UF | UNIVERSITY of FLORIDA
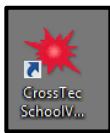College of
Veterinary Medicine

Basic Instructor Screen Sharing Controls: Please be sure to complete the few steps noted in the separate "Initial Setup" document before proceeding below. To use "School Vue" software to share one or both of the instructor's screens with students, follow the steps below.

Double-click the "CrossTec SchoolVue Tutor Console" icon from the desktop (shown to the left) to start the screen-sharing and monitoring software. A screen similar to the following will appear. Please note that the custom wallpaper that shows the floor plan and table arrangement will not appear if you did not arrange an in-person orientation to the Computer Lab prior to using this software. The software can still be used though.
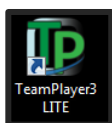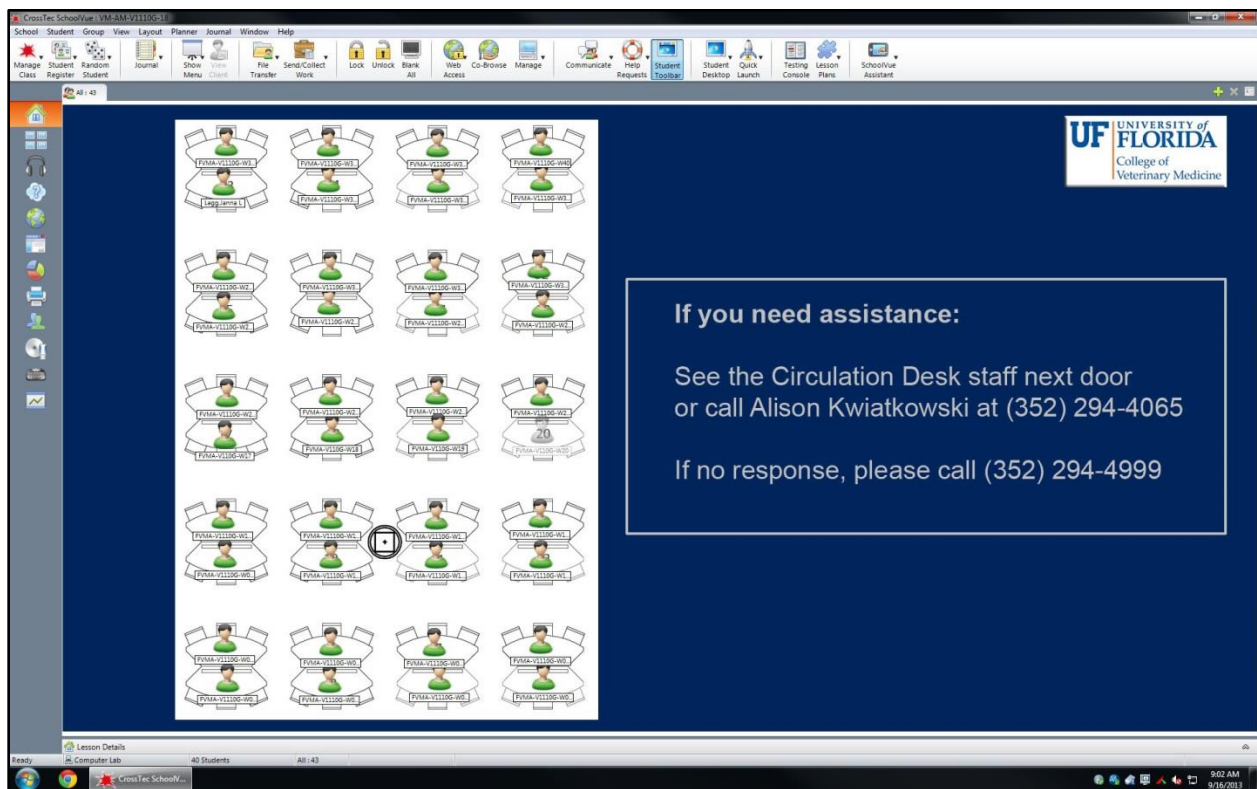
Next, double-click the "TeamPlayer3" software icon on the desktop (shown left.) This software is necessary for the instructor's mouse to persist on the students' screens while students use their mouse on their other screen.

Click on the **Settings...** button and check the boxes for "Use Labels" and "Use Colors" as shown to the left. Click on the **OK** button. Then, click on the "**Start Session**" button.
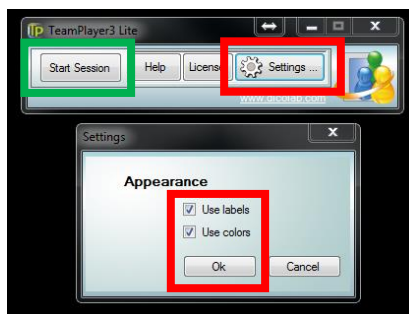

The "Start Session" button will turn the instructor's mouse pointer into a green pointer labeled as "Presenter" as shown to the right.

