USER GUIDE COOL PLATFORM: MONITORING

JUNE 2020



Contents



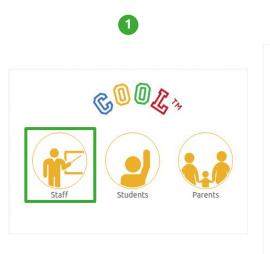
Navigate directly to:

- <u>Teacher login</u>
- Start monitoring
- <u>'Send application'</u>
- <u>'Currently open websites'</u>
- <u>'Lock screen'</u>
- <u>'Send message'</u>
- <u>'Grouping'</u>
- <u>'Picture view'</u>
- <u>'Log overview'</u>
- Stop monitoring

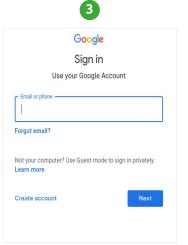


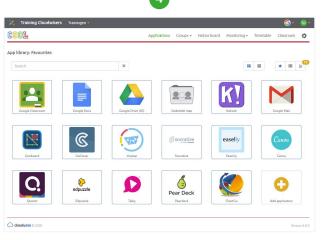
Teacher login

- 1. Choose 'Staff'
- 2. Fill in your username
- 3. Fill in your password
- 4. The COOL Platform will open





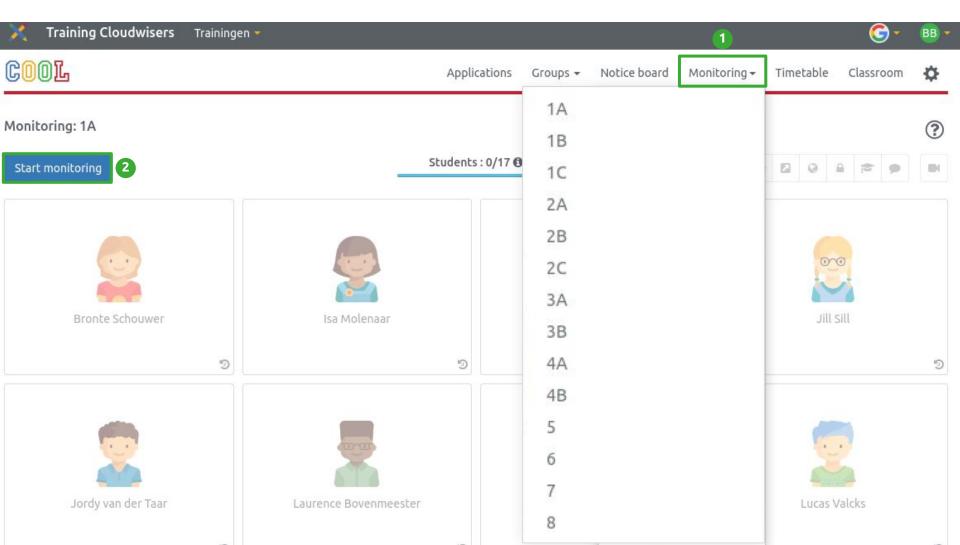






Start monitoring (1)

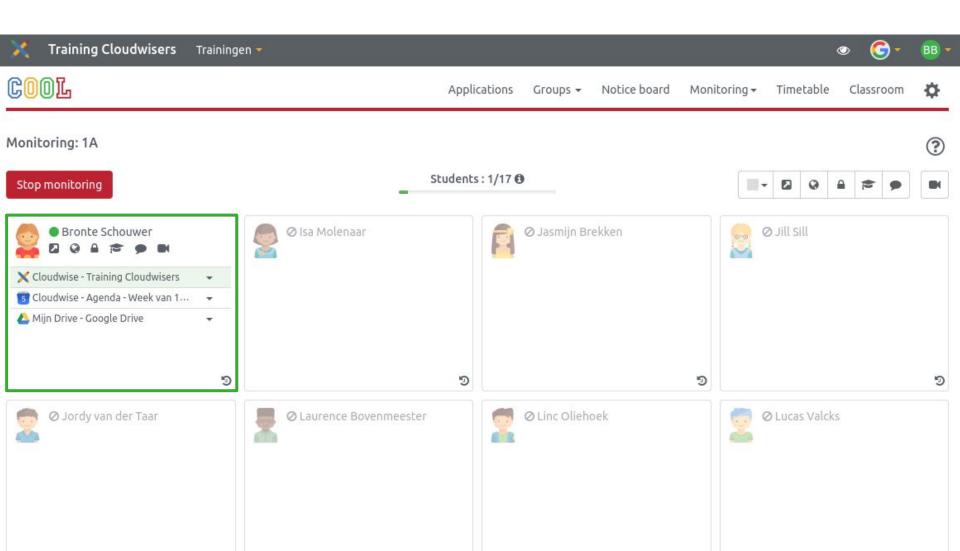
- 1. Open the tab 'Monitoring' and select the group
- 2. Click 'Start monitoring' to activate monitoring





