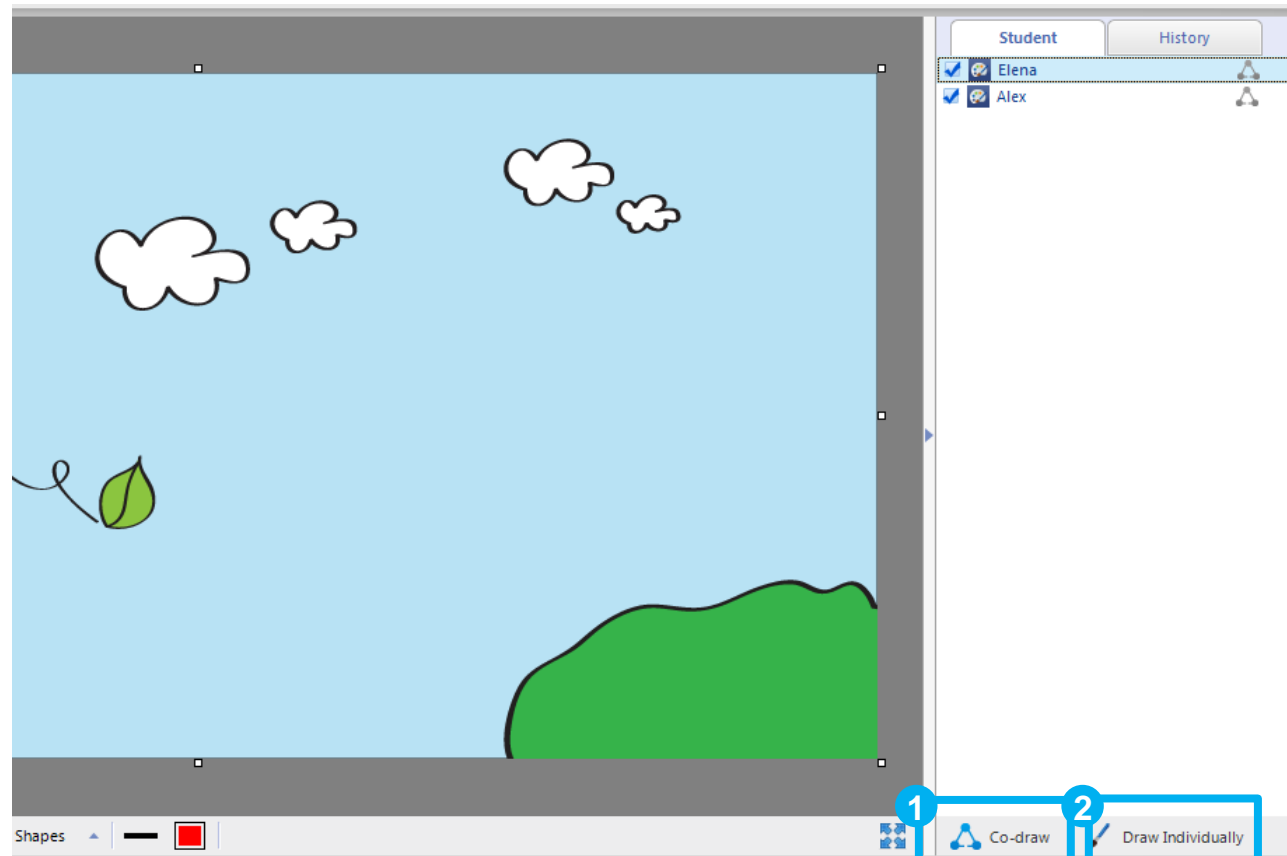
3 Click **Share** to display teacher's drawing board on students' screens.



