

ReLANpro LAB seven TEACHER MANUAL



Introduction of ReLANpro Language LAB

The ReLANpro Language LAB is a learning tool for class environments. Teachers can supervise and interact with students without ever having to leave their seat. They can quickly distribute activities, tests, videos & other content, monitor student progress and assist students individually. With a click of a button, teachers can organize and save student work to the server or a portable drive for later review. Both students and the teacher can initiate one-on-one communication, allowing them to interact without disturbing the rest of the class.

Gap Creator makes all Windows-based audio and video material suitable for language lab use.

The teacher can quickly and easily pair or group students together for conversational practice. Both fixed and random pairing are available. Audio communication can be recorded for later use, playback and analysis.

Visual Pairing lets students increase their aural comprehension through facial expressions and body language. Like Audio Pairing, these interactions are easily recorded to create a digital file.

With Group Conference up to four students can be connected through a videoconference. Each person appears in a separate window and all can be viewed simultaneously.



Maro Multimediaal BV

Website <http://www.relanpro.com>

Email info@relanpro.com

Tel. +31 (0) 495 - 544244



Table of Contents

Introduction of ReLANpro Language LAB	2
Table of Contents	3
Requirements for ReLANpro Language LAB	6
Main Window ReLANpro Language LAB.....	7
ReLANpro Language LAB Registration	8
Managing the Classroom.....	10
Log Request	10
Class Viewing Mode	12
Managing Student Stations	13
Shutdown Student Stations	14
Reboot Student Stations	16
Lock Students' Keyboard and Mouse – Block Screen	18
Screen – Audio Broadcasting.....	19
Screen Broadcasting – Controlling	19
Toolbar	19
Possible Options Method 1 (ReAction 2)	19
Possible Options Method 2 (ReAction 3)	20
Observe Station	21
Control Station.....	22
Broadcast Screen to Selected	23
Broadcast Screen to All.....	24
Audio Communication	25
Speak To Selected Students.....	25
Speak to All Students	26
Record Voice to File During Broadcast	27
Listen to Student's Voice	28
Listen to Student's Recorder	29
Listen to Student's Voice and Recorder.....	30
Talk With Student	31
Send Student's Voice to Selected	32
Send Student's Voice to All.....	33



Broadcasting from Analog Sources	34
Broadcast Analog Sound	34
Broadcast Analog Sound and Record Students' Answers.....	35
Save Analog Sound Broadcasting.....	36
Broadcast Analog Video	36
Broadcast Analog Video and Record Students' Answers.....	37
Save Analog Video Broadcasting	38
Broadcast Analog CD.....	39
Media Broadcasting Settings	40
Tool Manager	41
Start Programs	41
Block Programs.....	42
Open or Copy Files	43
Modifying Tool Manager.....	44
Control Students' Applications.....	45
Internet Controls.....	46
Internet Pages	47
Using Digital Files.....	48
Digital Audio – Video (ReRec)	48
Controlling Students' Recorders.....	48
Sending Digital Audio – Video Files.....	51
Text Files (ReWrite).....	52
Controlling Students' Text Editors	52
Sending Text Files	53
Group Conference (ReCall)	54
Automatic Tests (ReABC)	57
Controlling Students' ABC Programs	57
Sending ABC Files.....	58
Text Chat (ReChat)	59
Creating Chat Pairs – Groups	59
Chatting with Students	61
Using ReLANpro Cloud	62

Settings	66
Classroom Profile	66
General	67
Stations.....	68
Paths.....	69
Setting Language Library.....	70
Cloud	71
Messages	72



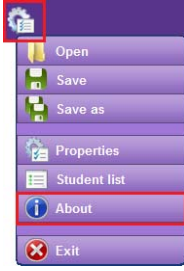

Requirements for ReLANpro Language LAB

ReLANpro Language LAB Version	7.21
System requirements	Operating System: <ul style="list-style-type: none"> – Windows 7 .NET Framework 4 or newer Microphone Headset
Supported formats among others	Audio Files (*.mp3;*.wav;*.wma) Video Files (*.avi;*.wmv;*.mpg) Text Files (*.txt;*.rtf) Special Codec Files (*.flv;*.mov;*.mvk;*.swf;*.3gp;*.mp4) Multiple Choice Files (*.AB2;*.REABC)

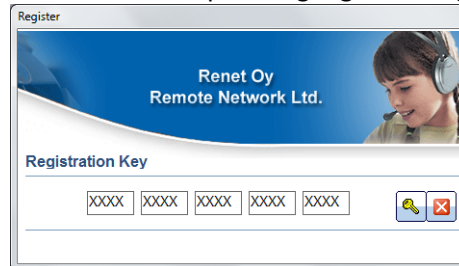
Main Window ReLANpro Language LAB

<p>Start the application</p>	<p>Double-click on the <i>ReLan Teacher</i> icon on your desktop.</p>  <p>Or choose: Start – All Programs – Renet – ReLan Teacher</p>
<p>Main screen</p>	 <ol style="list-style-type: none"> 1. Workstation buttons 2. Flag library 3. Answers 4. Tool Manager 5. Broadcasting 6. Teacher's station 7. Student stations 8. Programs <p>When hovering the mouse over an icon, tooltips will appear with information about the icon.</p>

ReLANpro Language LAB Registration

<p>Start the application</p>	<p>Double-click on the <i>ReLAN Teacher</i> icon on your desktop to launch the application.</p>  <p>When launching ReLANpro Language LAB for the first time, a pop-up will appear.</p>  <p>Click <i>OK</i> to continue.</p>
<p>Open About ReLANpro window</p>	<p>Click on <i>File – About</i> to open the About ReLANpro window.</p> 
<p>Internet registration</p>	<p>Click on the <i>Internet registration</i> button to register ReLANpro Language LAB.</p> 

Enter the ReLANpro Language LAB *Registration Key*.

A screenshot of a web browser window titled "Register". The header shows "Renet Oy Remote Network Ltd." with a small image of a woman wearing a headset. Below the header is a section titled "Registration Key" with five input boxes, each containing "XXXX". To the right of the input boxes are two small icons: a magnifying glass and a red 'X'.



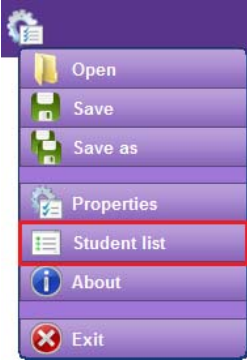
An active internet session is required.
Each registration key is unique and can be used only once.

Click on the *Registration* button to complete the registration.



Managing the Classroom

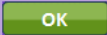

Log Request


<p>Select students</p>	<p>If you want to use student names instead of computer names, you can use the “Log Request” function.</p> <p>Click on the <i>students</i> to select them for a log request.</p> 
<p>Send log request</p>	<p>Click on the <i>Log Request</i> button to send a log request to the selected students.</p>  <p>Students will have 20 seconds to respond to the request and enter their names.</p>
<p>In class</p>	<p>Click on <i>File – Student list</i> to see the students that are in class.</p> 

Only students who have responded to the log request will be shown.

Class:Default
Date:30-2-2012 09:28



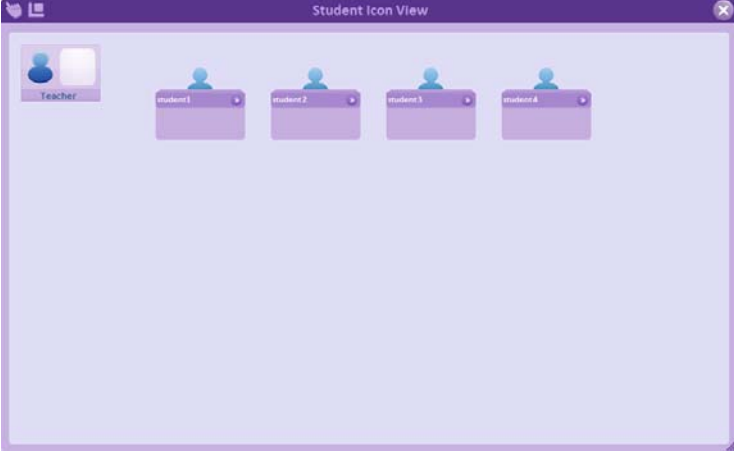





student1
student2
student3
student4







Save the attendance list.

