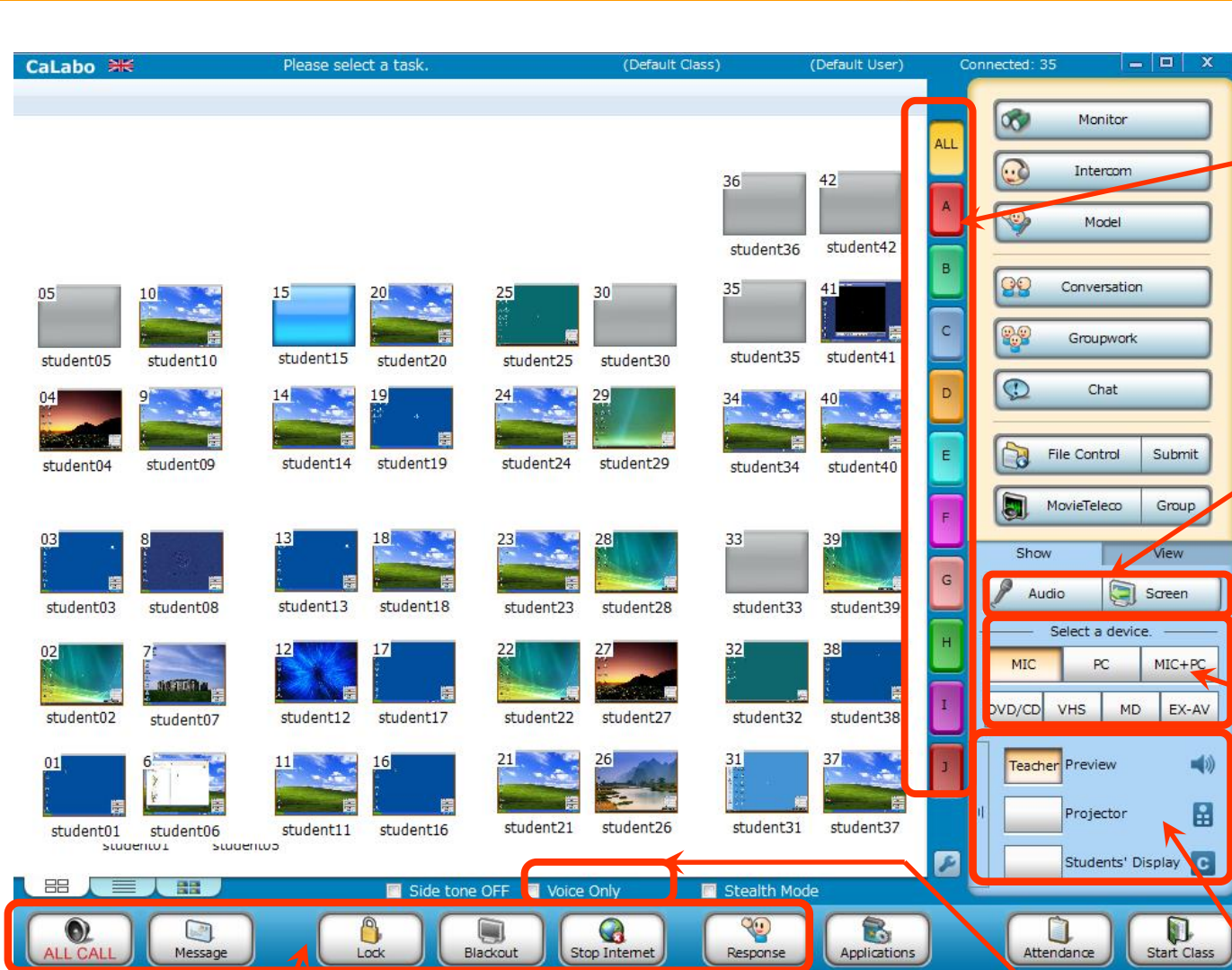# *CaLabo EX Ver.8.2* Quick Reference Card

Group Tap :
Adding student computers to a group by dragging and dropping the student icons onto the group tab for groupwork & Movie Teleco (Group Mode)

[Audio] :
Broadcasting the teacher's sound to students

[Screen] :
Broadcasting both the teacher's screen and audio to students

Source :
Select a sound input source from the Source panel

[MIC]   : Teacher's microphone
[PC]   : Teacher's computer sound
[MIC+PC] :
Teacher's microphone and computer sound are mixed
[AV devices] :
External AV devices' sound

Broadcasting :
Broadcasting a selected source to the specific monitor or screen (Sound is heard from the room speakers)
[Preview]   : Preview Monitor
[Projector]   : Projector
[Students' Display] :
Students' Display

Voice Only Mode :
You can monitor only students' voice during monitor/intercom/model functions.