- **How to interact with students**

1 Click **Co-draw** to invite students to draw on the same drawing board.

2 Click **Draw Individually** to ask students draw on their own drawing board

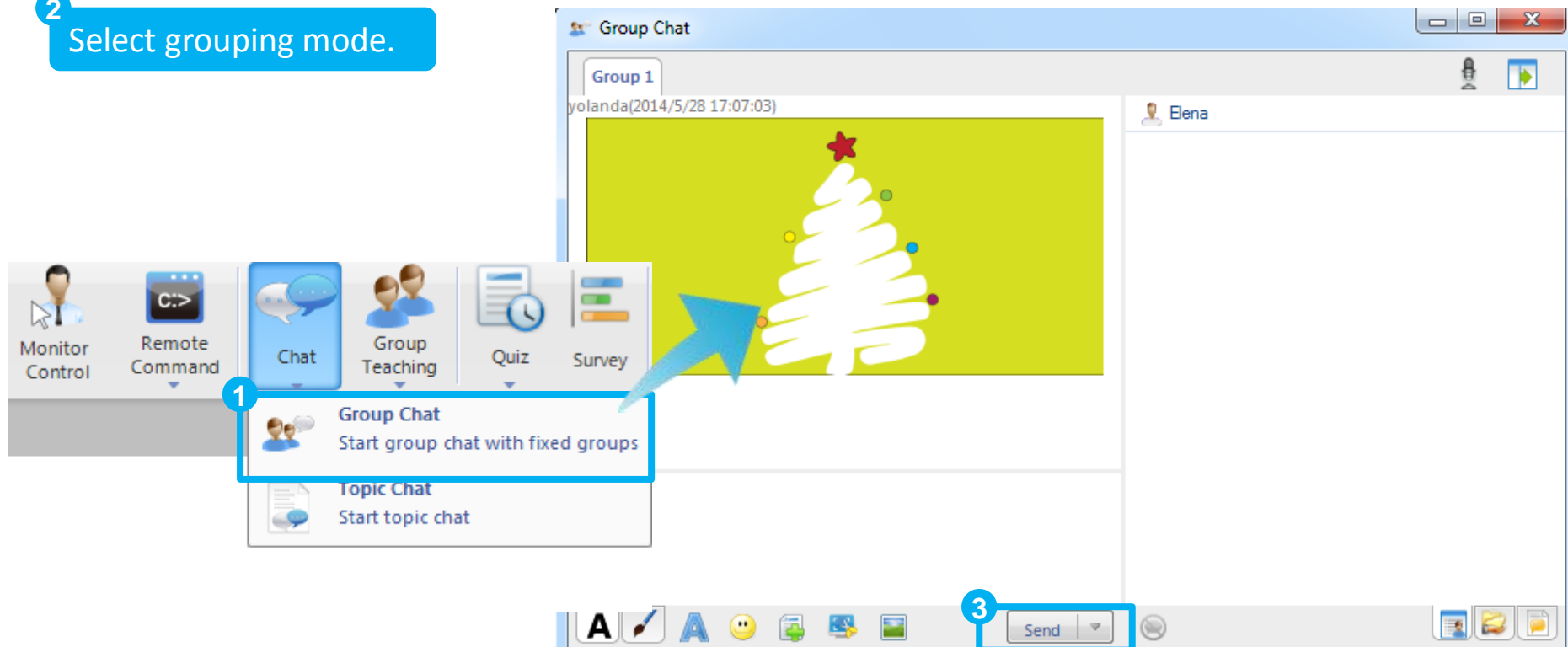


- **How to launch Group Chat**

1 Click **Chat - Group Chat** button.

2 Select grouping mode.

3 Edit the content and click **Send**.

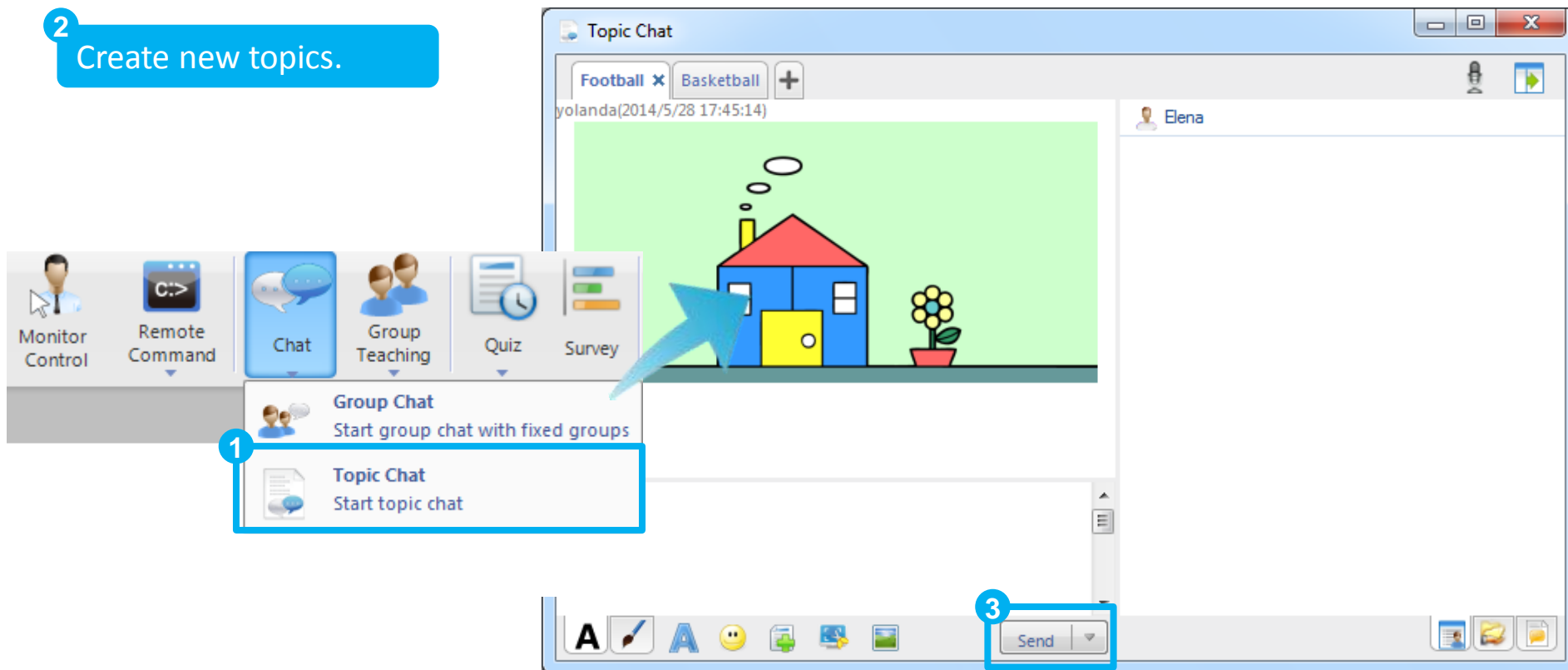


- **How to launch Topic Chat**

1 Click **Chat - Topic Chat** button.

2 Create new topics.

3 Edit the content and click **Send**.

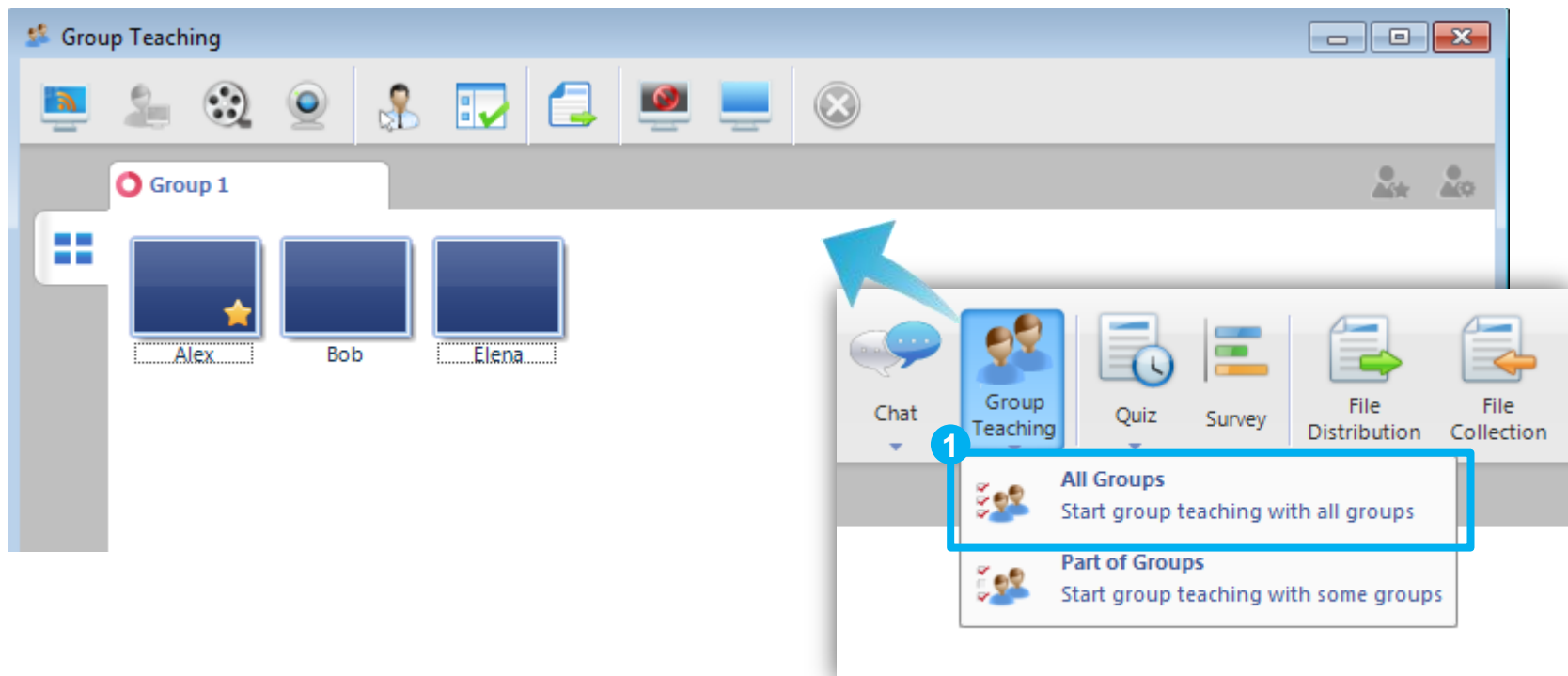


- **How to launch Group Teaching to all groups**

1 Click **Group Teaching – All Groups**.

2 Select a leader for each group to manage activities.

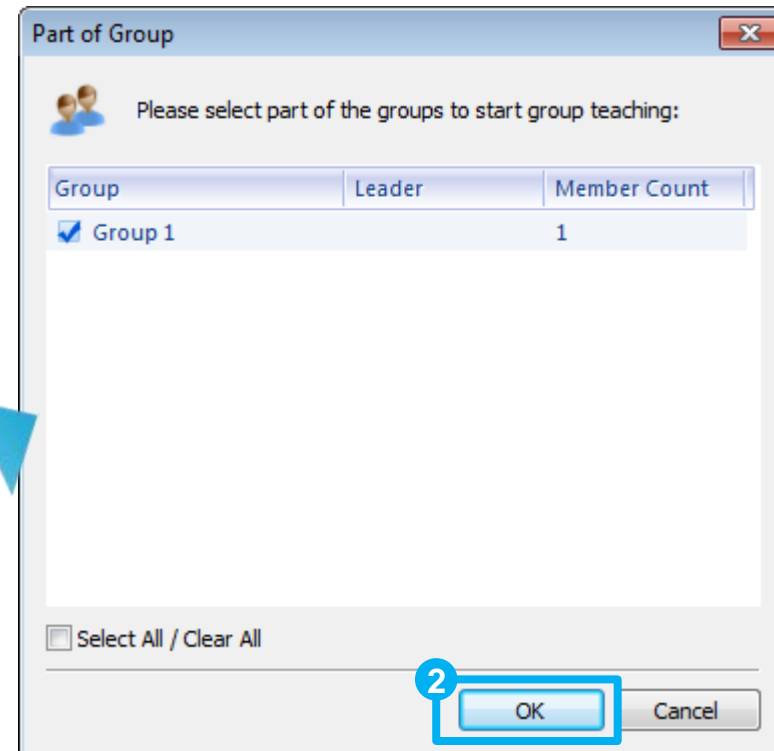
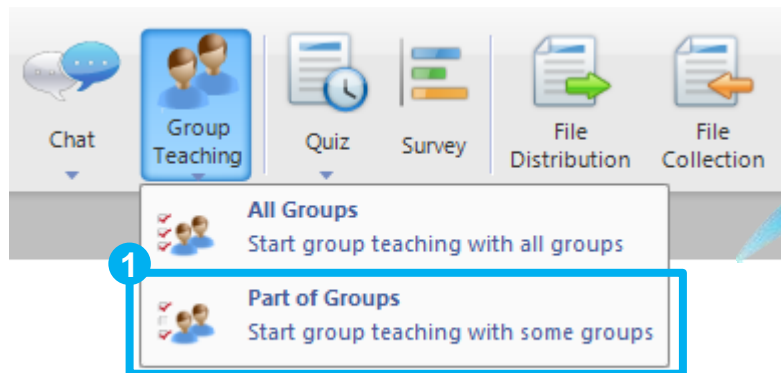
3 Click **Stop** to end group teaching.



- **Launch Group Teaching to part of groups**

1 Click **Group Teaching – Part of Groups**.

2 Select the group and click **OK**.



3

Chapter

Effective Management

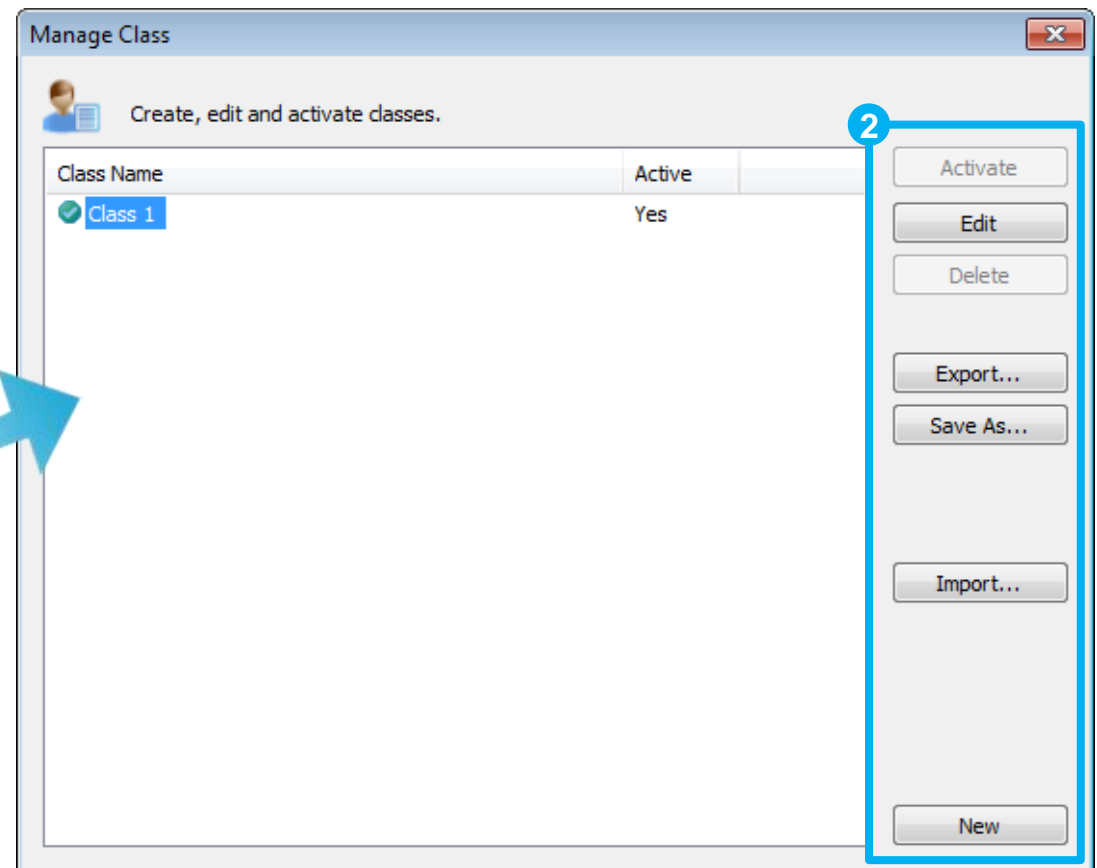
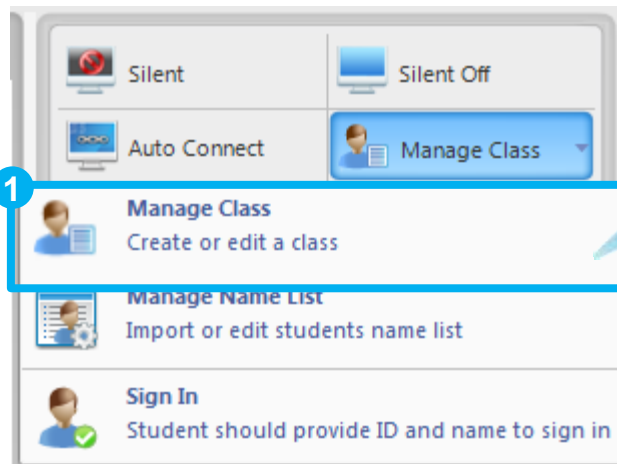
3.1 Manage Class
3.2 Student Sign in
3.3 Monitor & Control
3.4 Remote Command

3.5 File Distribution
3.6 File Collection
3.7 Student Policy
3.8 Silent/ Silent off
3.9 Message

- **How to manage class model**

1 Click **Manage Class**.

2 Create, edit and activate class here.



- How to manage student name list

1 Click **Manage Name list**.

3 Edit and manage the name list.

2 Click **Import** button to import the list.

The screenshot displays the 'Student Name Management' application window. The main area contains a table with student data. A blue arrow points from the 'Manage Name List' option in the sidebar to the 'Import' button in the toolbar. The sidebar menu has 'Manage Name List' highlighted with a blue box and a '1' in a blue circle.

#	Student ID	Name	Sex	Department	Class	Password	Password Prompt
1	08083592	Alex	Female	Computer	One		
2	08083593	Emma	Female	Computer	One		
3	08083594	Jack	Male	Computer	One		

1 Manage Name List
Import or edit students name list

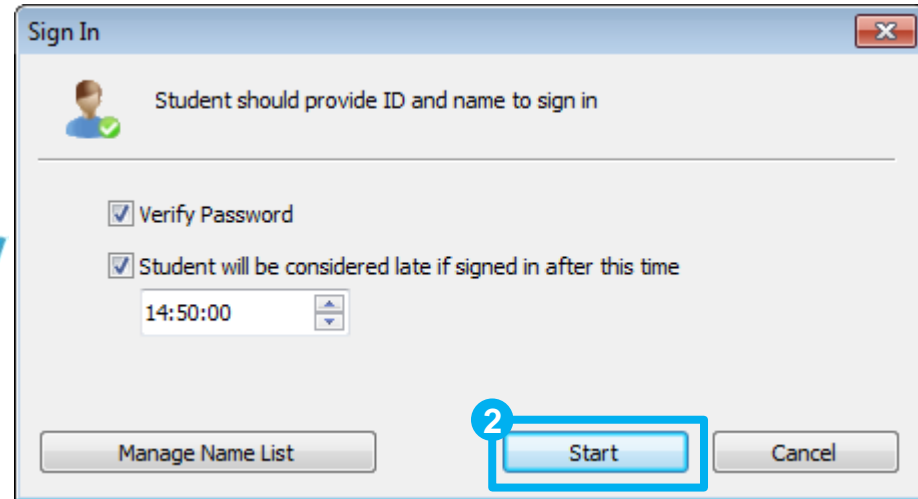
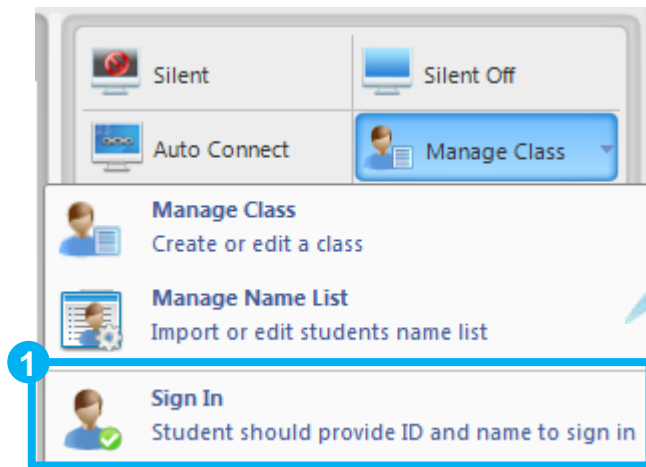
- **How to implement student Sign in**

1

Click **Sign in**.