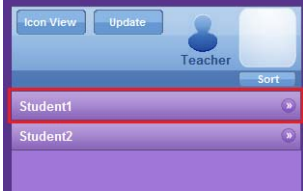
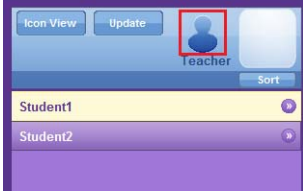

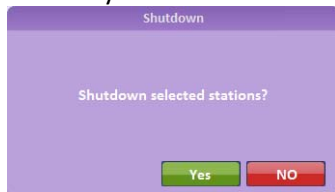
Class Viewing Mode

<p>View class</p>	<p>On the right side you can view the class.</p> 	
<p>Icon View</p>	<p>Click on <i>Icon View</i> to view all students in the icon viewing mode.</p> 	
	<p>A window will appear with the teacher and all students in icon viewing mode.</p>  <p>When moved to the second screen, Icon View is a perfect way to keep an overview of the class.</p>	
		<p>Close the Student Icon View window and return to list viewing mode.</p>
<p>Pin icon view</p>		<p>Click on the <i>Pin</i> icon to pin down the Student Icon View window.</p>
		<p>Click on the <i>Pin</i> icon again or drag the Student Icon View window to unpin it.</p>
<p>Move stations</p>		<p>Click on the <i>Hand</i> icon to move teacher and student stations.</p>
		<p>Click on the <i>Hand</i> icon again to stop moving the stations.</p>

Managing Student Stations

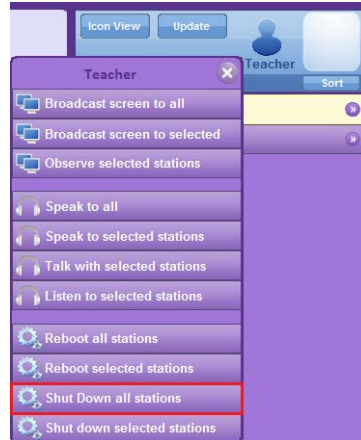
Update student stations	<p>Click on <i>Update</i> to update the student stations.</p>  <p>Use this button when you think student information is incorrect. By pressing the <i>Update</i> button all student stations will send their status to the teacher station.</p>
Sort student stations	<p>Click <i>Sort</i> to sort the student stations.</p>  <p>Stations will be ordered as follows:</p> <ul style="list-style-type: none">- First station that has been assigned to the teacher station will appear first- Ascending- Descending

Shutdown Student Stations

<p>Select students</p>	<p>Click on the <i>students</i> to select them.</p>  <p>A selected student will be shown in yellow.</p>
<p>Option list</p>	<p>Click on the <i>Teacher</i> icon to show the option list.</p> 
<p>Shut down selected student stations</p>	<p>Click on <i>Shut down selected stations</i> to only shut down the selected student stations.</p>  <p>Answer <i>YES</i> when the computer asks '<i>Shutdown selected stations?</i>' or <i>NO</i> if you do not want to shut down the selected stations.</p> 

Shut down all student stations




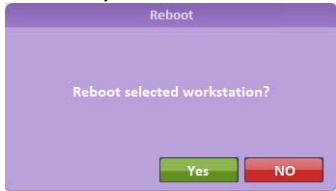
Click *Shut Down all stations* to shut down all student stations.



Answer *YES* when the computer asks '*Shutdown all stations?*' or *NO* if you do not want to shut down all stations.

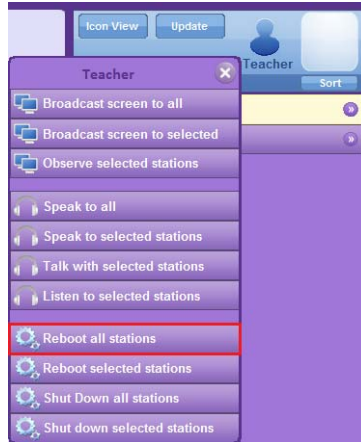


Reboot Student Stations

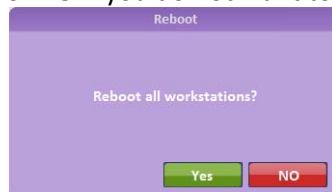
<p>Select students</p>	<p>Click on the <i>students</i> to select them.</p>  <p>A selected student will be shown in yellow.</p>
<p>Option list</p>	<p>Click on the <i>Teacher</i> icon to show the option list.</p> 
<p>Reboot selected student stations</p>	<p>Click on <i>Reboot selected stations</i> to only reboot the selected student stations.</p>  <p>Answer <i>YES</i> when the computer asks '<i>Reboot selected workstation?</i>' or <i>NO</i> if you do not want to reboot the selected stations.</p> 

Reboot all student stations


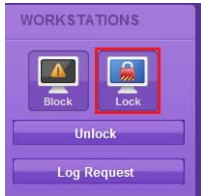
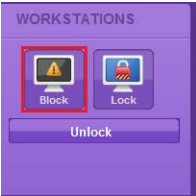

Click *Reboot all stations* to reboot all the student stations.



Answer *YES* when the computer asks '*Reboot all workstations?*' or *NO* if you do not want to reboot all the stations.



Lock Students' Keyboard and Mouse – Block Screen













<p>Select students</p>	<p>Click on the <i>students</i> to select them.</p>  <p>A selected student will be shown in yellow.</p>
<p>Lock students' keyboard and mouse</p>	<p>Click on the <i>Lock</i> icon to lock the students' keyboard and mouse.</p> 
<p>Block students' screen</p>	<p>Click on the <i>Block</i> icon to block the students' screen.</p>  <p>The selected students' screen will be locked and show a default image.</p>
<p>Unlock students</p>	<p>Click the <i>Unlock</i> button to unlock the selected students' keyboard, mouse and screen.</p> 






Screen – Audio Broadcasting

Screen Broadcasting – Controlling








Toolbar

Possible Options Method 1 (ReAction 2)



Control the station		Click the <i>eye</i> icon to change from observing mode to controlling mode.
		Click the <i>wand</i> icon to change from controlling mode to observing mode.
Speak with the student		Click the <i>chat</i> icon to speak with the student.
		Click the <i>chat</i> icon again to stop speaking with the student.
Listen to the student		Click the <i>ear</i> icon to listen to the student.
		Click the <i>ear</i> icon again to stop listening to the student.
Lock keyboard and mouse		Click the <i>lock</i> icon to lock the student's keyboard and mouse.
		Click the <i>lock</i> icon again to unlock the student's keyboard and mouse.
Scale observe window		When in restore down window, click the <i>screen</i> icon to scale the observe window to be able to view the entire desktop.
		When in restore down window, click the <i>screen</i> icon again to scale the observe window at actual size.
Show observe window on top		Click the <i>window</i> icon to always show the observe window on top.
		Click the <i>window</i> icon again to not always show the observe window on top.

Minimize		Click the <i>minimize</i> icon to minimize the window.
		Click the <i>ReLANpro Language LAB</i> icon at the bottom of the screen to restore the application to normal viewing mode.
Leave full screen		Click the <i>restore down</i> icon to show the observe window in a resizable window.
Full screen		Click the <i>full screen</i> icon to show the observe window in full screen.
Close screen		Click the <i>close</i> icon to close the screen.




Possible Options Method 2 (ReAction 3)

Control the station		Click the <i>eye</i> icon to change from observing mode to controlling mode.
		Click on the <i>wand</i> icon to change from controlling mode to observing mode.
Minimize		Click the <i>minimize</i> icon to minimize the window.
		Click on the <i>ReLANpro Language LAB</i> icon at the bottom of the screen to restore the application to normal viewing mode.
Leave full screen		Click the <i>restore down</i> icon to show the observe window in a resizable window.
Full screen		Click the <i>full screen</i> icon to show the observe window in full screen.
Close screen		Click the <i>close</i> icon to close the screen.





Observe Station

<p>Observe student station</p>	<p>Click on the <i>arrow</i> icon or click the <i>right mouse button</i> in the student bar.</p> 
	<p>Click on <i>Observe station</i> to observe the student's station.</p> 
<p>Exit observing mode</p>	<p>Click the <i>Close</i> icon to exit the observing mode.</p> 



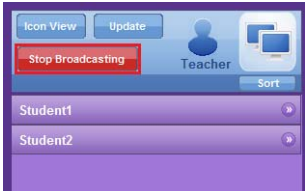
Control Station

<p>Control student station</p>	<p>Click on the <i>arrow</i> icon or click the <i>right mouse button</i> in the student bar.</p> 
	<p>Click on <i>Control station</i> to control the student's station.</p> 
<p>Exit controlling mode</p>	<p>Click the <i>Close</i> icon to exit the controlling mode.</p> 

Broadcast Screen to Selected

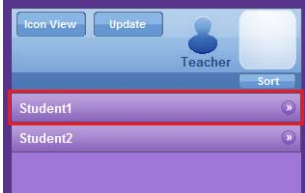
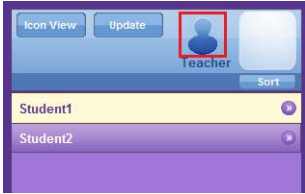

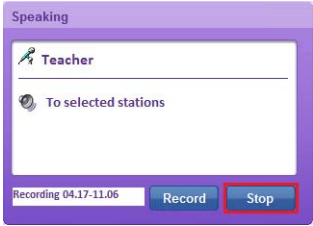
<p>Select the students</p>	<p>Click on the <i>students</i> to select them for screen broadcasting.</p> 
<p>Broadcast the screen to the selected students</p>	<p>Click on the <i>arrow</i> icon or click the <i>right mouse button</i> in the student bar.</p>  <p>Click on <i>Broadcast screen to selected</i> to broadcast the student's screen to the selected students.</p> 
<p>Stop broadcasting</p>	<p>Click the <i>Stop Broadcasting</i> button to stop the screen broadcasting to the selected students.</p> 