Please note that all students must be logged into their computers before you share a screen with them. To share the instructor's screen with the entire class, click on the "Show Menu" button and choose the first option (pictured to the right.)

Use these setting (shown to right) to share the contents of your right monitor with students in the lab.
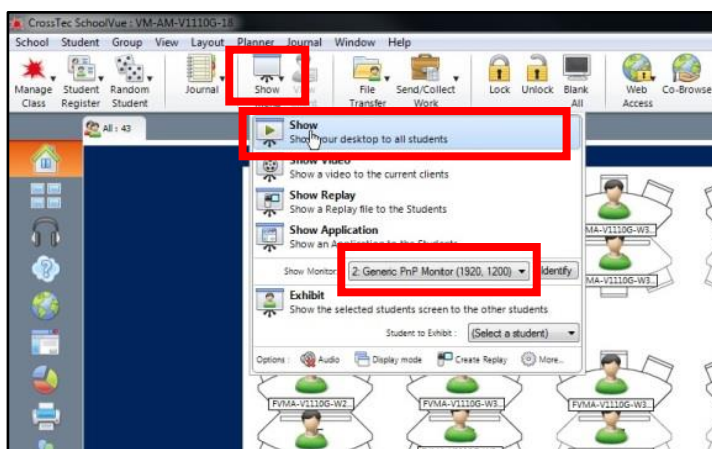
If you would like to share both instructor screens with the students, use the drop-down list next to "Show Monitor" to select both.The most popular method used to date involves an instructor sharing their right screen with students, so that students may work on their other monitor at the same time.

After starting the "Show" mode, instruct students to drag the Window representing the instructor's station to their right monitor, and to maximize the window. If students do not maximize the window, the instructor's screen will not display properly at times. (It will appear distorted.)

To discontinue sharing the instructor screen with the class, right-click the green triangle icon in the bottom right corner of the screen in the Windows task tray area. Choose "End Show."
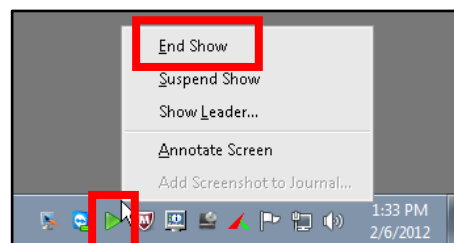
Note that you can also select "Annotate Screen" from this same menu if you would like to draw on top of the screen while sharing your screen(s) with the class.

Monitoring Students

To view what appears on the students' computer screens, click on the Monitor View icon (showed outlined in red at top left corner of control buttons in the image below.) A thumb nail view appears of each student's computer screens. Rest your mouse pointer over a thumbnail for a larger view to appear. Double-click a thumbnail and you can view the student's screen full-screen and take control of the student's computer.
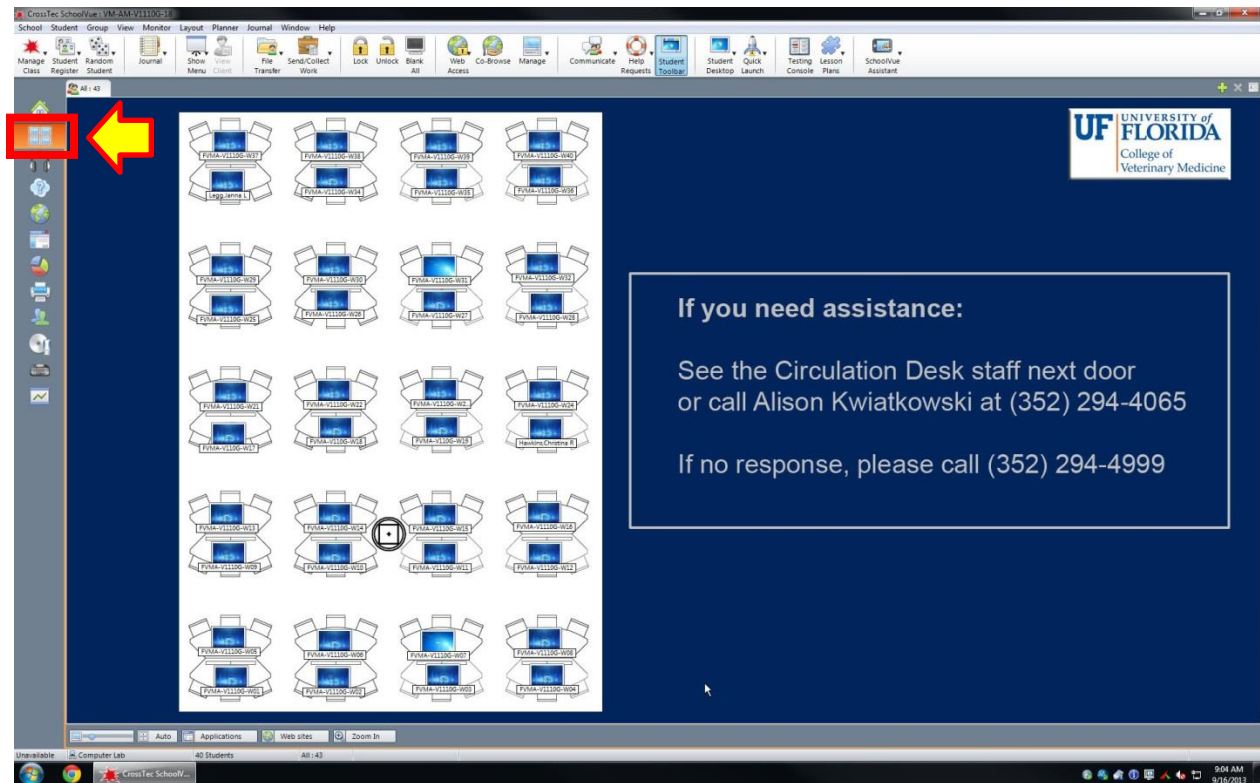