2

Set the option and click **Start**.



Student Sign in

- How to check signed information

1 Click **Signed Information**.

2 Click **Sign Out** to return anonymous mode.

3 Click **Compare** to compare the signed information with name list.

The screenshot shows the 'Sign In' application window. The 'Signed Information' tab is selected in the sidebar, indicated by a blue box and the number 1. The main area displays a table of student sign-in data. The 'Sign out' button is highlighted with a blue box and the number 2, and the 'Compare' button is highlighted with a blue box and the number 3. A large blue arrow points from the 'Sign out' button to the 'Anonymous Mode' section in the sidebar.

Student ID	Name	Sex	Class	Department	Computer Name	IP Address	Signed Time	Comment
08083594	Jack	Male	One	Computer				Absent
08083593	Emma	Female	One	Computer				Absent
08083592	Alex	Female	One	Computer	STONEPOINT-PC3	192.168.1.32	2014/5/29 14:52:55	<Arrive on time>

Anonymous Mode
Switch to the anonymous mode will lose all students' signed information

Signed Information
View students signed information

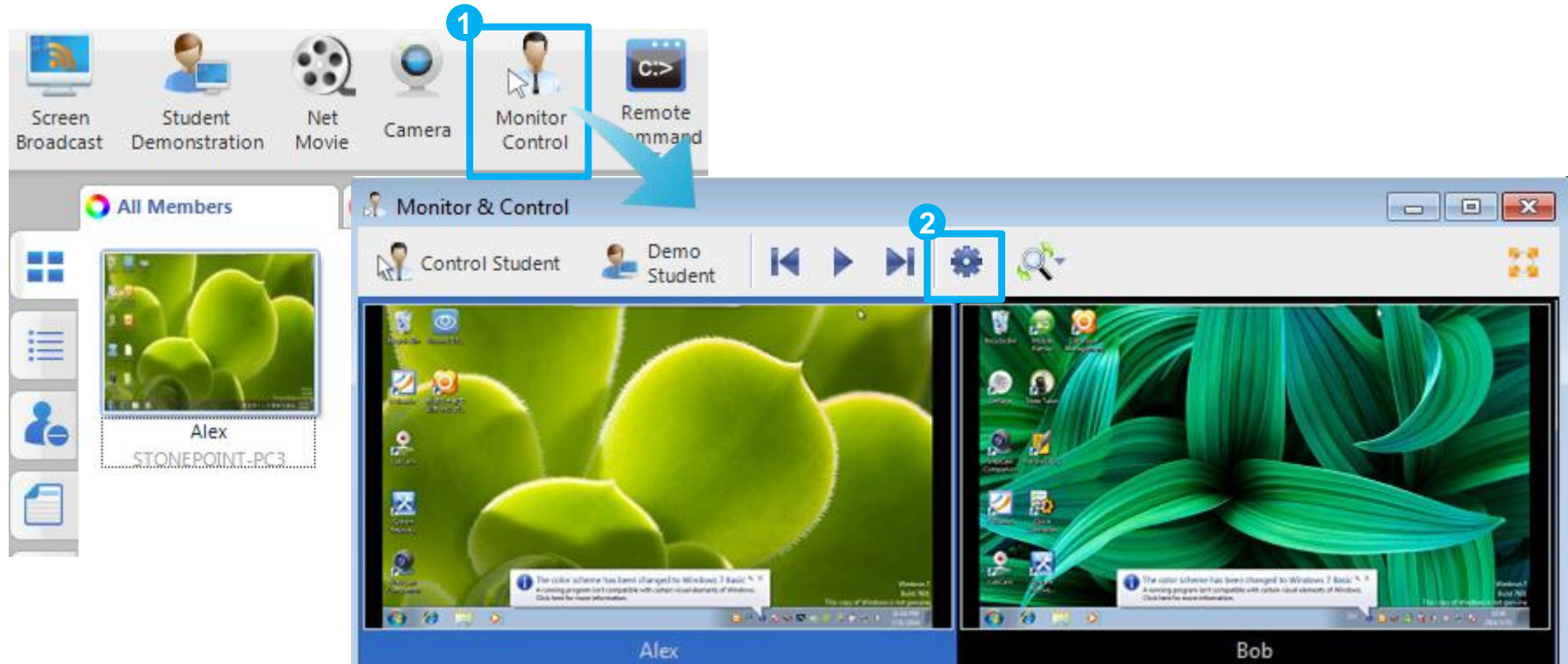
- How to monitor students

1

Click **Monitor & Control** button.

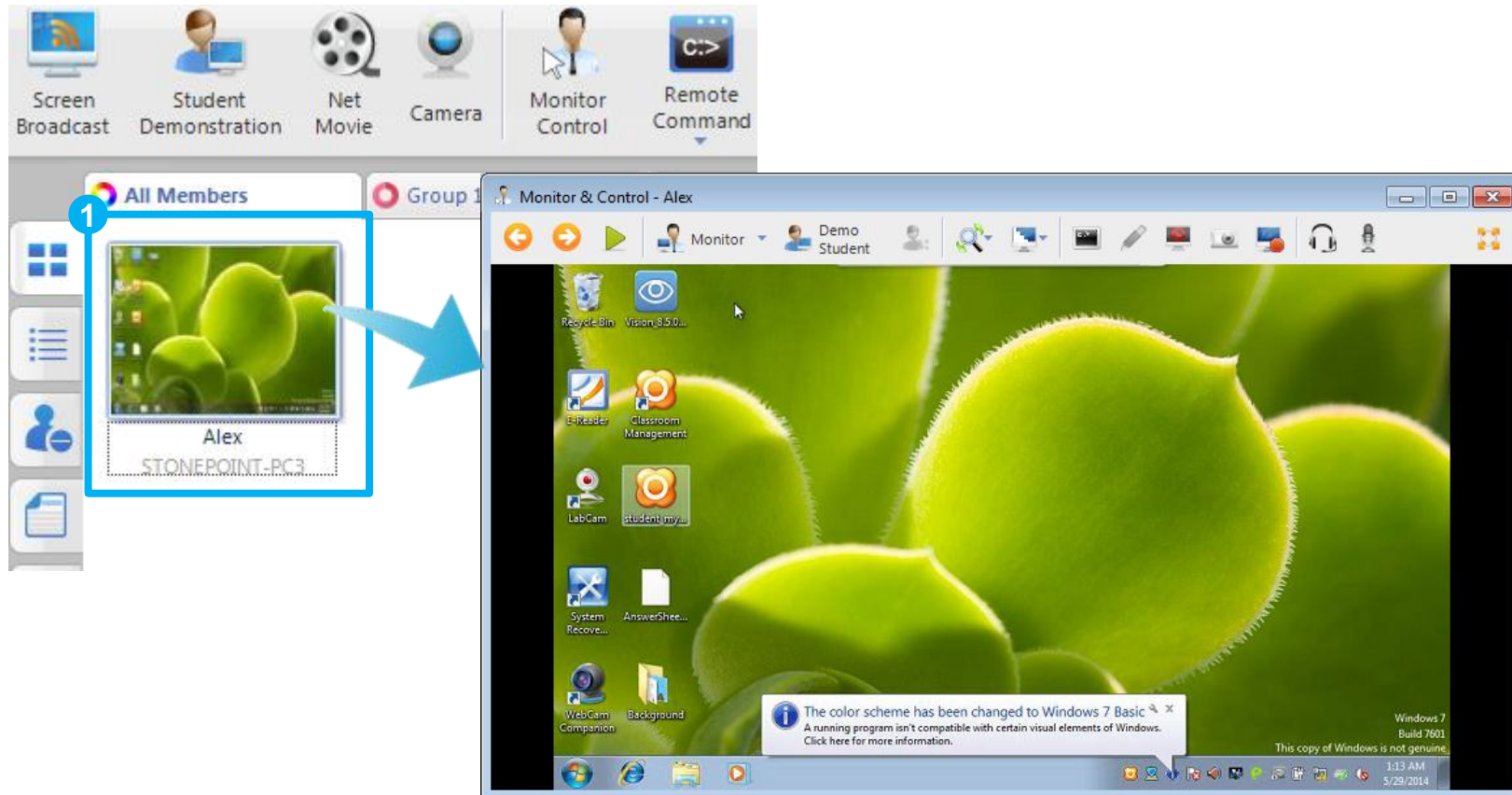
2

Click this button to set the number of students' screens displayed in one screen.



- **How to monitor single student**

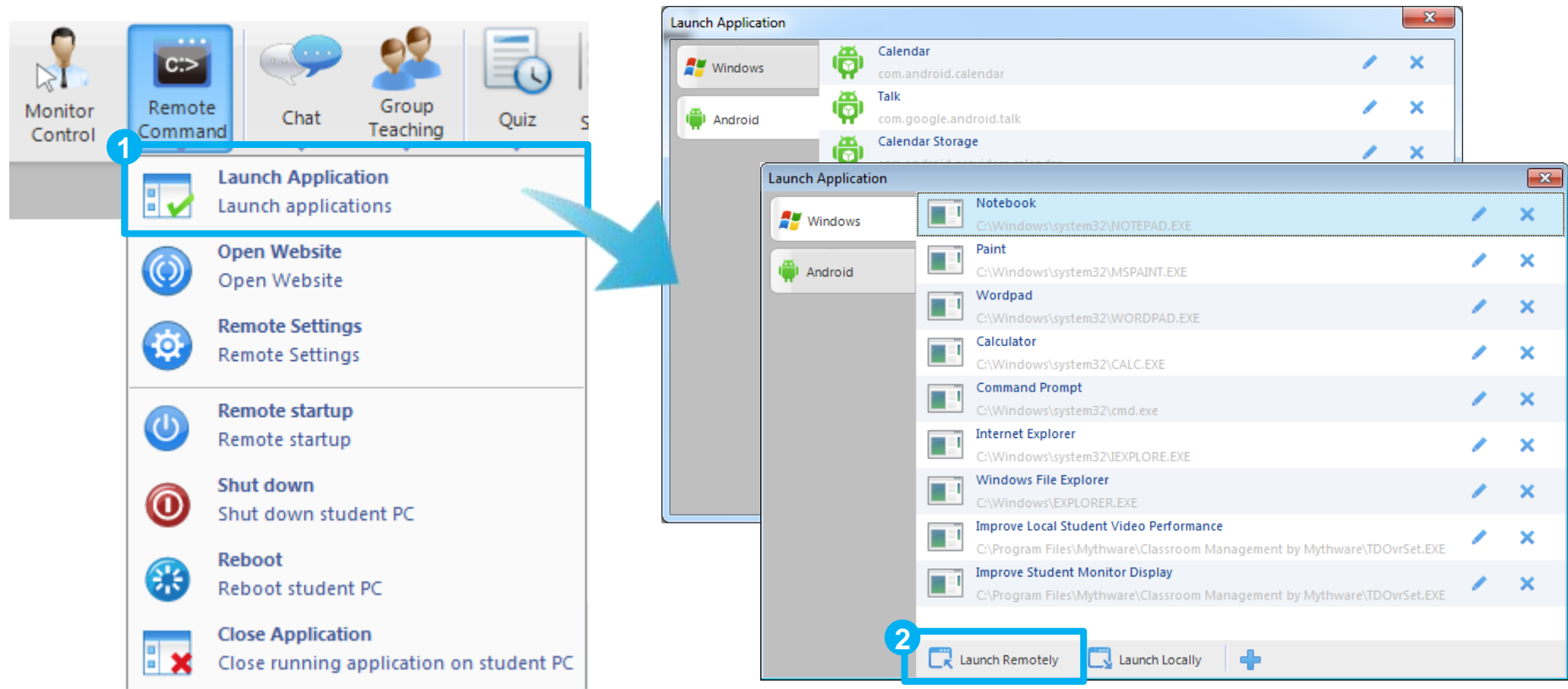
- 1 Double click the student's thumbnail in class model to monitor individual student.