Broadcast Screen to All



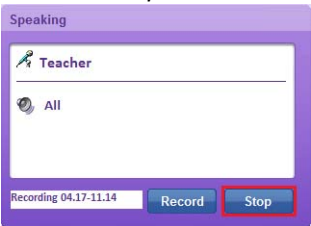
<p>Broadcast the screen to all students</p>	<p>Click on the <i>arrow</i> icon or click the <i>right mouse button</i> in the student bar.</p> 
<p>Stop broadcasting</p>	<p>Click on <i>Broadcast screen to all</i> to broadcast the student's screen to all students.</p>  <p>Click the <i>Stop Broadcasting</i> button to stop the screen broadcasting to all students.</p> 

Audio Communication

Speak To Selected Students

<p>Select the students</p>	<p>Click on the <i>students</i> to select them.</p>  <p>A selected student will be shown in yellow.</p>
<p>Speak to the selected students</p>	<p>Click on the <i>Teacher</i> icon in the teacher's station.</p>  <p>Click on <i>Speak to selected stations</i> to speak to the selected students in the class.</p> 
<p>Stop speaking to the selected students</p>	<p>Click the <i>Stop</i> button to stop speaking to the selected students.</p>  <p>Wait a short time between stopping and reconnecting. Building the audio connection takes time, just like stopping the connections of all students.</p>

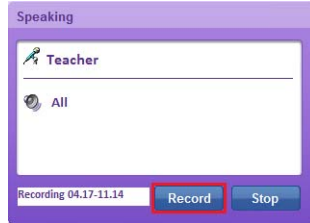
Speak to All Students

<p>Speak to all students</p>	<p>Click on the <i>Teacher</i> icon in the teacher's station.</p> 
	<p>Click on <i>Speak to all</i> to speak to all students in the class.</p> 
<p>Stop speaking to all students</p>	<p>Click the <i>Stop</i> button to stop speaking to all students.</p>  <p>Wait a short time between stopping and reconnecting. Building the audio connection takes time, just like stopping the connections of all students.</p>

Record Voice to File During Broadcast

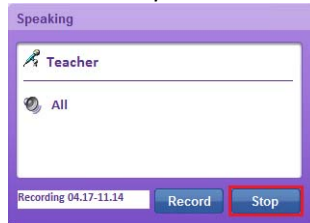
Record voice to file during broadcast

Click the *Record* button during your broadcast to record your voice and save it. This will open the ReDigi Recorder.

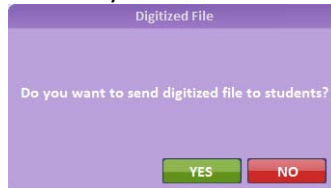


The recorded file will be saved to the default saving path automatically.



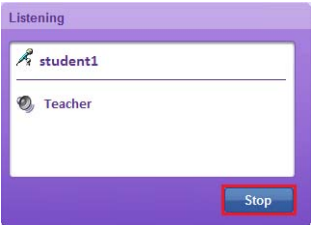
Click the *Stop* button to stop broadcasting.





Answer *YES* when the computer asks '*Do you want to send digitized file to students?*' or *NO* if you do not want to send the digitized file to the students.






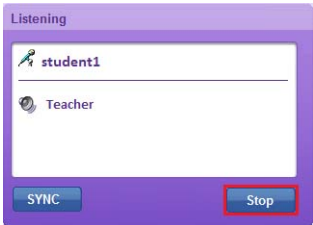
Listen to Student's Voice

<p>Listen to the student's voice</p>	<p>Click on the <i>arrow</i> icon or click the <i>right mouse button</i> in the student bar.</p> 
	<p>Click on <i>Listen to voice</i> to listen to the student's voice.</p> 
<p>Stop listening to the student's voice</p>	<p>Click the <i>Stop</i> button to stop listening to the student's voice.</p> 



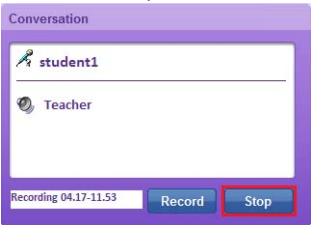
Listen to Student's Recorder

<p>Listen to the student's recorder</p>	<p>ReRec has to be active on the student's station.</p> <p>Click on the <i>arrow</i> icon or click the <i>right mouse button</i> in the student bar.</p> 
	<p>Click on <i>Listen to recorder</i> to listen to the student's recorder.</p> 
	<p>ReDigi will open and play the file simultaneously with the student's recorder.</p>

Listen to Student's Voice and Recorder

<p>Listen to the student's voice and recorder</p>	<p>ReRec has to be active on the student's station.</p> <p>Click on the <i>arrow</i> icon or click the <i>right mouse button</i> in the student bar.</p> 
	<p>Click on <i>Listen to voice and recorder</i> to listen to the student's voice and recorder.</p> 
	<p>ReDigi will open and play the file and voice simultaneously with the student's recorder and voice. (Please note that only the exercise and real-time voice will be heard. Pre-recorded voice will not be heard.)</p> <p>Click the <i>Sync</i> button to sync the student's recorder with the teacher's recorder.</p> 
<p>Stop listening to the student's voice and recorder</p>	<p>Click the <i>Stop</i> button to stop listening to the student's voice and recorder.</p> 

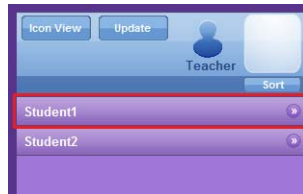
Talk With Student

<p>Talk with the student</p>	<p>Click on the <i>arrow</i> icon or click the <i>right mouse button</i> in the student bar.</p> 
<p>Stop talking with the student</p>	<p>Click on <i>Talk with student</i> to start a conversation with the student.</p>  <p>Click the <i>Stop</i> button to stop the conversation with the student.</p> 

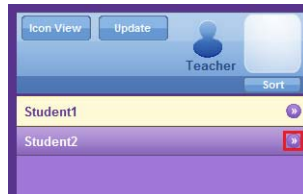
Send Student's Voice to Selected

Send the student's voice to selected students

Click on the *students* to select them.



Click on the *arrow* icon or click the *right mouse button* in the student bar.

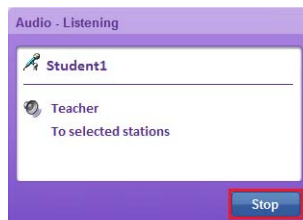


Click on *Send voice to selected* to send the student's voice to the selected students.



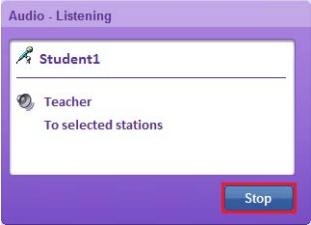


Stop sending the student's voice to selected

Click the *Stop* button to stop sending the student's voice to the selected students.


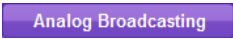
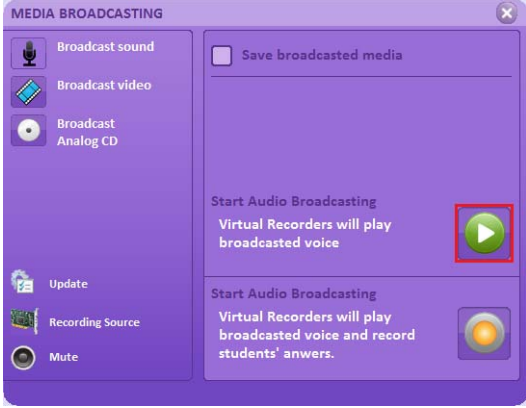



Send Student's Voice to All

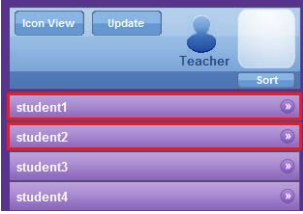




<p>Send the student's voice to all students</p>	<p>Click on the <i>arrow</i> icon or click the <i>right mouse button</i> in the student bar.</p> 
<p>Stop sending the student's voice to all</p>	<p>Click on <i>Send voice to all</i> to send the student's voice to all students.</p>  <p>Click the <i>Stop</i> button to stop sending the student's voice to all students.</p> 

Broadcasting from Analog Sources

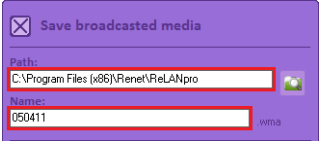
Broadcast Analog Sound

Select students	<p>Click on the <i>students</i> to select them for audio broadcasting.</p> 
Broadcast analog sound	<p>Click the <i>Analog Broadcasting</i> button to open the Media Broadcasting window.</p> 
Start broadcasting	<p>Click on the <i>Start Audio Broadcasting</i> icon to start broadcasting the audio to the selected students.</p> 
End broadcasting	<p>Click the <i>End Broadcasting</i> icon to stop broadcasting the audio to the selected students.</p>  <p>Broadcasting the microphone (teacher's voice) could be better done with the "Speak to selected students" or "Speak to all students" functions. The "Audio broadcasting" function is mainly meant for broadcasting input signals, such as line-in and aux.</p>