[ALL CALL]   : Allow teachers to talk to all students.
[Message]   : Sending messages to students
[Lock／Blackout PC] : Locking a student's keyboard & mouse use
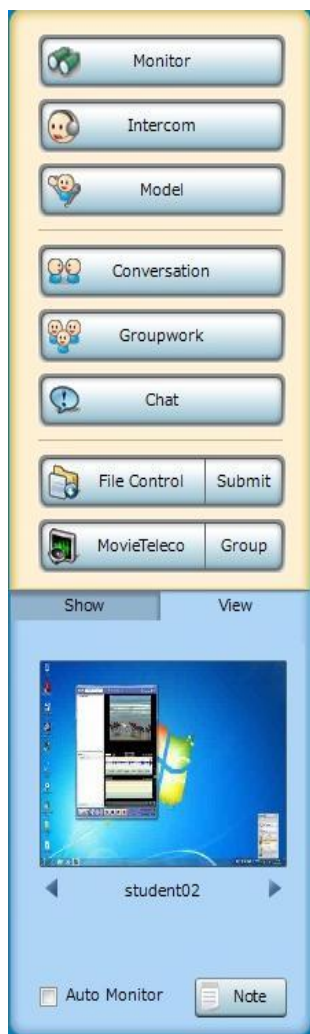[Stop Internet]   : Prohibiting the use of an Internet Web Browser
[「Response]   : Responding to Student Calls

CaLabo EX Ver.8.2 **Quick Reference Card**

[Monitor]:
Monitoring student screens and sound (including auto monitor)

[Intercom]:
Instructing students individually

[Model]:
A student whose screen and voice is being shared to other students.

[Conversation]:
You can choose up to 8 students in one group(random, fixed, vertical /horizontal pair)

[Groupwork]:
Sharing one student desktop for collaboration work, conversation

[Chat]: chat function during pair/group discussions

[File Control] [Submit]:
Sending files to students
Collecting back sent file from the students
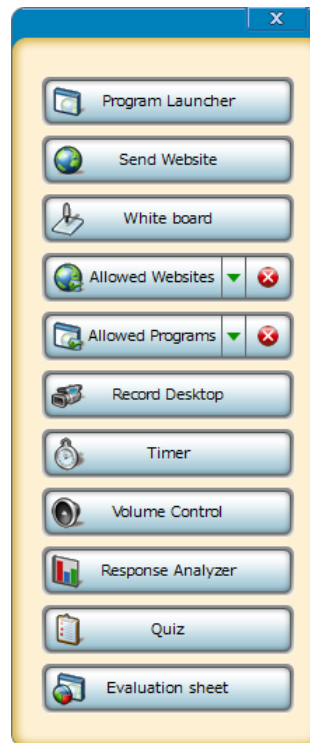Collecting student submitted files from the students

[Movie Teleco]:
Broadcasting audio and video files to students/

View Panel:
Viewing a larger-sized thumbnail of a selected student's screen. You can also take notes for each student.

[Change Class]:
Click the button to switch other class

[Power Control]:
Power ON&OFF／Restart ／Log Off student computers

[Program Launcher]:
Starting a program on student computers

[Send Website]:
Opening specific websites for students

[White board]:
Writing notes and pictures for a lesson on the white board, showing to all students

[Allowed/Restricted Websites]:
Allowing/ Prohibiting specific websites

[Allowed/Restricted Programs]:
Allowing/Prohibiting the use of programs

[Record Desktop]:
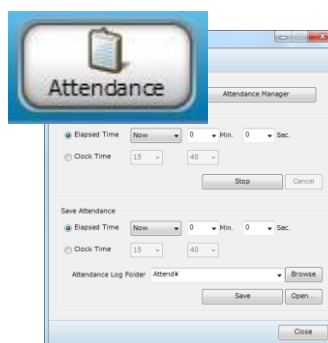Recording the teacher's desktop screen activity for student view

[Timer]:
Timer Settings: set the Timer for a selected restriction

[Volume Control]:
Controlling instructor and student volume

[Response Analyzer]:
Collecting and analyzing student responses

[Quiz]:
Creating a quiz and collecting results from the students.

[Evaluation sheet]:
Creating an evaluation sheet and marking the evaluation criteria

[Take Attendance]: Showing the Attendance dialog on the student computer to let them sign in.

[Attendance Manager]: Viewing attendance history and creating attendance reports

[Stop Attendance]: Stopping taking attendance

[Save Attendance]: The attendance result will be saved in a csv file.