- How to launch applications remotely

1 Click **Launch Application** button.

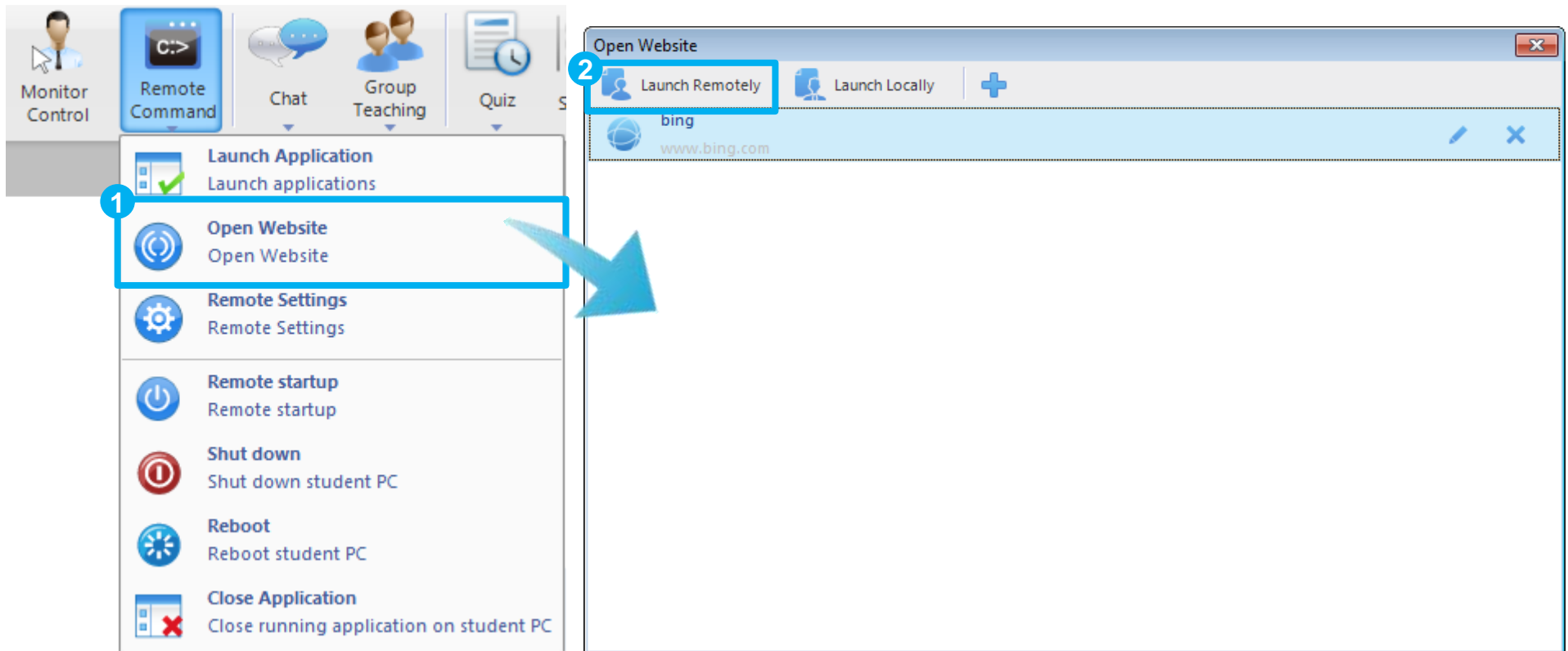
2 Select the application and click **Launch Remotely**.



- How to open websites remotely

1 Click **Open website** button.

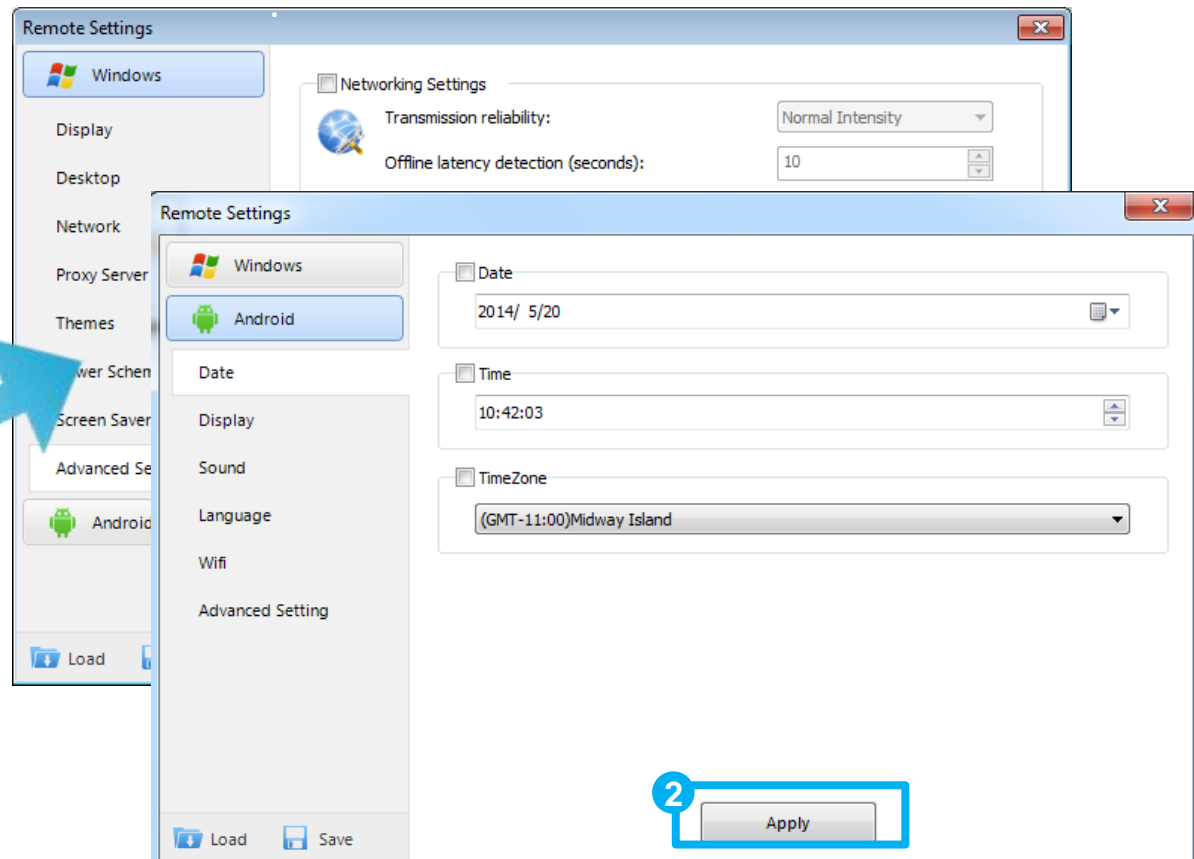
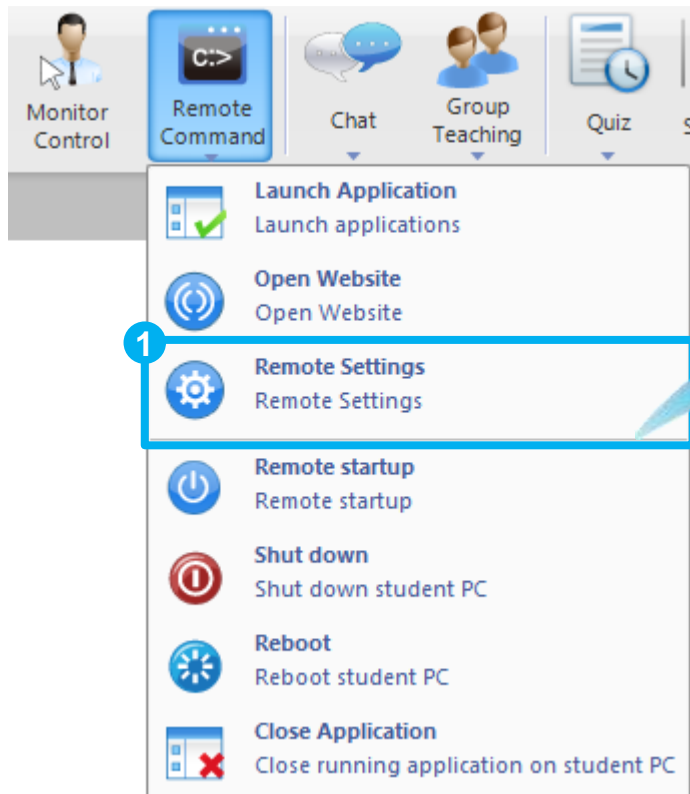
2 Edit the website addresses and click **Launch Remotely**.



- ## How to launch Remote Setting

1 Click **Remote Setting** button.

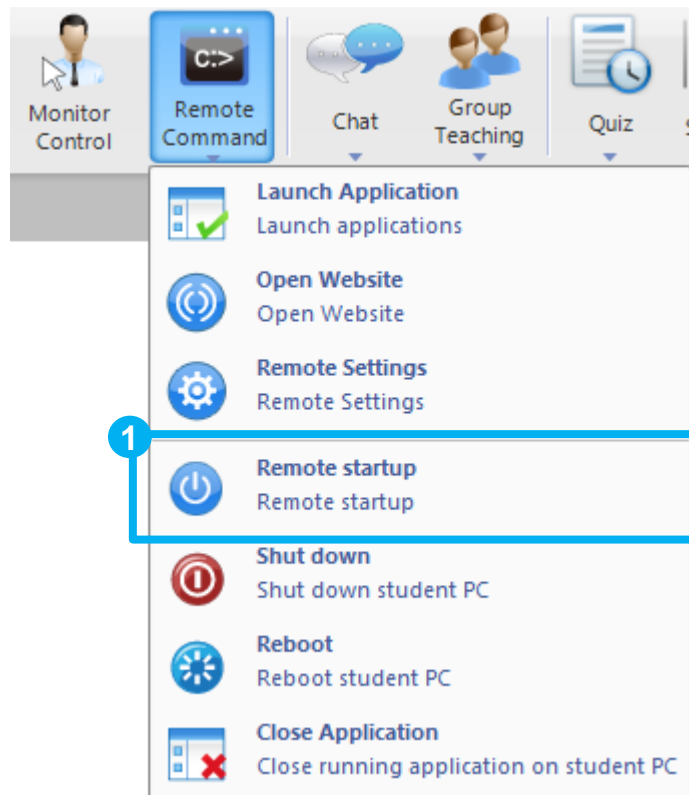
2 Set the properties of windows and android students separately and click **Apply**.



- **How to startup student PC remotely**

1

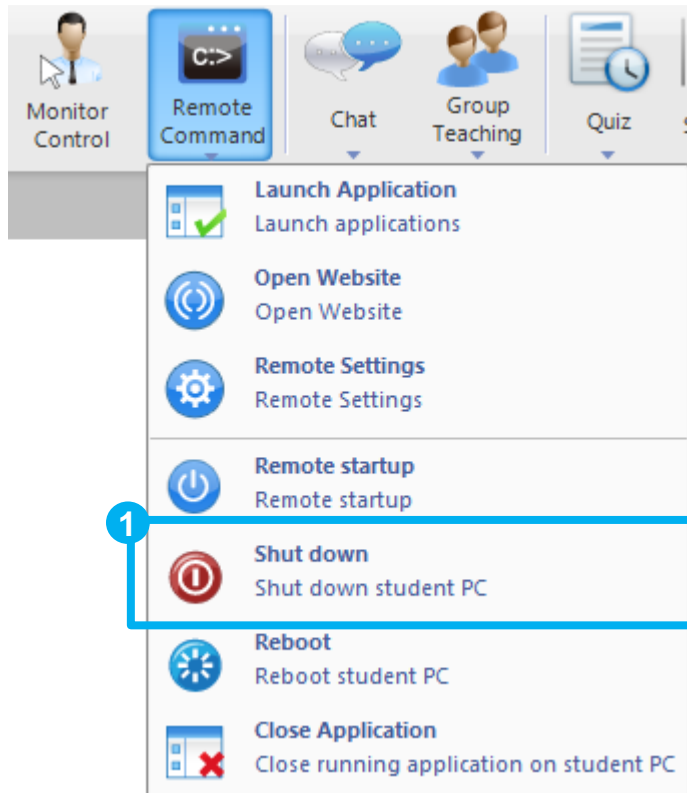
Click **Remote startup** button.