Broadcast Analog Sound and Record Students' Answers

Select students	<p>Click on the <i>students</i> to select them for audio broadcasting.</p> 
Broadcasting analog sound and record students' answers	<p>Click on the <i>Analog Broadcasting</i> button to open the Media Broadcasting window.</p> 
Start broadcasting and recording students' answers	<p>Click on the <i>Start Audio Broadcasting</i> icon to start broadcasting the audio to the selected students and to record their answers.</p> 
Pause recording	<p>Click the <i>Pause Recording</i> icon to pause the recording.</p> 
	<p>Click the <i>Pause Recording</i> icon again to resume recording.</p> 
End broadcasting	<p>Click the <i>End Broadcasting</i> icon to stop broadcasting the audio to the students.</p> 








Save Analog Sound Broadcasting

Save analog sound broadcasting	<p>Check the <i>Save broadcasted media</i> box to save the broadcasting.</p> <p><input type="checkbox"/> Save broadcasted media</p>
	<p>Enter the <i>path</i> to where you want to save the file and the <i>name</i> of the file.</p>  <p>It is advisable to save the file to your local hard disk first and copy the file to the network share after recording.</p>
	<p>Start the broadcasting.</p>

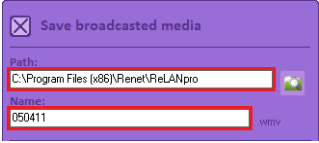
Broadcast Analog Video

Select students	<p>Click on the <i>students</i> to select them for video broadcasting.</p> 
Broadcasting analog video	<p>Click on the <i>Analog Broadcasting</i> button to open the Media Broadcasting window.</p> 
Open broadcast analog video screen	<p>Click on the <i>Broadcast Video</i> icon to open the broadcast analog video screen.</p> 
Start broadcasting	<p>Click the <i>Start Video Broadcasting</i> icon to start broadcasting the video to the selected students.</p> 
End broadcasting	<p>Click the <i>End Broadcasting</i> icon to end broadcasting the video to the students.</p> 

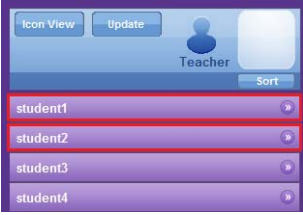








Broadcast Analog Video and Record Students' Answers

Select students	<p>Click on the <i>students</i> to select them for video broadcasting.</p> 
Broadcasting analog video and record students' answers	<p>Click on the <i>Analog Broadcasting</i> button to open the Media Broadcasting window.</p> 
Open broadcast analog video screen	<p>Click on the <i>Broadcast Video</i> icon to open the broadcast analog video screen.</p> 
Start broadcasting and recording students' answers	<p>Click on the <i>Start Video Broadcasting</i> icon to start broadcasting the video to the selected students and to record their answers.</p> 
Pause recording	<p>Click the <i>Pause Recording</i> icon to pause the recording.</p> 
	<p>Click the <i>Pause Recording</i> icon again to resume recording.</p> 
End broadcasting	<p>Click the <i>End Broadcasting</i> icon to stop broadcasting the video to the students.</p> 


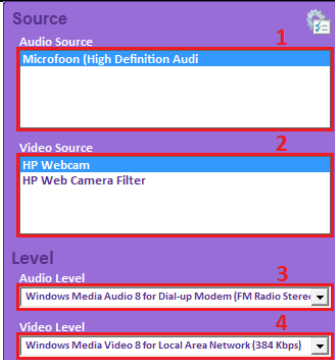


Save Analog Video Broadcasting

Save analog video broadcasting	<p>Check the <i>Save broadcasted media</i> box to save the broadcasting.</p> <p><input type="checkbox"/> Save broadcasted media</p>
	<p>Enter the <i>path</i> to where you want to save the file and the <i>name</i> of the file.</p>  <p>It is advisable to save the file to your local hard disk first and copy the file to the network share after recording.</p>
	<p>Start the broadcasting.</p>

Broadcast Analog CD

<p>Select students</p>	<p>Click on the <i>students</i> to select them for analog CD broadcasting.</p> 	
<p>Broadcast analog CD</p>	<p>Click on the <i>Analog Broadcasting</i> button to open the Media Broadcasting window.</p> 	
<p>Open broadcast analog CD screen</p>	<p>Click on the <i>Broadcast Analog CD</i> icon to open the broadcast analog CD screen.</p> 	
<p>Start broadcasting</p>	<p>Click on the <i>Start Audio Broadcasting</i> icon to start broadcasting the analog CD to the selected students.</p>  <p>It will take about 10 seconds to buffer the broadcast.</p>	
<p>CD Controls</p>		<p>Start playing the CD It will take about 5 seconds for the CD to start playing.</p>
		<p>Stop playing the CD</p>
		<p>Previous track</p>
		<p>Next track</p>
<p>End broadcasting</p>	<p>Click the <i>End Broadcasting</i> icon to stop broadcasting the audio to the students.</p> 	
	<p>Your computer hardware needs to be capable of the use of this function.</p>	


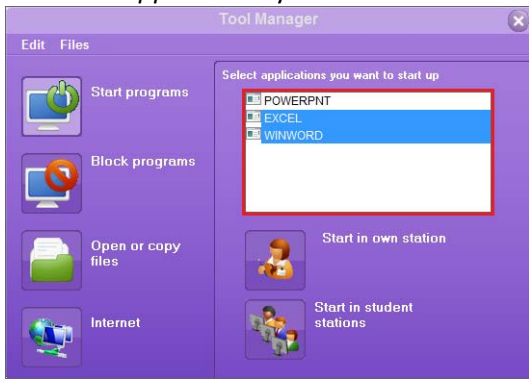


Media Broadcasting Settings

Broadcasting Source	<p>Click on the <i>Update</i> icon to open the update screen.</p>   <ul style="list-style-type: none"> - Set Audio Source - Set Video Source - Set Audio Level - Set Video Level
Recording Source	<p>Click on the <i>Recording Source</i> icon to open the soundcard settings.</p> 
Mute	<p>Click on the <i>Mute</i> icon when broadcasting sound or video to mute the broadcast and avoid creating an echo.</p>  <p>Click the <i>Mute</i> icon again to unmute the sound or video broadcast.</p>


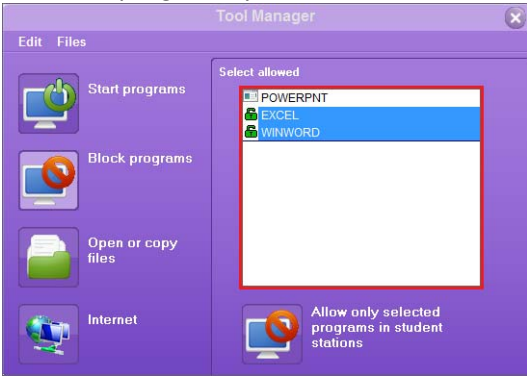

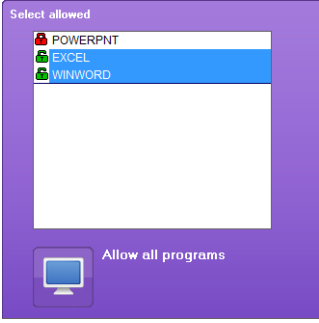

Tool Manager

Open the Tool Manager	Click the <i>Tool Manager</i> button to open the Tool Manager window. 
------------------------------	--


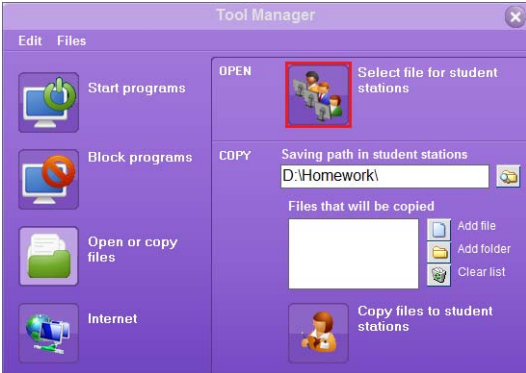
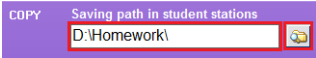




Start Programs

Select students	Click on the <i>students</i> to select them to start an application. 
Select the applications	<p>Select the applications you want to start.</p>  <p>Selected applications will be shown in blue.</p>
Start in own station	Click on the <i>Start in own station</i> icon to start the selected applications in your own station. 
Start in student stations	Click on the <i>Start in student stations</i> icon to start the selected applications in the students' stations. 