Please note that due to limitations of the software, it is not possible to monitor students while you are sharing a screen with them. You will need to "End Show" as discussed on previous page before you can use the "Monitor View" feature shown above.

## Locking and Unlocking Student Computers

At times, you may want to have the full attention of your students. One way to help focus their attention on the instructor, is to use the "Lock" feature. When the computers are locked, a message appears on their screen indicating *"Your attention is required."* Students are not able to interact with their PCs while stations are locked. This feature may be especially useful when you are starting a session and discussing the activities that are about to occur.

To lock all student computers, use the mouse to click and drag a rectangle around all of the computers on the main School Vue screen, then click on the "**Lock**" icon from the top of the tool bar.
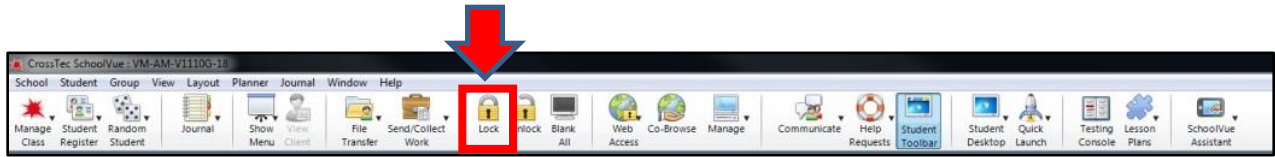
To unlock all student computers, click on the "**Unlock**" icon from the top of the tool bar.
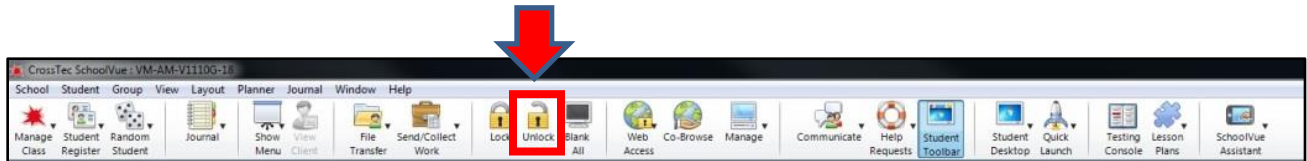
Note: to lock and/or unlock a particular student's screen, click on that student's thumbnail image or icon, and then click on the *Lock* or *Unlock* button as needed.

The locking/unlocking feature may be especially useful at the beginning of a class session wherein you want the full attention of students. Students have a tendency to immediately start making use of a computer when they sit in front of them; and may not pay full attention to instructions if they are making use of a computer and are distracted.

Sharing a Particular Student's Screen with Entire Class (confirm)

If you would like to share one particular student's computer screen with the rest of the class, right-click the particular thumbnail representing the student, and choose the option "Exhibit this Client " option.

This feature may be useful if you want to demonstrate a common point of confusion; or perhaps an exceptional way that a student handled a task. When done, click on the "Stop Exhibit" button

Ending a Class Session

Ask students to log off the computers when they are done. The instructor should log off the instructor computer station as well.