- **How to shut down student PC remotely**

1

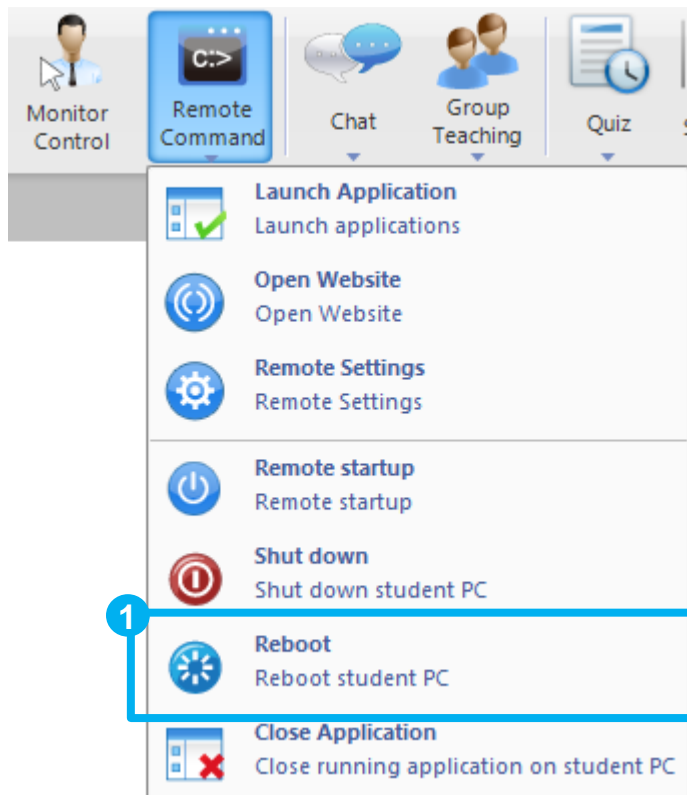
Click **Shut down** button.



- **How to reboot student PC remotely**

1

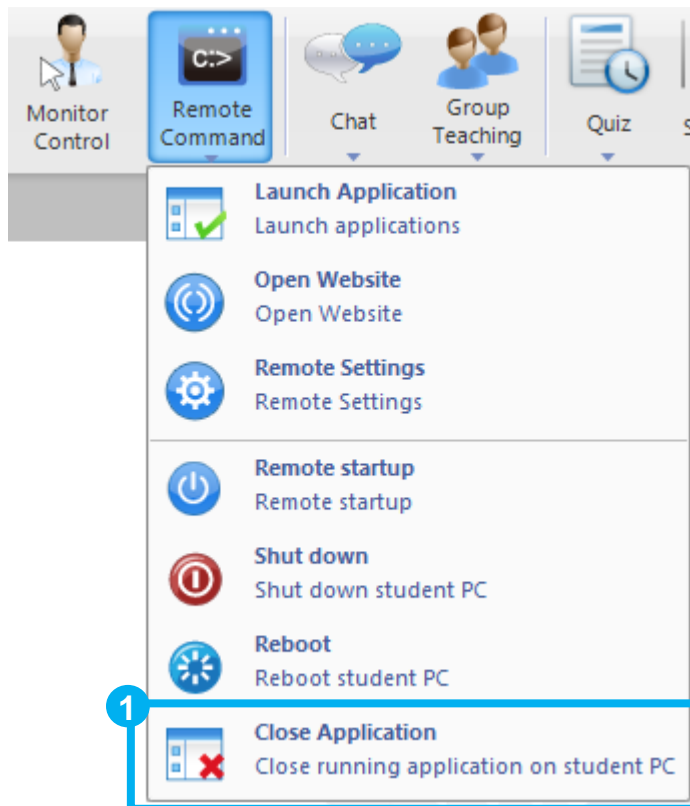
Click **Reboot** button.



- **How to close application remotely**

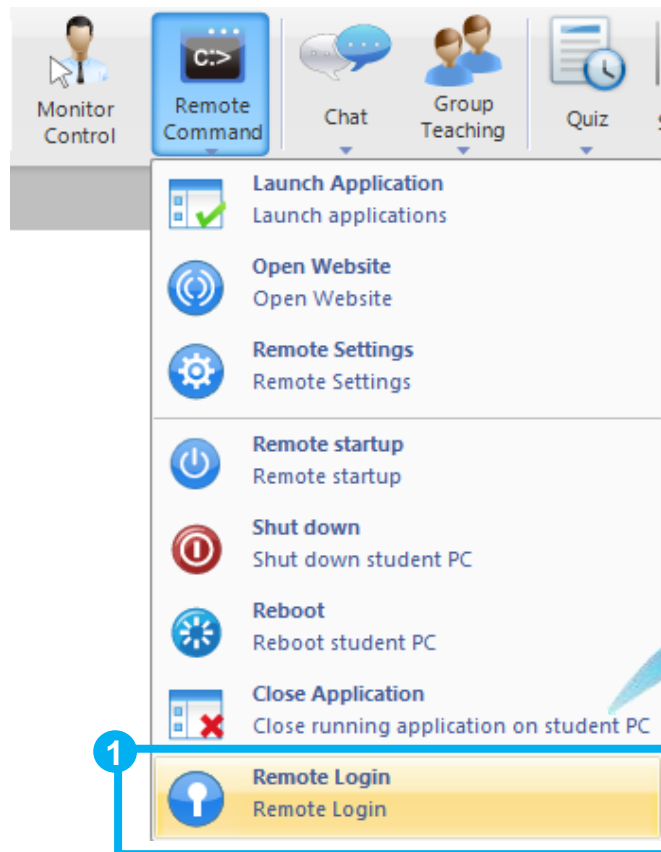
1

Click **Close Application** button.



- **How to help students login remotely**

❖ This function can only be use when teacher select Auto Login mode



1 Click **Remote Login** button.

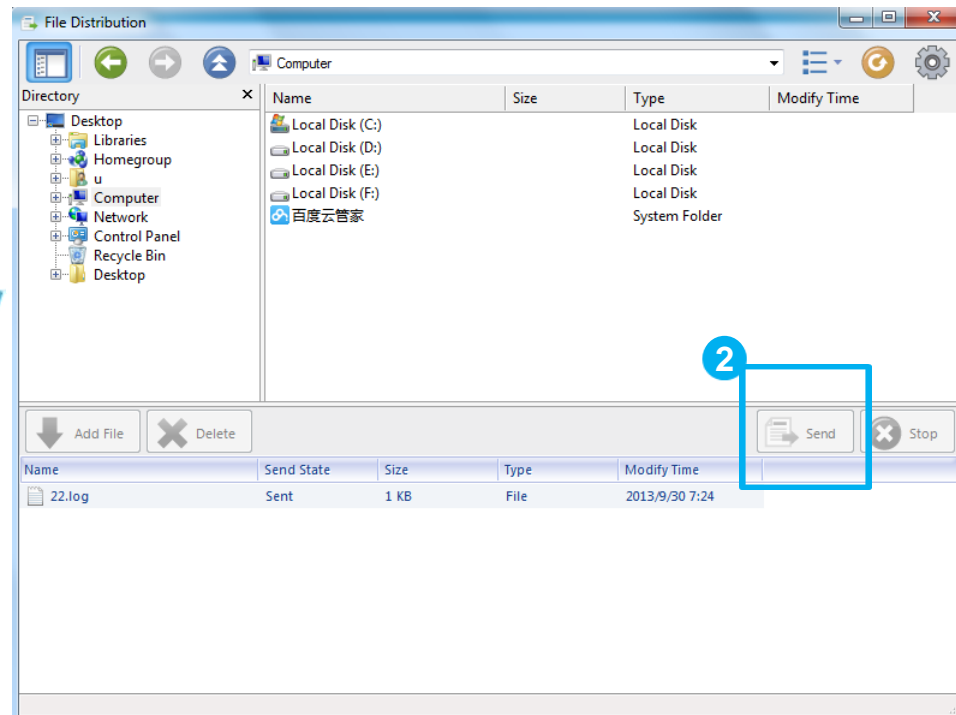
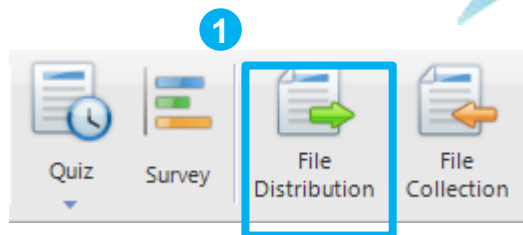
1 Input the User name and Password and click **OK**.

A screenshot of a dialog box titled "Login in the Windows". It contains three input fields: "User name:" with the text "Administrator" entered, "Password:", and "Doomain:". Below the fields are two buttons: "OK" and "Cancel".

- How to distribute files to students

1 Click **File Distribution** button.

2 Add files and click **Send**.



- How to collect files from students

1 Click **File Collection** button.

2 Check the file submission request from students and choose operation accordingly.

The screenshot displays the 'File Collection' interface. At the top, there is a table showing student submission status:

Student Name	Policy	State	File Name	Progress	Count
Alex	Enabled	Finished(0/0)	02.png 01.png	100%	0

Below this table, a section titled 'File Submission Request (1 students):' contains another table:

Student Name	Size	File Name	Time Requested	File Name
Alex	61 KB	03.png 04.png	9:20:35	

A blue arrow points from the 'File Submission Request' table to the 'File Collection' button in the bottom toolbar. The bottom toolbar includes buttons for 'Quiz', 'Survey', 'File Distribution', and 'File Collection' (highlighted with a blue box and a '1' in a circle). To the right of the 'File Submission Request' table, a context menu is open (highlighted with a blue box and a '2' in a circle), showing options: 'Accept', 'Accept All', 'Deny', and 'Deny All'.

- How to set web policy

1 Switch to policy view and click **Web Policy**.

2 Click **Advanced** to set white or black list.

3 Set the policies for students.

The screenshot illustrates the process of setting web policy for students. It is divided into two panels. The left panel shows the 'All Members' section with a table of student data. The right panel shows the 'Web Policy' configuration screen.

Left Panel: All Members

Student Name	Current Policy	Current Website
Alex	Open	

Right Panel: Web Policy Configuration

Step 1: The 'Web Policy' button in the bottom navigation bar is highlighted with a blue box and the number 1.

Step 2: The 'Advanced' button in the top toolbar is highlighted with a blue box and the number 2.

Step 3: The 'Open', 'White List', and 'Black List' buttons in the top toolbar are highlighted with a blue box and the number 3.

Table: Keyword, Count, Students List

Keyword	Count	Students List
www.bing.com	1	Alex

- How to set application policy

1 Switch to policy view and click **Application Policy**.

2 Click **Advanced** to set white or black list.

3 Set the policy for students.

The screenshot illustrates the steps to set application policy in the Student Policy application. A large blue arrow points from the left sidebar to the main application window.

Step 1: In the left sidebar, the 'Users' icon (a person) is highlighted with a blue box and the number 1.

Step 2: In the main application window, the 'Advanced' button (a gear icon) is highlighted with a blue box and the number 2.

Step 3: In the main application window, the 'Application Policy' button (a folder icon) is highlighted with a blue box and the number 1.