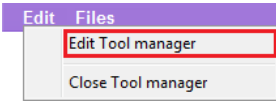
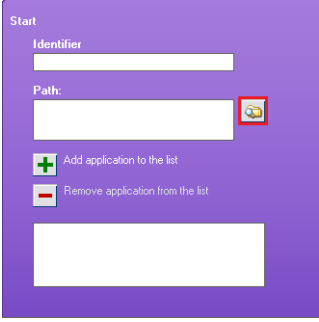

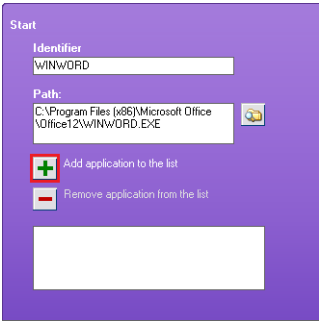
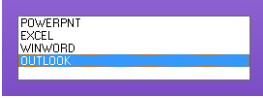

Block Programs

<p>Block programs</p>	<p>Click on the <i>Block programs</i> icon to view the options for blocking programs.</p> 
<p>Select the applications</p>	<p><i>Select the programs</i> you want to allow.</p>  <p>Selected programs will be shown in blue.</p>
<p>Block the programs</p>	<p>Click on the <i>Allow only selected programs in student stations</i> icon to block all other programs.</p>  <p>The allowed programs are marked with a <i>green open lock</i> icon. The blocked programs are marked with a <i>red closed lock</i> icon.</p>  <p>Click the <i>screen</i> icon to allow all programs.</p>  <p>This action has to be performed when programs other than the ones currently blocked, need to be blocked.</p>


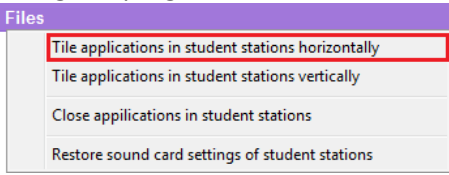
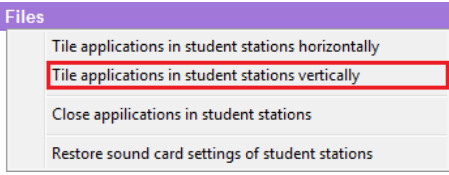
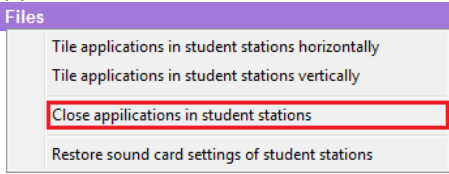
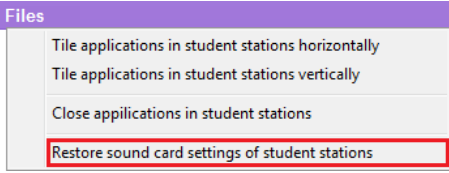
Open or Copy Files

Open or copy files	<p>Click on the <i>folder</i> icon to view the <i>Open or copy files</i> window.</p> 
Open file	<p>Click on the <i>Select files for student stations</i> icon to open a file for the students.</p> 
Select saving path for student stations	<p>Enter the <i>UNC</i> path or click the <i>Browse</i> icon to select the saving path for the student stations.</p> 
Add file	<p>Click the <i>Add file</i> icon to add a file to the list that will be copied to the student stations.</p> 
Add folder	<p>Click the <i>Add folder</i> icon to add a folder to the list that will be copied to the student stations.</p> 
Clear list	<p>Click on the <i>Clear list</i> icon to clear the list with files/folders.</p> 
Copy files to student stations	<p>Click on the <i>Copy files to student stations</i> icon to copy all the listed files/folders to the student stations.</p> 



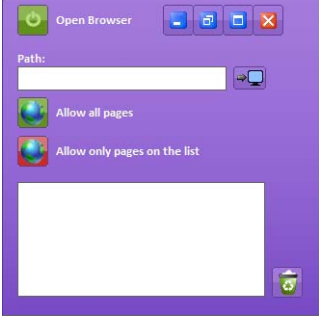





Modifying Tool Manager

<p>Edit Tool Manager</p>	<p>Go to <i>Edit</i> – <i>Edit Tool manager</i> to edit the tool manager’s program list.</p> 
<p>Open application</p>	<p>Click on the <i>Browse</i> icon to select an application.</p>  <p>Click <i>Open</i> to open the selected application.</p>
<p>Add application to the list</p>	<p>Enter the <i>desired name</i> for the application in the identifier space.</p>  <p>Click on the <i>Add</i> icon to add the application to the list.</p> 
<p>Remove application from the list</p>	<p>Select the <i>application</i> you want to remove from the list.</p>  <p>Selected applications will be shown in blue.</p> <p>Click on the <i>Remove</i> icon to remove the selected application from the list.</p> 


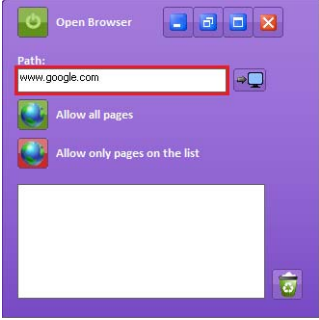



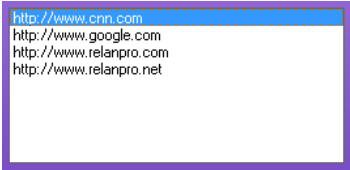

Control Students' Applications

<p>Select students</p>	<p>Click on the <i>students</i> to select them to control their applications.</p> 
<p>Tile applications in student stations</p>	<p>Click on <i>Files – Tile applications in student stations horizontally</i> to arrange all programs in the student stations horizontally.</p>  <p>Go to <i>Files – Tile application in student stations vertically</i> to arrange all programs in the student stations vertically.</p> 
<p>Close applications in student stations</p>	<p>Go to <i>Files – Close applications in student stations</i> to close all applications in the student stations.</p> 
<p>Restore sound card settings of student stations</p>	<p>Go to <i>Files – Restore sound card settings of student stations</i> to restore the sound card settings of the student stations.</p> 

Internet Controls

Internet settings	<p>Click on the <i>Internet</i> icon to view the internet window.</p> 
Select students	<p>Click on the <i>students</i> to select them for browsing.</p> 
Browser controls	
	 <i>Open</i> the ReLANproBrowser
	 <i>Minimize</i> the ReLANproBrowser
	 <i>Restore</i> the ReLANproBrowser to previous size
	 Set the ReLANproBrowser in <i>full screen</i> mode
	 <i>Close</i> the ReLANproBrowser








Internet Pages


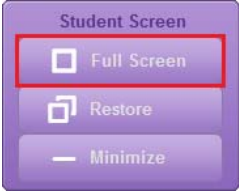



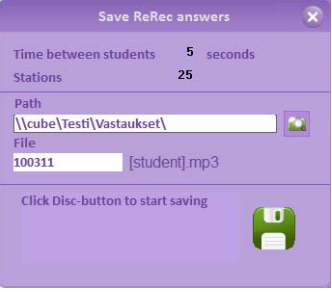
Internet settings	<p>Click on the <i>Internet</i> icon to view the internet window.</p> 
Add internet page	<p>Enter the <i>path</i> for the web pages in the Path bar.</p> 
	<p>Click on the <i>Add</i> icon to add the page to the list and send it to the selected students.</p> 
Allow all pages	<p>Click on the <i>green world globe</i> icon to allow all web pages to be accessed.</p> 
Allow only pages on the list	<p>Click on the <i>red world globe</i> icon to only allow pages that are on the list.</p> 
Delete pages from the list	<p>Click on a <i>page</i> from the list to select it.</p> 
	<p>Click on the <i>Recycle bin</i> icon to delete the selected page from the list.</p> 

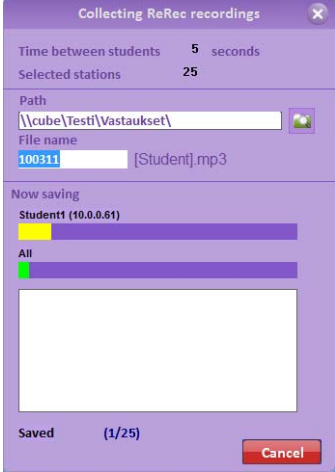




Using Digital Files

Digital Audio – Video (ReRec)


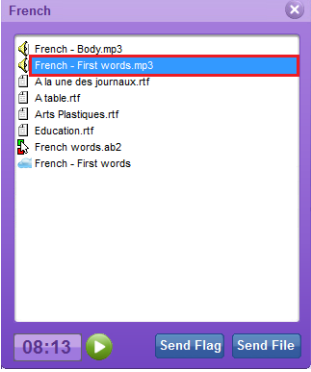
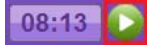


Controlling Students' Recorders

<p>Open ReRec Controller</p>	<p>Click on the <i>green</i> icon to open the ReRec Controller and ReRec Recorder in the selected students stations.</p> 	
<p>Controlling students' recorders</p>	<p>Use the <i>Recorder</i> buttons to control the selected students' recorders.</p> 	
	 <p>REC</p>	<p>Starts recording student's voice When paused, click REC to resume playing and recording.</p>
	 <p>Play</p>	<p>Starts playing</p>
	 <p>Pause</p>	<p>Pauses file</p>
	 <p>Stop</p>	<p>Stops playing and recording function</p>
	 <p>Back</p>	<p>Rewinds media file to start</p>