Student overview

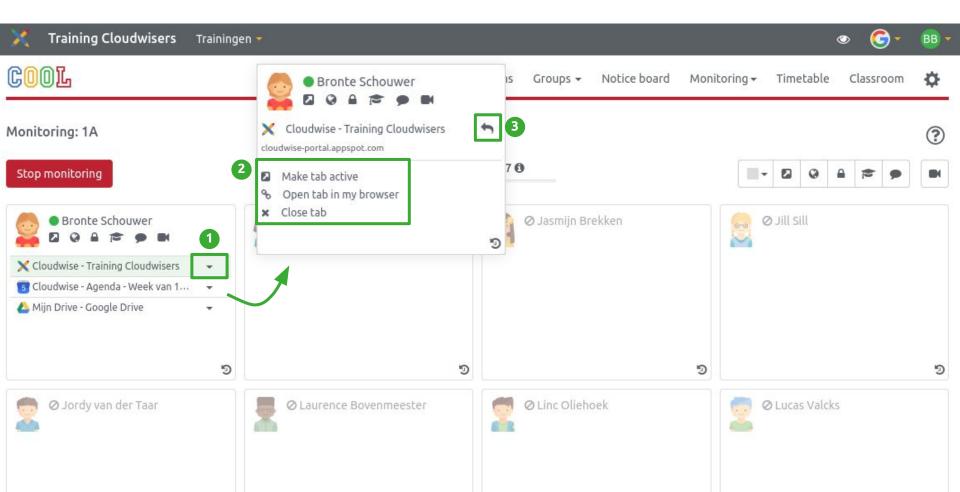
If a student is online, you'll see a green circle next to the student's name





Open tabs: student

- 1. Click the arrow next to an open tab to get a drop down menu
- 2. Now you can 'Make tab active', 'Open tab in my browser' and 'Close tab' for an individual student
- 3. Click the arrow to return to the previous overview

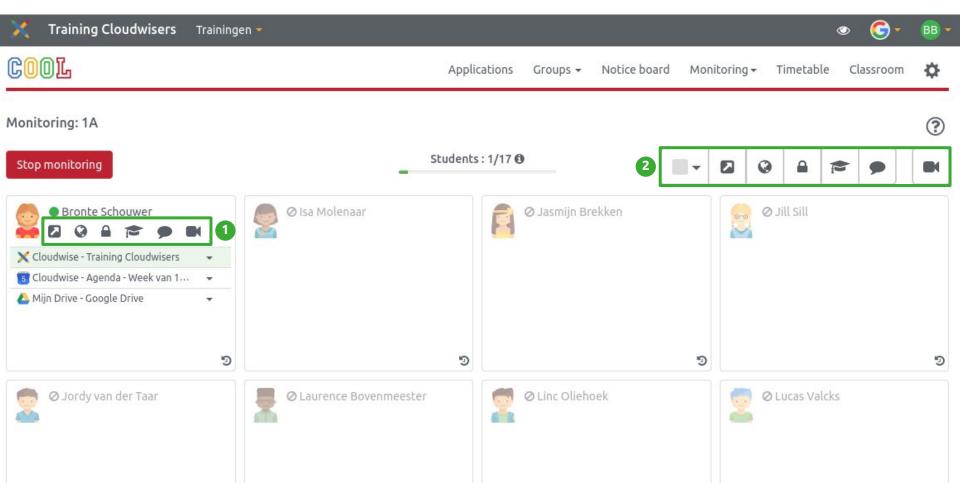




Monitoring options

There are two menus:

- 1. Actions for individual student
- 2. Student group actions



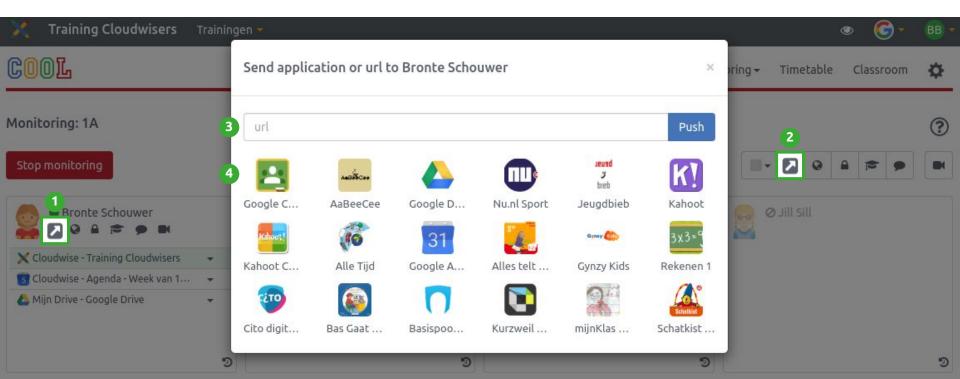


'Send application'

- 1. Click the 'Send application' button to send an application to an individual student
- 2. Click the 'Send application' button to send an application to a student group

You have two options if you want to send an application

- 3. Copy and paste a link to a website
- 4. Choose an application from the platform