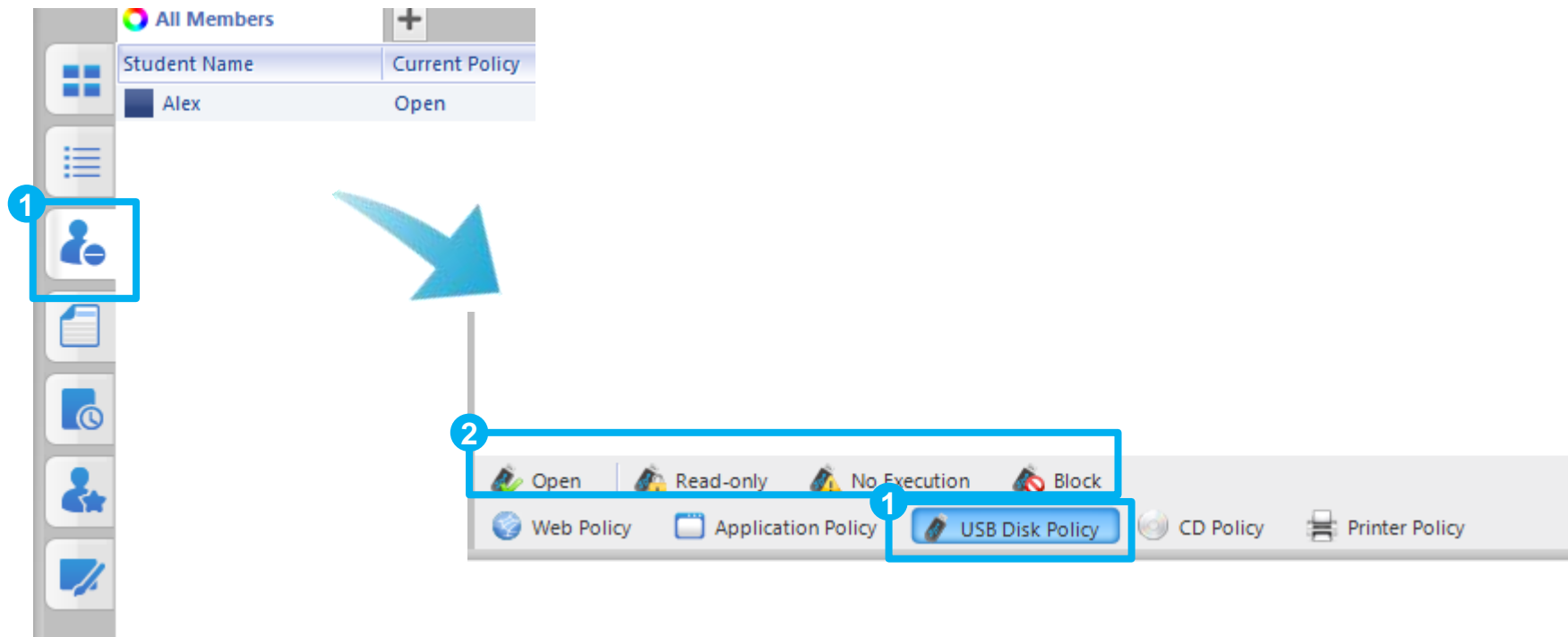
The main application window displays a table of running applications for a student named Alex.

Running Applications	Count	Students List
Agent.exe	1	Alex
iexplore.exe	1	Alex

- **How to set USB disk policy**

1 Switch to policy view and click **USB Disk Policy**.

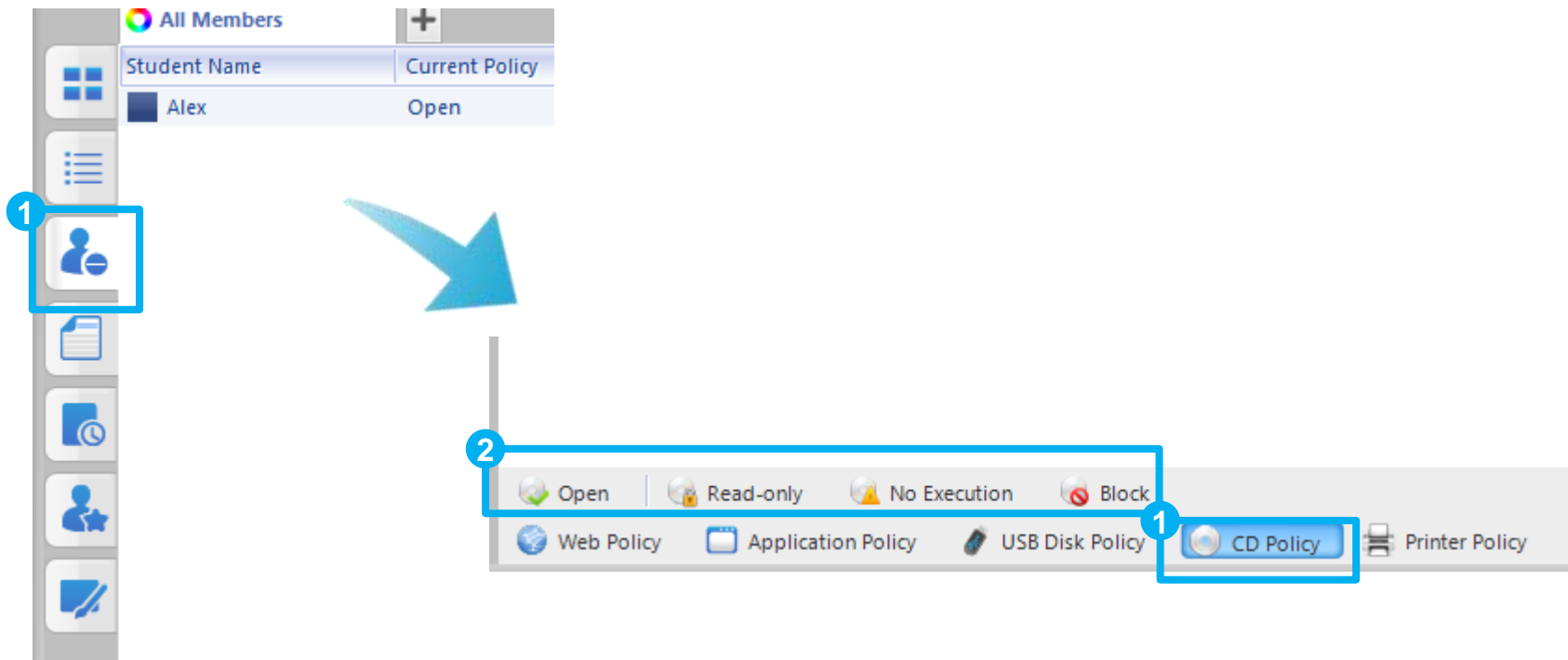
2 Set the policy for students.



- How to set CD policy

1 Switch to policy view and click CD Policy.

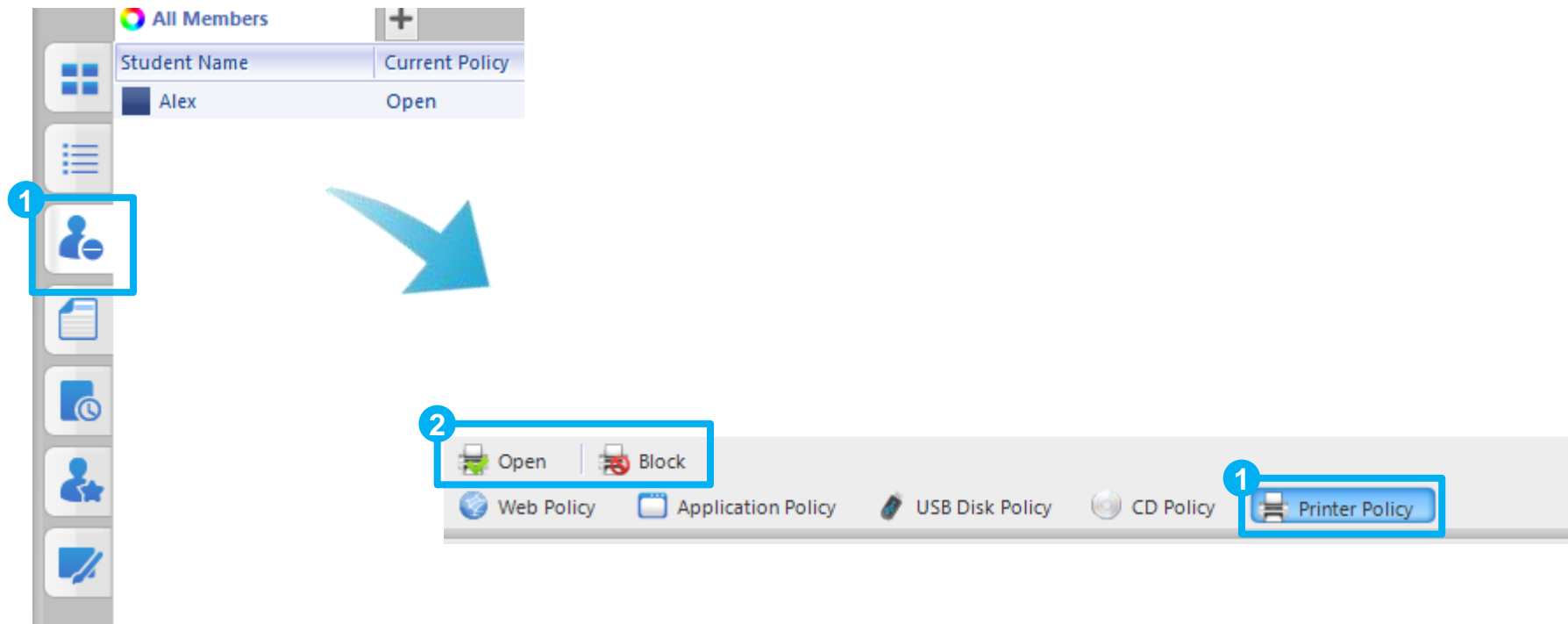
2 Set the policy for students.



- **How to set printer policy**

1 Switch to policy view and click **Printer Policy**.

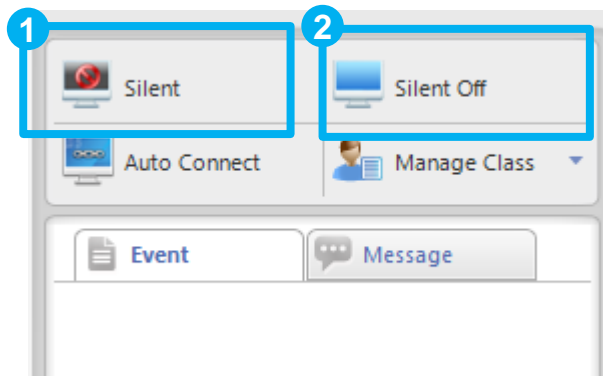
2 Set the policy for students.



- **How to get students' attention**

1 Click **Silent** to blank the screen of students.

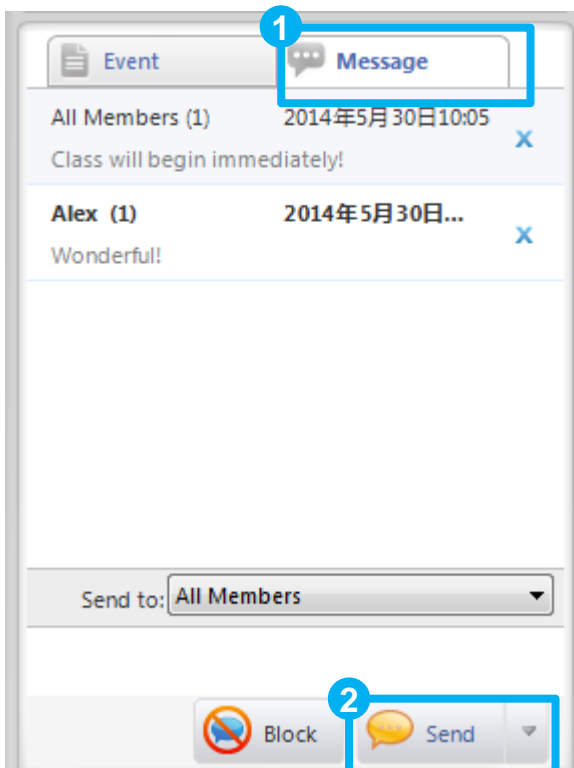
2 Click **Silent Off** to go back to the original screen.