		<p>Creates a GAP in the file. Click it again to end the GAP.</p> <p>Note: the GAP button only works when the record function is activated.</p> <p>With the GAP button you can add blank spaces inside an audio or video exercise. Your original file will remain unchanged, but students can use the GAP to translate or answer certain questions.</p> <p>The GAP button will not stay pressed, because different stations use different GAP points.</p>
<p>Controlling students' screens</p>	<p>Click on the <i>Full Screen</i> icon to show the ReRec window in full screen in the selected student stations.</p> 	
	<p>Click on the <i>Restore</i> icon to restore the size of the ReRec window in the selected student stations.</p> 	
	<p>Click on the <i>Minimize</i> icon to minimize the ReRec window in the selected student stations.</p> 	
<p>Save recording</p>	<p>Click on the <i>Save</i> icon to save the recordings of the selected students.</p> 	
	<p>Click on the <i>Disc</i> button to start saving the files.</p>  <p>Change the settings for saving files if you wish.</p>	


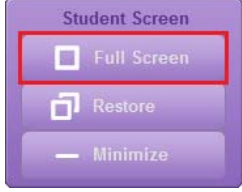
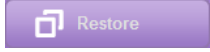


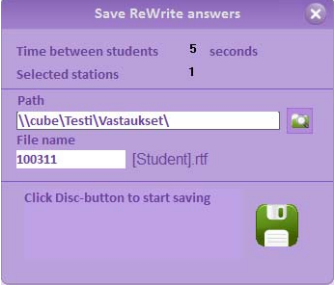
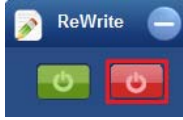
	<p>Progress</p> 
<p>Cancel saving</p>	<p>Click <i>Cancel</i> to cancel saving.</p> 
<p>Delete student recordings</p>	<p>Click the <i>Recycle bin</i> icon to delete selected students' recordings.</p>  <p>Answer <i>YES</i> when the computer asks '<i>Do you want to delete student recordings?</i>' or <i>NO</i> if you do not want to delete the student recordings.</p>  <p>Make sure you know what happens when you press this button since it will delete all prerecorded student voice from their local computer. Already saved answers will remain untouched!</p>
<p>Close students' ReRec</p>	<p>Click on the <i>red</i> icon in the ReRec program window to close the selected students' ReRec.</p> 

Sending Digital Audio – Video Files


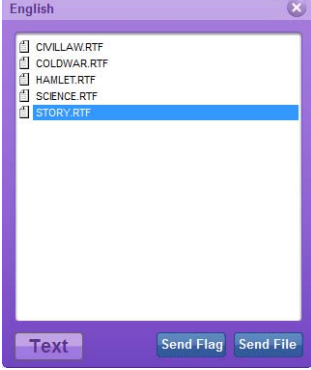

<p>Select the flag</p>	<p>Click on the desired <i>flag</i>.</p> 
<p>Select file</p>	<p>Click on the desired <i>audio/video file</i>.</p>  <p>The file list can include different types of files, such as:</p> <ul style="list-style-type: none"> - Sound files - Video files - Text files - Multiple Choice files - Cloud files
<p>Listen to file</p>	<p>Click the <i>Play</i> button to listen/watch the file.</p> 
<p>Send file</p>	<p>Click on <i>Send File</i> to send the selected file to the selected students' ReRec.</p> 
<p>Send flag</p>	<p>Click on <i>Send Flag</i> to send all files from the file list to the selected students' ReRec and allow students to work with the material linked to the flag independently.</p>  <p>When the file is sent to the students, ReRec will open automatically.</p> <p><i>A flag can be removed by pressing "Shift+Send Flag"</i></p>

Text Files (ReWrite)


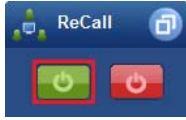
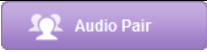
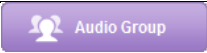


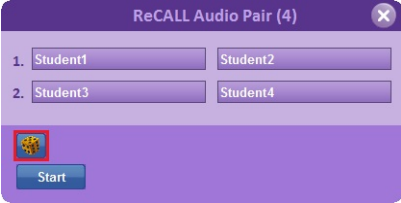



Controlling Students' Text Editors



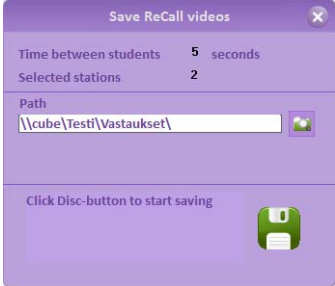
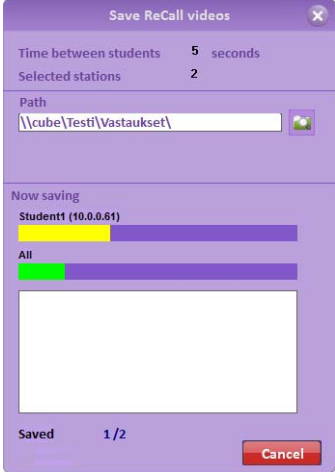

<p>Open ReWrite Controller</p>	<p>Click on the <i>green</i> icon to open the ReWrite Controller and ReWrite Editor in the selected student stations.</p> 
<p>Controlling students' screen</p>	<p>Click on the <i>Full Screen</i> icon to show the ReWrite window in full screen in the selected student stations.</p>  <p>Click on the <i>Restore</i> icon to restore the size of the ReWrite window in the selected student stations.</p>  <p>Click on the <i>Minimize</i> icon to minimize the ReWrite window in the selected student stations.</p> 
<p>Save text file</p>	<p>Click on the <i>Save</i> icon to save the selected students' text files.</p>  <p>Click on the <i>Disc</i> button to start saving the files.</p>  <p>Change the settings for saving files if you wish.</p>
<p>Close students' ReWrite</p>	<p>Click on the <i>red</i> icon in the ReWrite program window to close the selected students' ReWrite.</p> 



Sending Text Files

<p>Select the flag</p>	<p>Click on the desired <i>flag</i>.</p> 
<p>Select file</p>	<p>Click on the desired <i>text file</i>.</p> 
<p>Send file</p>	<p>Click on <i>Send File</i> to send the selected file to the selected students' ReWrite.</p>  <p>When the file is sent to the students, ReWrite will open automatically.</p>

Group Conference (ReCall)


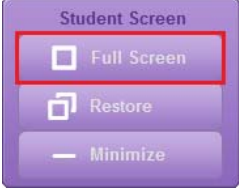




<p>Select students for Chat Pairing</p>	<p>Click on the <i>students</i> to select them for Chat Pairing.</p> 	
<p>Launch ReCall</p>	<p>Click on the <i>green</i> icon in the ReCall program window to launch the program in the selected student stations and in the teacher station.</p> 	
		<p>Create Audio Pair</p>
		<p>Create Audio Group</p>
		<p>Create Video Pair</p>
	<p>Create Video Group</p>	
<p>Create pair</p>	<p>After selecting pairs: Click on the <i>dice</i> to randomize the pairs or click on a <i>student</i> to switch them with another student.</p> 	
	<p>Click on the <i>Start</i> icon to start Audio Pairing.</p> 	
<p>Record Audio/Video</p>	<p>Click on the <i>Record Audio</i> icon to record audio while Audio Pairing/Grouping.</p> 	
	<p>Click on the <i>Record Video</i> icon to record video when Video Pairing/Grouping.</p> 	

Save recording	<p>Click on a <i>student</i> to save his/her recording.</p> 
	<p>Click on the <i>Save</i> icon to save the recorded audio/video of the selected students.</p> 
	<p>Click on the <i>Disc</i> button to begin saving the files of the selected students.</p> 
	<p>Change the settings for saving files if you wish.</p>
Cancel saving	<p>Progress</p> 
	<p>Click <i>Cancel</i> to cancel saving.</p> 


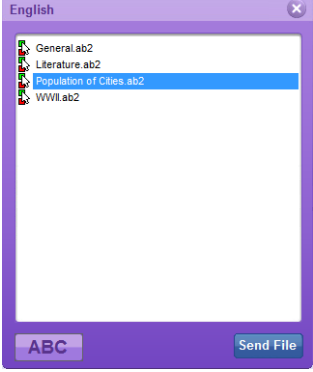

Stop pairing/group	Click on the <i>Stop</i> icon to stop pairs or end the group. 
Close ReCall	Click on the <i>red</i> icon in the ReCall program window to close the selected students' ReCall. 

