

Sending and Collecting Files using NetSupport School

Lock student computers.

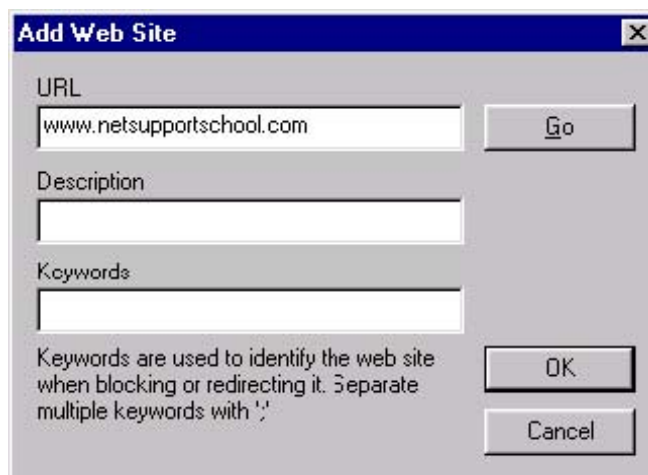
1. From the Toolbar choose Lock.
2. A graphic will appear on the Client workstation informing them that you have locked their mouse and keyboard.

Limit websites to approved only.

1. Click the Web Control icon on the left hand side of the Control Window (3rd icon down).



2. Click on + to add a url to your Approved Sites list.
3. The Add Web Site dialog will appear.

The 'Add Web Site' dialog box has a title bar with 'Add Web Site' and a close button. It contains three text input fields: 'URL' (with 'www.netsupportschool.com' entered), 'Description', and 'Keywords'. To the right of the URL field is a 'Go' button. Below the input fields are 'OK' and 'Cancel' buttons. A note at the bottom states: 'Keywords are used to identify the web site when blocking or redirecting it. Separate multiple keywords with ','.

4. Type in the website address under URL, i.e. www.netsupportschool.com
**To prohibit web access type localhost*

5. Click "GO" to check that the url website address is correct.
6. Click OK.
7. Click the third button from the left under the "Approved Sites" box to activate the list.

Limit applications to approved only.

1. Click the Application Control icon on the left hand side of the Control Window (4th icon down).



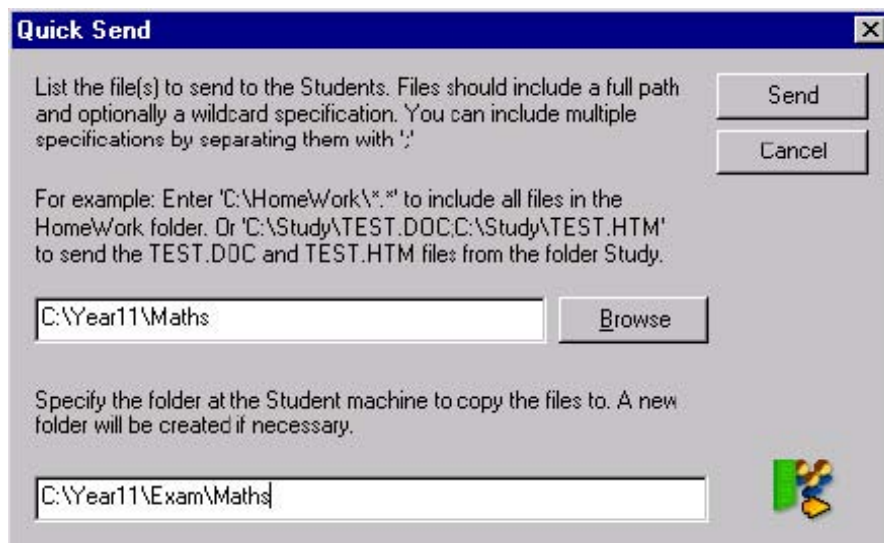
2. Click the + sign at the top of the "Approved Applications" list and browse to those applications you want to allow.
3. Click the third button from the left under the "Approved Applications" box to activate the list.

Commonly-used applications and their full paths:

- Windows explorer (C:\WINDOWS\explorer.exe) -- **required**
- Internet Explorer (C:\Program Files\Internet Explorer\iexplore.exe)
- Microsoft Excel (C:\Program Files\Microsoft Office\OFFICE11\excel.exe)
- Microsoft Word (C:\Program Files\Microsoft Office\OFFICE11\winword.exe)
- Equation Editor (C:\Program Files\Common Files\Microsoft Shared\EQUATION\eqnedt32.exe)
- Calculator Tool (C:\WINDOWS\system32\calc.exe)

Send file to student computers.

1. Click the Send/Collect icon on the Control toolbar and select the Send Work option.
2. The Quick Send dialog will appear.



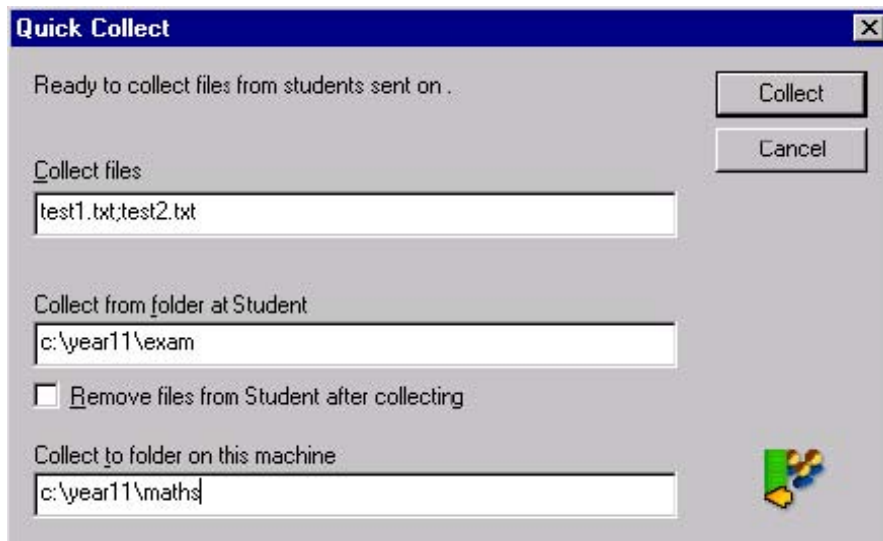
3. Click on the Browse button to locate the file(s).
4. Specify the folder to copy the files to – best practice is to name the folder for your class and section number, i.e. C:\math115b001
5. Click Send.
6. The result of the operation will be displayed for you to check that the work has been sent successfully.
7. Repeat steps until all student computers have received file.

Unlock student computers.

1. From the Toolbar choose Unlock.

Collect file from student computers.

1. Click the Send/Collect icon on the Control toolbar and select the Collect Work option.
2. The Quick Collect dialog will appear.



3. Specify the name of the file to collect.
4. Specify the folder that the file are stored in, i.e. C:\math115b001, and Click on the option to "Remove files from Student after collecting".
5. Specify the folder to collect the file(s) in, i.e. H:\math115b001\Exam 1
6. Click Collect.
7. The result of the operation will be displayed for you to check that the work has been collected successfully.
8. Repeat steps until all student work has been collected.