- **How to send messages to students**

1 Click **Message** button.

2 Edit the message and click **Send** button.



4

Chapter

Teaching Evaluation

4.1 Standard Quiz

4.2 Quiz by Answer Sheet
4.3 Survey

- How to create a quiz

1 Click **Create Quiz Paper**.

2 Click **Add Question** to edit quiz paper, and click **Save** to save the paper.

The screenshot shows the 'Untitled - Quiz Maker' application window. On the left, a sidebar contains several icons and buttons. The 'Quiz' icon is highlighted with a blue box and a blue arrow pointing to the main quiz editor. Below the 'Quiz' icon, the text 'Create Quiz Paper' and 'Create or edit a quiz' is visible. Other options in the sidebar include 'Start Quiz', 'Quiz Grader', 'Create Answer Sheet', and 'Start Quiz by an answer sheet'. The main quiz editor window has a menu bar with 'New', 'Open', 'Save', 'Save as', and 'Import'. Below the menu bar, there are input fields for 'Quiz name:', 'Class:', 'Teacher name:', 'Duration:', and 'Total score:'. The 'Quiz name' field contains 'My New Quiz', 'Class' is 'Class 1', 'Teacher name' is 'yolanda', 'Duration' is '10' minutes, and 'Total score' is '100'. Below these fields, the 'Score: 10/100' is displayed. The main area shows a quiz question: '1. Why couldn't Britain compete with some of its neighbouring countries in terms of food in the post-war decades?'. The question has four multiple-choice options: A. Its food lacked variety, B. Its people cared more for quantity, C. It was short of well-trained chefs, and D. It didn't have flavourful food. The score for this question is 10/100. At the bottom of the main area, there are buttons for 'Add Section', 'Add Question', and 'Save Paper'. The 'Add Question' button is highlighted with a blue box and a blue arrow pointing to it.

Quiz name: My New Quiz

Class: Class 1

Teacher name: yolanda

Duration: 10 minute(s)

Total score: 100

Score: 10/100

1. Why couldn't Britain compete with some of its neighbouring countries in terms of food in the post-war decades? Score: 10/100

☐ A Its food lacked variety.

☐ B Its people cared more for quantity.

☐ C It was short of well-trained chefs.

☐ D It didn't have flavourful food

Add Section Add Question Save Paper

- How to start a quiz

1 Click **Start Quiz**.

2 Send quiz paper to students and click **Begin Quiz** to start.

The screenshot shows the 'Standard Quiz' interface. On the left, a menu is open with the 'Start Quiz' option highlighted by a blue box and a blue arrow pointing to it. The 'Start Quiz' option is labeled with a blue circle containing the number '1'. The 'Start Quiz' dialog box is open, showing the 'Quiz Ready!' message and the 'Begin Quiz!' button. The 'Begin Quiz!' button is labeled with a blue circle containing the number '2'. The dialog box also displays quiz information: Quiz name: New Quiz, Class: One, Teacher name: Yolanda, Quiz Time(T): 10 minute(s), and Quiz Zoom Scale: Fit in screen. On the right, a table shows the student status.

Student Name	Status
Alex	Received Quiz successfully

- How to grade a quiz

1 Click **Quiz Grader**.

2 Click **Open** to open the quiz and grade.

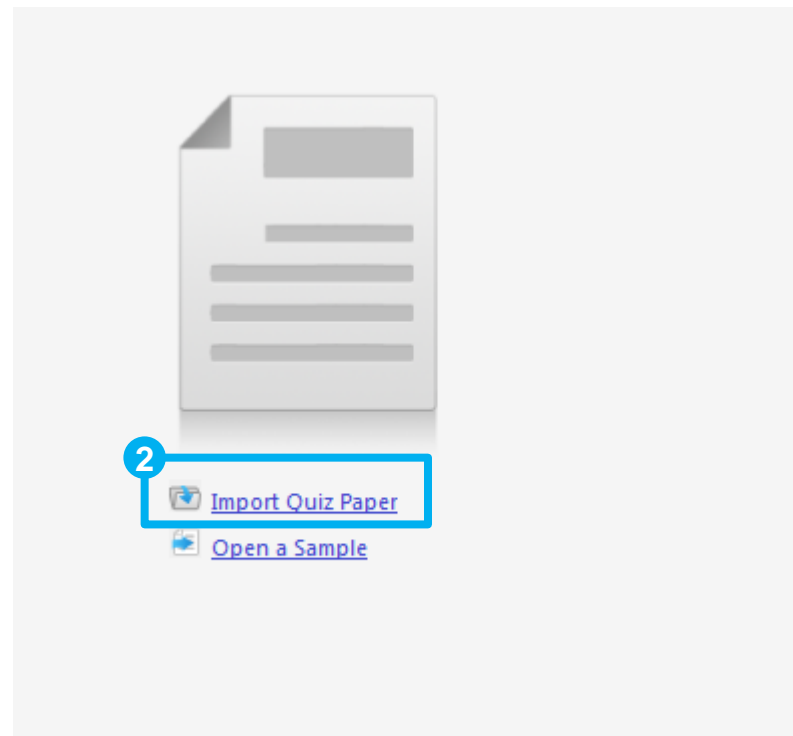
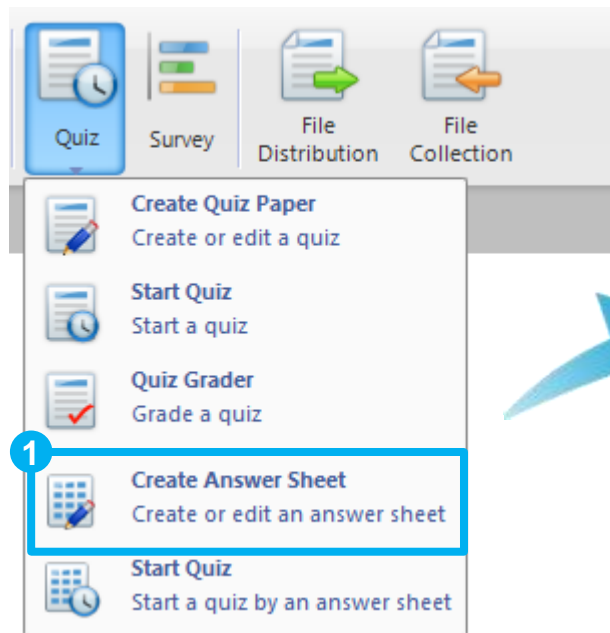
3 Click **Send** to send the quiz results to students.

The screenshot illustrates the process of grading a quiz in a software interface. On the left, a sidebar menu contains options: 'Quiz', 'Survey', 'File Distribution', and 'File Collection'. The 'Quiz' option is selected, and its dropdown menu is open, showing 'Create Quiz Paper', 'Start Quiz', 'Quiz Grader' (highlighted with a blue box and a circled '1'), 'Create Answer Sheet', and 'Start Quiz' (with a sub-option 'Start a quiz by an answer sheet'). A large blue arrow points from the 'Quiz Grader' option to the main interface. The main interface has a top toolbar with 'Open' (highlighted with a blue box and a circled '2'), 'Save', 'Send' (highlighted with a blue box and a circled '3'), 'PrevEssay', 'NextEssay', 'Comment', 'Statistics', 'Export', and 'Export All'. Below the toolbar, the 'New Quiz' section displays quiz details: 'Class: One', 'Teacher name: Yolanda', 'Duration: 10 minute(s)', and 'Student name: Alex'. The 'Score: 54/75' is prominently displayed. Below the score, a list of questions is shown, with the first question being a multiple-choice item: '1. After dinner he often _____ in the park.' with options A (take a walking), B (take a walk), C (taking a walk), and D (takes a walk). The score for this question is 'Score: 20/20'. At the bottom, there is a link that says 'Click here to add comments.'

- **How to import quiz paper**

1 Click **Create Answer Sheet**.

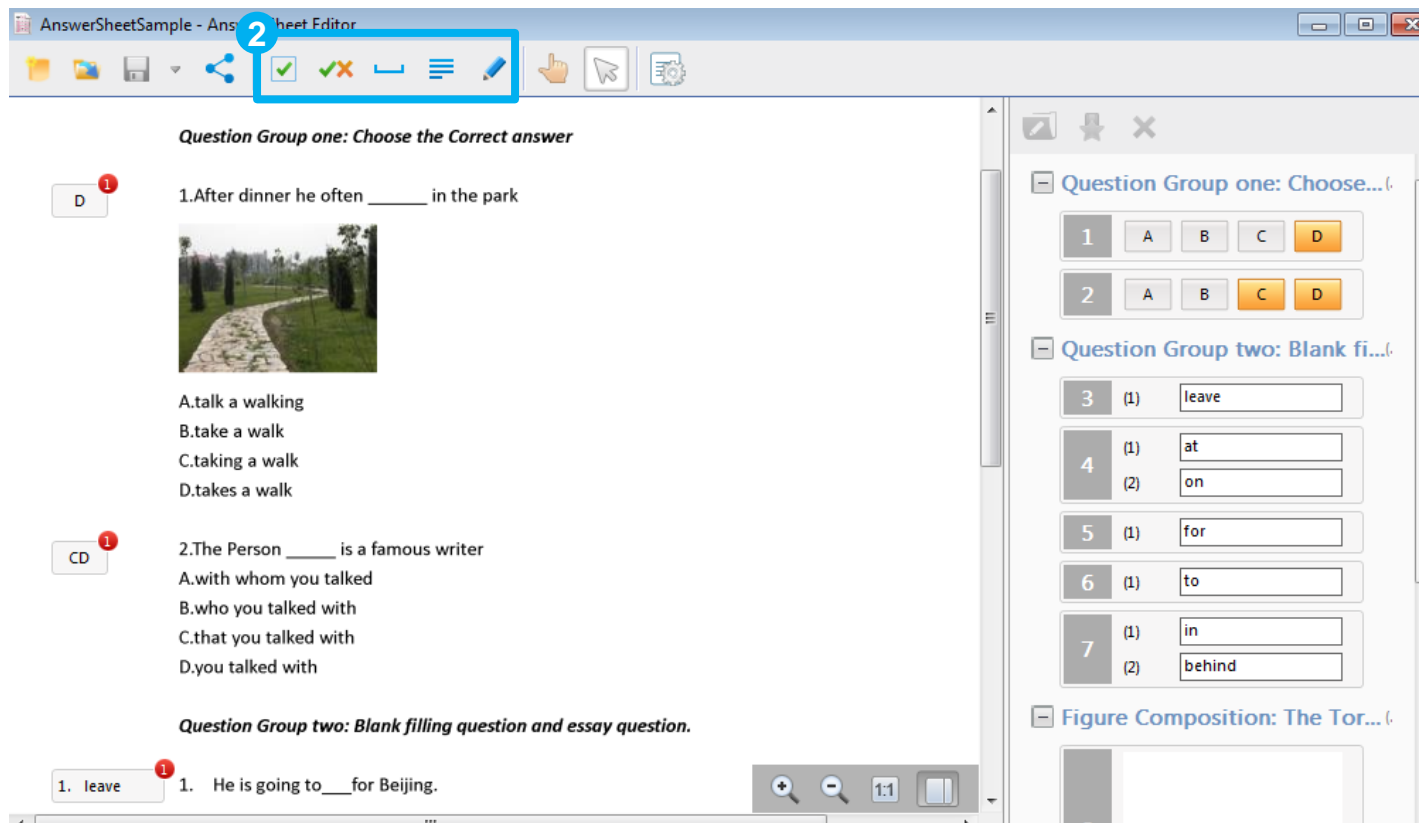
2 Click **Import Quiz Paper** to import documents as quiz paper.