Automatic Tests (ReABC)

Controlling Students' ABC Programs

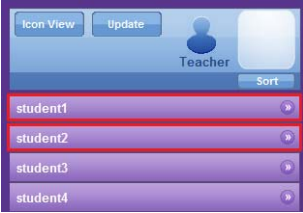


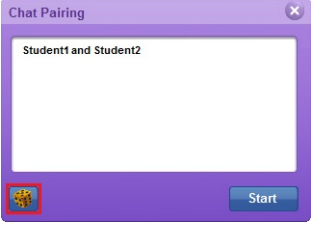


Open ReABC Controller	<p>Click on the <i>green</i> icon to open the ReABC Controller and the ReABC Programs in the selected student stations.</p> 											
Controlling students' screen	<p>Click on the <i>Full Screen</i> icon to show the ReABC window in full screen in the selected student stations.</p> 											
	<p>Click on the <i>Restore</i> icon to restore the size of the ReABC window in the selected student stations.</p> 											
	<p>Click on the <i>Minimize</i> icon to minimize the ReABC window in the selected student stations.</p> 											
	<p>A side window will show which files have been saved, the names of the students, and their results and the time it took them to finish all questions.</p>  <table border="1" data-bbox="794 1373 1099 1451"> <thead> <tr> <th>Name</th> <th>File</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td>Student1</td> <td>Population of Citi</td> <td>14/20, 1mir</td> </tr> <tr> <td>Student2</td> <td>Population of Citi</td> <td>20/20, 48 s</td> </tr> <tr> <td>Student3</td> <td>Population of Citi</td> <td>18/20, 40 s</td> </tr> </tbody> </table>	Name	File	Result	Student1	Population of Citi	14/20, 1mir	Student2	Population of Citi	20/20, 48 s	Student3	Population of Citi
Name	File	Result										
Student1	Population of Citi	14/20, 1mir										
Student2	Population of Citi	20/20, 48 s										
Student3	Population of Citi	18/20, 40 s										
Close ReABC	<p>Click on the <i>red</i> icon in the ReABC program window to close the selected students' ReABC.</p> 											

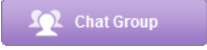


Sending ABC Files

<p>Select the flag</p>	<p>Click on the desired <i>flag</i>.</p> 
<p>Select file</p>	<p>Click on the desired <i>ABC file</i>.</p> 
<p>Send file</p>	<p>Click the <i>Send File</i> button to send the selected file to the selected students' ReABC.</p>  <p>When the file is sent to the students, ReABC will open automatically.</p>


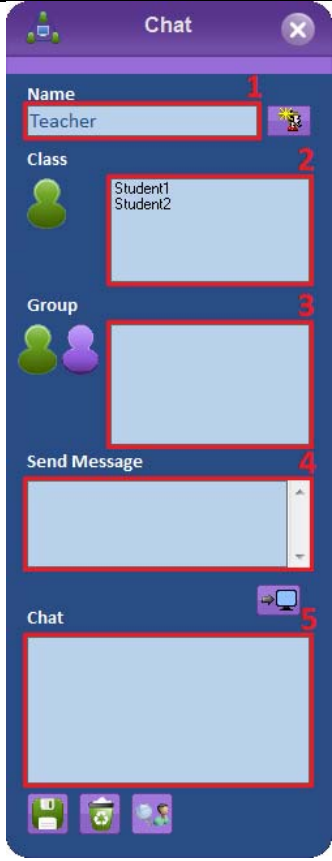






Text Chat (ReChat)

Creating Chat Pairs – Groups


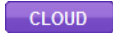


<p>Select students for chat pairing</p>	<p>Click on the <i>students</i> to select them for Chat Pairing.</p> 
<p>Launch ReChat</p>	<p>Click on the <i>green</i> icon in the ReChat program window to open the ReChat Controller in the selected student stations.</p> 
<p>Create chat pair</p>	<p>Click on the <i>Chat Pair</i> icon to create a chat pair for the selected students.</p> 
	<p>Click on the <i>Dice</i> to randomize the pairs.</p> 
<p>Select students for a chat group</p>	<p>Click on the <i>Start</i> button to start chat pairing.</p> 
	<p>Click on the <i>students</i> to select them for a Chat Group.</p> 

Create chat group	<p>Click on the <i>Chat Group</i> icon to create a chat group for the selected students.</p> 
Stop chat pairing/groups	<p>Click the <i>Stop</i> icon to stop the chat pairs and groups.</p>  <p>The chat window will remain open, but the chat pairs and groups will end.</p>
Close ReChat	<p>Click on the <i>red</i> icon in the ReChat program window to close the selected students' ReChat.</p> 

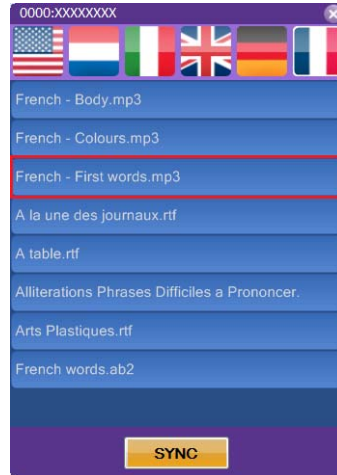
Chatting with Students

<p>Open ReChat</p>	<p>Click on the <i>Teacher</i> icon to open the teacher's ReChat.</p> 	
<p>ReChat controls</p>		<ol style="list-style-type: none"> 1. Name: Type the name you want to be visible to other people into the <i>Name</i> textbox and click on the <i>name</i> button.  2. In the Class frame you will see which students have the ReChat program running. 3. Select which Class frame students you want to chat with. You can see the students of your chat group in the Group frame. 4. Type your message in Message textbox.  Click the <i>send</i> button or press the Enter key to send your message to the people of your chat group. <ol style="list-style-type: none"> 5. You will see your message and messages you receive in the Chat textbox below.
		<p>Click the <i>save</i> button to save the messages in the Chat textbox to a text file.</p>
		<p>Click the <i>clear</i> button to clear the Chat textbox.</p>
		<p>Click the <i>Observe all</i> button to see all messages sent within the class (including those from students not in your group and from students who did not select you as a receiver).</p>
		<p>Click the <i>Observe all</i> button again to only see the messages sent in your group.</p>

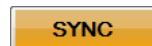
Using ReLANpro Cloud

<p>Introduction ReLANpro Cloud</p>	<p>The ReLANpro Cloud Learning platform is your key to the future of learning. It brings teachers and students freedom without boundaries or wires. Teach and learn anywhere and anytime on any platform, and enjoy a real flipped class experience. The platform offers a smart combination of apps for PC, Mac, tablet and smartphone.</p> <p>Go to www.ReLANpro.net for more information and click on “Solutions – Cloud Learning”.</p>  <p>http://ReLANpro.net/?page_id=403</p>
<p>Start Cloud</p>	<p>After the Cloud settings have been selected, the Cloud settings window will show a Cloud button.</p>  <p>Click on the <i>Cloud</i> button in the main window to open the Cloud Connector. The Cloud Connector will connect your classroom language lab to the ReLANpro Cloud server.</p> <p>Please be patient: opening the Cloud Connector might take a while depending on your internet speed and the number of files.</p>
<p>Select lesson</p>	<p>Lesson material that is uploaded to the ReLANpro Cloud by the Cloud Manager will become available for download/synchronization.</p> <p>Click on the desired <i>flag</i>.</p>  <p>Click on the desired <i>lesson set</i>.</p> 

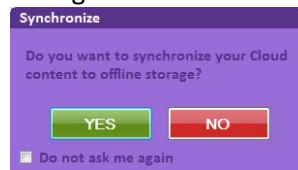
Click on the desired *lesson material* to download it. After downloading it will become available on the network share.



Click on the *SYNC* button to synchronize all lesson sets and lesson material available from the ReLANpro Cloud.

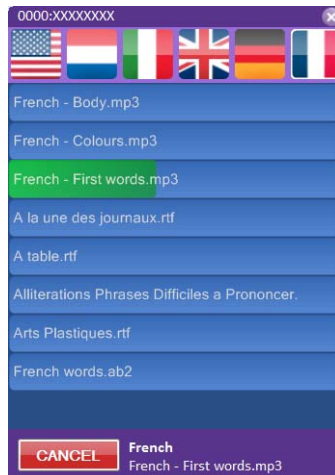


Answer *YES* when the computer asks '*Do you want to synchronize your Cloud content to offline storage?*' or *NO* if you do not want to synchronize your Cloud content to offline storage.



Check the box '*Do not ask me again*' to prevent this message from showing again.

- The lesson material that is downloading will fill up in green.
- Synchronizing will start running from the first language, lesson set and lesson material and continue from there. Already downloaded material will be skipped.



The time it takes to download lesson material depends on your internet speed and the number of files. Please be aware that this might take a while.

Warning

Do not interrupt downloading/synchronizing!

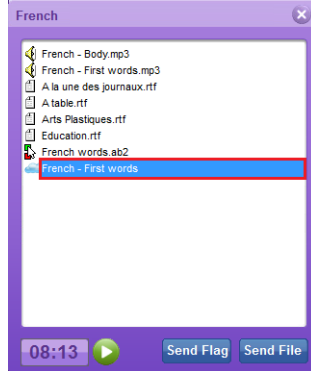
If the Cloud Connector is closed or synchronization is canceled while lesson material is being downloaded/synchronized, your lesson material is incomplete and might not be usable!

Open Cloud lesson material

Click on the desired *flag* in the Library.

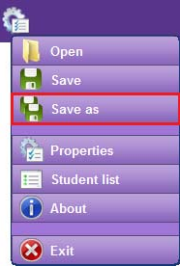




Lesson material that is being downloaded/synchronized from your ReLANpro Cloud will be marked with a *cloud* icon. ☁

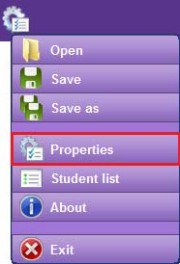




Settings

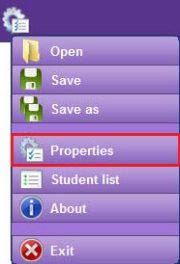

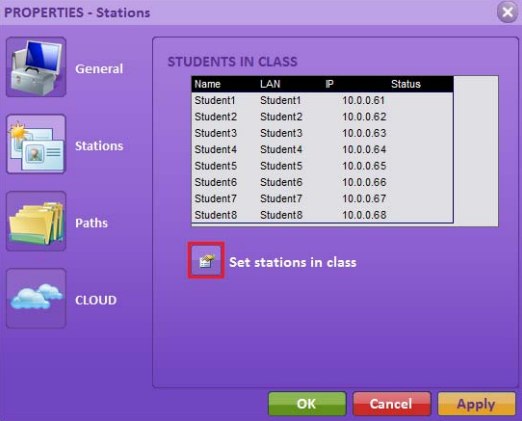

Classroom Profile

Warning	It is advisable not to change the settings of the software. Changing the settings could negatively affect the use of the software!
Save classroom profile	Click on <i>File – Save As</i> to save the class appearance and properties. 
	Enter a name for the profile. 
	Click <i>Save</i> to save the profile or <i>Cancel</i> to not save the profile. 
	The administrator might have disabled this option.

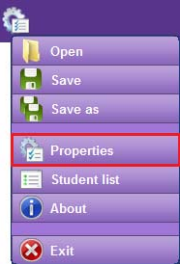

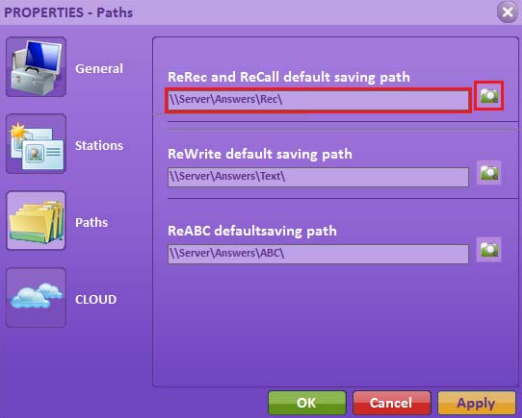

General

Warning	<p>It is advisable not to change the settings of the software. Changing the settings could negatively affect the use of the software!</p>
Open properties window	<p>Click on <i>File – Properties</i> to open the Properties window.</p> 
General settings	<p>Set the desired <i>language</i> and <i>broadcasting settings</i>.</p> 
Save changes	<p>Click <i>Apply</i> and <i>OK</i> to save the changes that have been made to the general settings or <i>Cancel</i> to keep the current settings.</p> 







Stations

Warning	It is advisable not to change the settings of the software. Changing the settings could negatively affect the use of the software!																																				
Open properties window	<p>Click on <i>File – Properties</i> to open the Properties window.</p> 																																				
Stations settings	<p>Click on the <i>Stations</i> icon to view the stations settings.</p> 																																				
Add all stations to class	<p>Click on the <i>Set stations in class</i> button to add all stations to the class.</p>  <table border="1" data-bbox="735 1032 1082 1189"> <thead> <tr> <th>Name</th> <th>LAN</th> <th>IP</th> <th>Status</th> </tr> </thead> <tbody> <tr><td>Student1</td><td>Student1</td><td>10.0.0.61</td><td></td></tr> <tr><td>Student2</td><td>Student2</td><td>10.0.0.62</td><td></td></tr> <tr><td>Student3</td><td>Student3</td><td>10.0.0.63</td><td></td></tr> <tr><td>Student4</td><td>Student4</td><td>10.0.0.64</td><td></td></tr> <tr><td>Student5</td><td>Student5</td><td>10.0.0.65</td><td></td></tr> <tr><td>Student6</td><td>Student6</td><td>10.0.0.66</td><td></td></tr> <tr><td>Student7</td><td>Student7</td><td>10.0.0.67</td><td></td></tr> <tr><td>Student8</td><td>Student8</td><td>10.0.0.68</td><td></td></tr> </tbody> </table>	Name	LAN	IP	Status	Student1	Student1	10.0.0.61		Student2	Student2	10.0.0.62		Student3	Student3	10.0.0.63		Student4	Student4	10.0.0.64		Student5	Student5	10.0.0.65		Student6	Student6	10.0.0.66		Student7	Student7	10.0.0.67		Student8	Student8	10.0.0.68	
Name	LAN	IP	Status																																		
Student1	Student1	10.0.0.61																																			
Student2	Student2	10.0.0.62																																			
Student3	Student3	10.0.0.63																																			
Student4	Student4	10.0.0.64																																			
Student5	Student5	10.0.0.65																																			
Student6	Student6	10.0.0.66																																			
Student7	Student7	10.0.0.67																																			
Student8	Student8	10.0.0.68																																			
Add stations	<p>Click <i>Apply</i> and <i>OK</i> to add all stations to the class or <i>Cancel</i> to not add the stations to the class.</p> 																																				

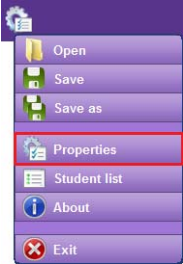

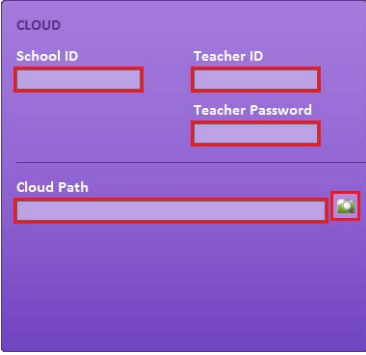

Paths

Warning	It is advisable not to change the settings of the software. Changing the settings could negatively affect the use of the software!
Open properties window	<p>Click on <i>File – Properties</i> to open the Properties window.</p> 
Path settings	<p>Click on the <i>Paths</i> icon to view the path settings.</p> 
Select default saving path	<p>Enter the <i>UNC path</i> or click on the <i>Browse</i> icon to select the network share on the server.</p> 
Save changes	<p>Click <i>Apply</i> and <i>OK</i> to save the changes that have been made to the path settings or <i>Cancel</i> to keep the current settings.</p> 

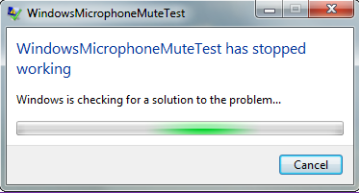
Setting Language Library

Warning	It is advisable not to change the settings of the software. Changing the settings could negatively affect the use of the software!
Set flag	<p>Right Click on an icon on the left side of the screen under the LIBRARY window to show the window with language flags.</p> 
	<p>Click on the <i>flag</i> for the language you are about to install.</p>  <p>For instance: if you are setting up a path that directs to French exercises you choose the French flag.</p>
	<p>Click on <i>Others</i> to select a language spoken outside of Europe.</p> 
Select folder	<p>Enter the <i>UNC path</i> or click on the <i>Browse icon</i> to select the network share on the server containing the French language files.</p> 
Erase selected flag	<p>Click on the <i>Recycle Bin</i> icon to erase the selected flag.</p> 
Set the flag	<p>Click <i>Apply</i> and <i>OK</i> to set the flag or <i>Cancel</i> to not set the flag.</p> 

Cloud

<p>Note</p>	<p>You only need to set up these Cloud settings when a ReLANpro Cloud server is available for your organization/school.</p>
<p>Open properties window</p>	<p>Click on <i>File – Properties</i> to open the Properties window.</p> 
<p>Cloud settings</p>	<p>Click on the <i>Cloud</i> icon to view the Cloud settings.</p>  <p>Enter the <i>School ID</i>, <i>Teacher ID</i>, <i>Teacher Password</i> and <i>Cloud Path</i>.</p>  <p>School ID</p> <ul style="list-style-type: none"> - Unique, four digit number that represents your ReLANpro Cloud server <p>Teacher ID</p> <ul style="list-style-type: none"> - ReLANpro Cloud teacher login name <p>Teacher Password</p> <ul style="list-style-type: none"> - ReLANpro Cloud teacher password <p><i>The above information consists of the same details used when logging in to the ReLANpro Cloud Manager</i></p>
<p>Save changes</p>	<p>Click <i>Apply</i> and <i>OK</i> to save the changes that have been made to the Cloud settings or <i>Cancel</i> to keep the current settings.</p> 

Messages

Description	Solution
	See the network administrator for help
“Observing selected” students’ screen is grey or black but control buttons in top right corner are available	See the network administrator for help
Keyboard and mouse block and lock functions do not work	See the network administrator for help
Student computers do not appear in the main teacher window	See the network administrator for help
Cannot save student answers	See the network administrator for help
Analog broadcast cannot send out screen and/or sound	See the network administrator for help