- How to edit answer sheet

1 Import quiz paper first.

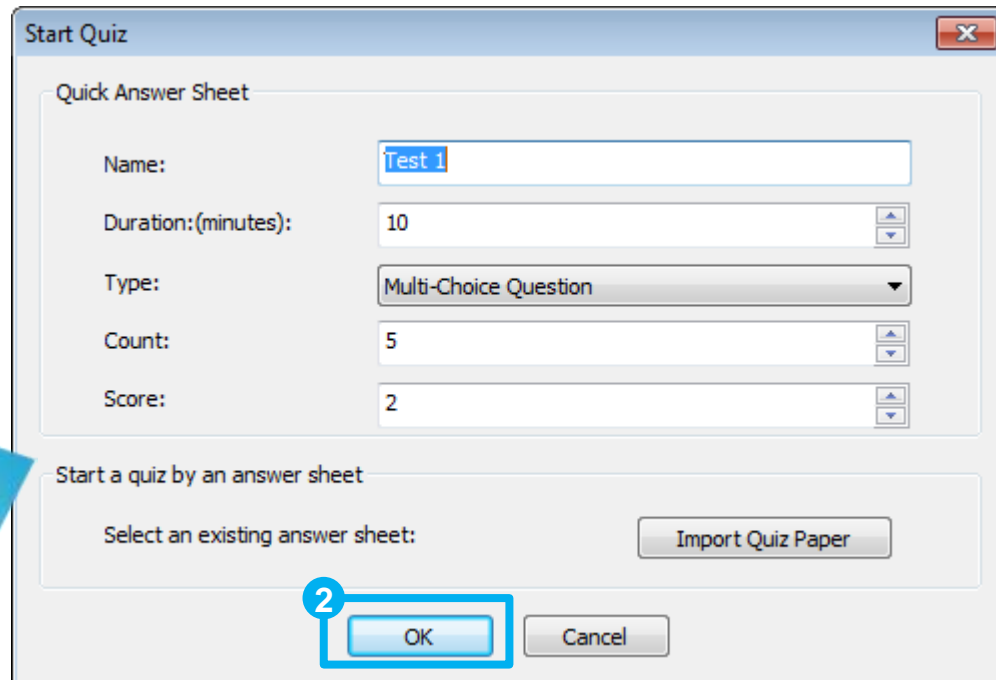
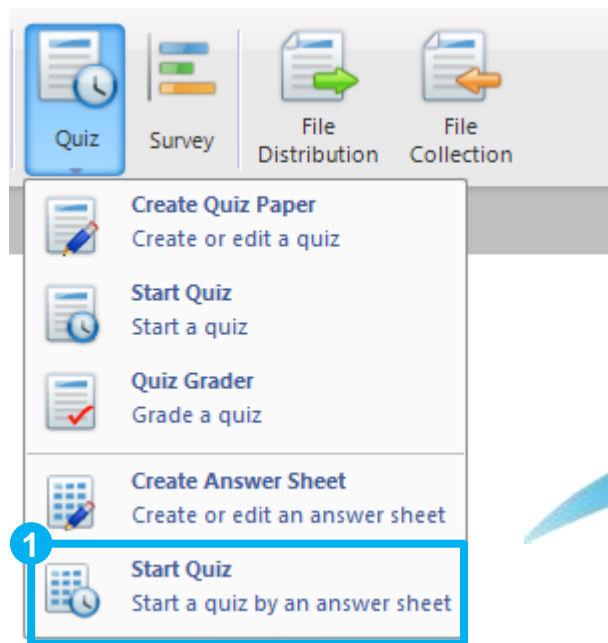
2 Edit the answer sheet by five different question types.



- How to start a quiz by answer sheet

1 Click **Start Quiz**.

2 Select the type of the question and click **OK**.



Quiz by Answer Sheet

- How to grade quiz by answer sheet

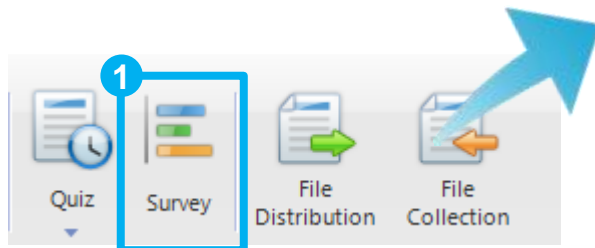
1 Click **Grade** button.

2 Grade on answer sheet directly and send the results to students.

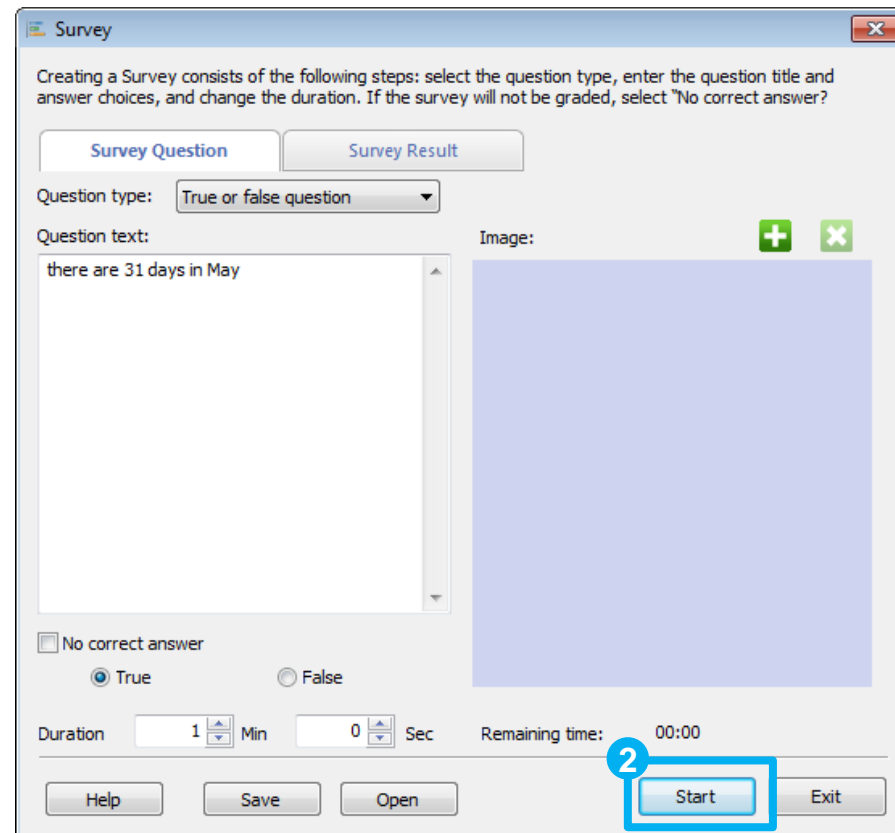
The screenshot displays the 'Grading' interface. On the left, a table lists students: Alex with a score of 9. The main area shows a quiz question: '1. After dinner he often _____ in the park'. Below the question is a photo of a park path and four options: A. talk a walking, B. take a walk, C. taking a walk, D. takes a walk. A green button labeled 'D' with a red '1' is highlighted. Below this, another question is partially visible: '2. The Person _____ is a family member who...'. A blue arrow points from the 'D' button to the 'Quiz History' panel at the bottom. The 'Quiz History' panel lists three quizzes: 'QuizImportSample' (2014/05/30 11:16:28), 'Test 1' (2014/05/22 14:35:47), and 'QuizImportSample' (2014/05/20 10:54:08). A blue box labeled '2' highlights the 'Test 1' row, and a blue box labeled '1' highlights the star icon in the rightmost column of the 'Test 1' row.

- How to conduct a Survey

1 Click **Survey** button.



2 Edit the question and click **Start**.



The Survey dialog box is shown with the 'Survey Question' tab selected. The 'Question type' is set to 'True or false question'. The 'Question text' is 'there are 31 days in May'. The 'Image' field is empty. The 'No correct answer' checkbox is unchecked. The 'True' radio button is selected. The 'Duration' is set to 1 Min 0 Sec. The 'Remaining time' is 00:00. The 'Start' button is highlighted with a blue box.

Creating a Survey consists of the following steps: select the question type, enter the question title and answer choices, and change the duration. If the survey will not be graded, select "No correct answer?"

Survey Question Survey Result

Question type: True or false question

Question text: there are 31 days in May

Image: + x

☐ No correct answer
☒ True ☐ False

Duration: 1 Min 0 Sec Remaining time: 00:00

Help Save Open **Start** Exit

A graphic for Chapter 5. It features a blue diamond shape on the left containing the white number '5'. To the right of the diamond is a blue rectangular box containing the word 'Chapter' in white. Further right is a light gray rectangular box containing the text 'Functions for Students' in blue. The entire graphic has a subtle drop shadow.

5 Chapter Functions for Students

5.1 Raise Hand

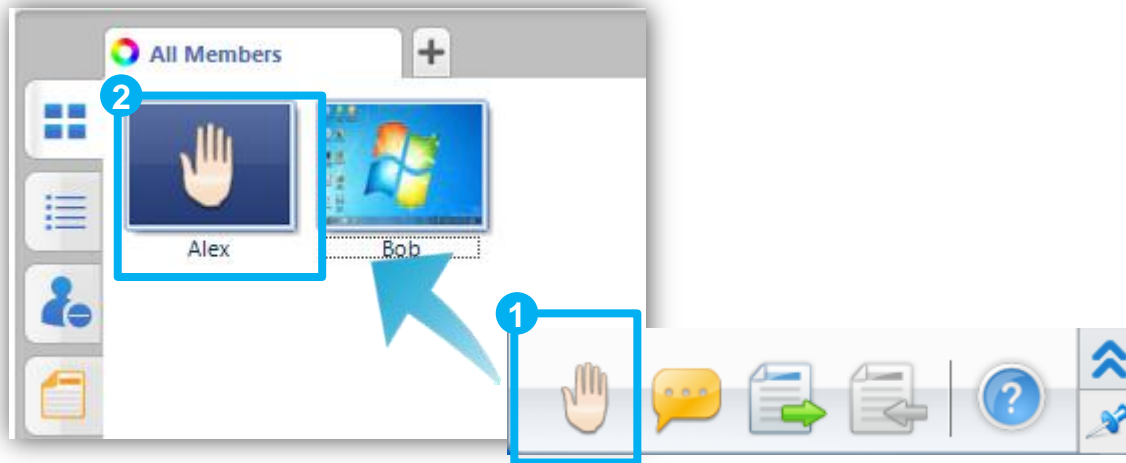
5.2 Message

5.3 File Submission

- **How to raise hand**

1 Click **Raise Hand** button on the floating toolbar.

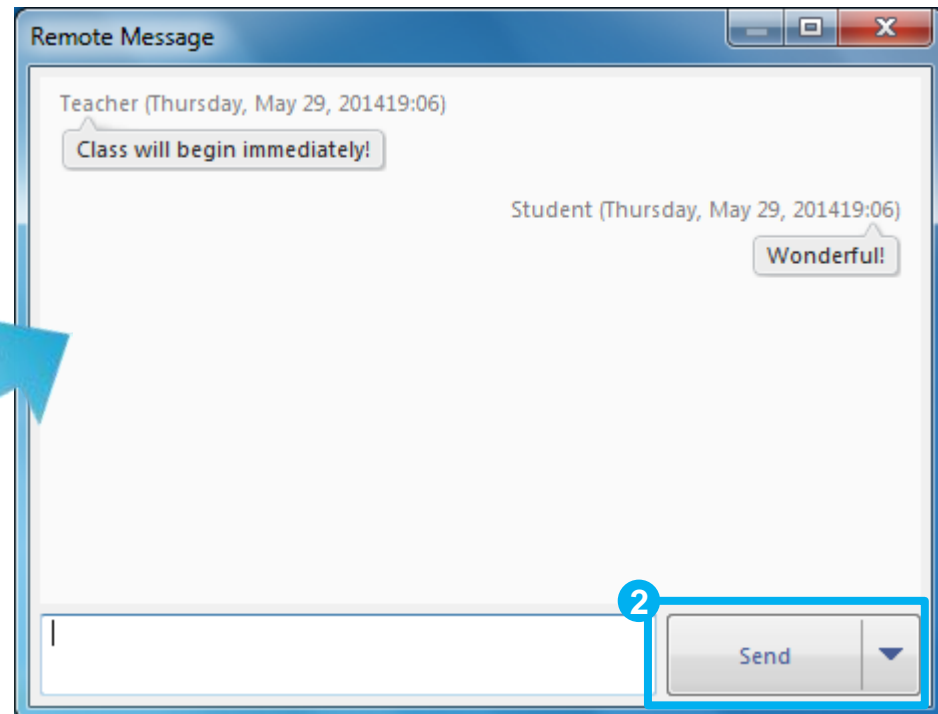
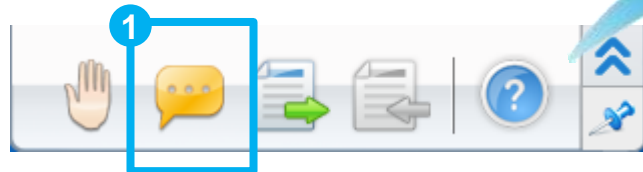
2 Show the request on teacher's screen



- ## How to send messages

1 Click **Message** button on the floating toolbar.

2 Edit the message and click **Send**.



- **How to submit files to the teacher**

1 Click **File Submit** button on the floating toolbar.

2 Add files and click **Submit**.