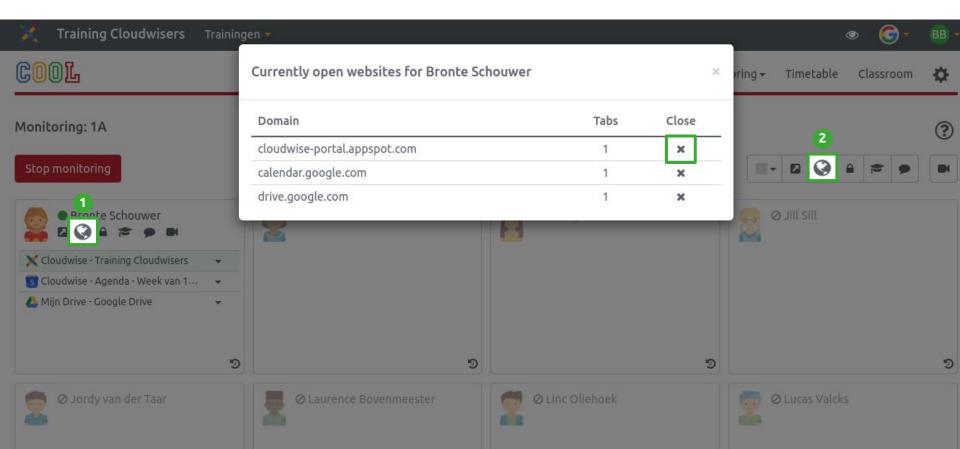




'Currently open websites'

'Currently open websites' is an overview where you can see which tabs are open and which tabs you can close by pressing the 'x'

- 1. Click the 'Currently open websites' button to close a tab for an individual student
- 2. Click the 'Currently open websites' button to close a tab for a student group

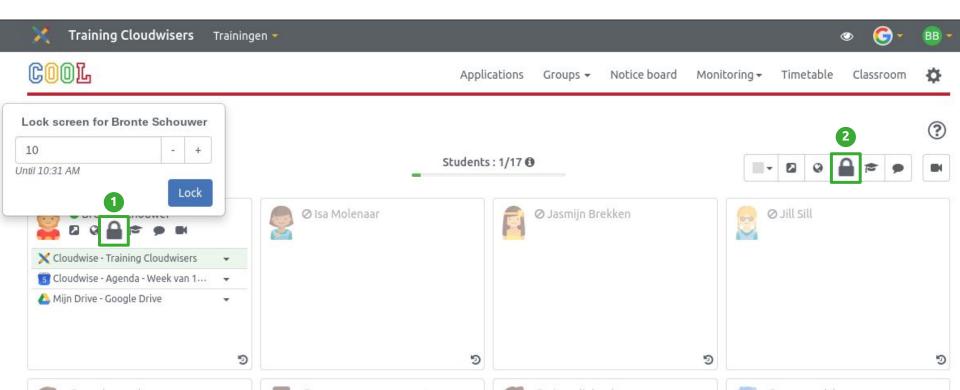




'Lock screen' (1)

'Lock screen' is an option to lock the browser for a student(s) for a period of time

- 1. Click the 'Lock screen' button to lock a browser for an individual student
- 2. Click the 'Lock screen' button to lock a browser fo a student group





'Lock screen' (2)

If the teacher locks the student's browser, their screen looks like this. The student cannot use the Chrome Browser.



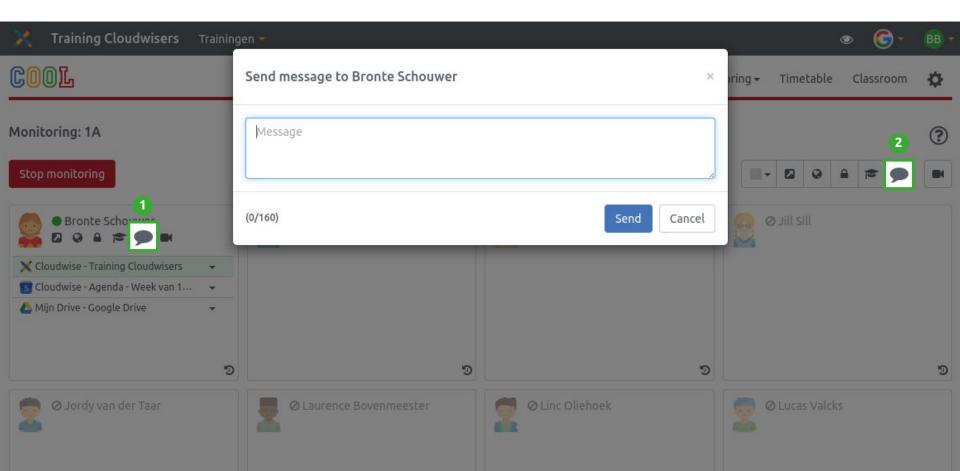
The teacher locked your browser.



'Send message'

'Send message' is a function where you send your student(s) a message in the COOL platform

- 1. Click the 'Send message' button to send an individual message
- 2. Click the 'Send message' button to send a group message

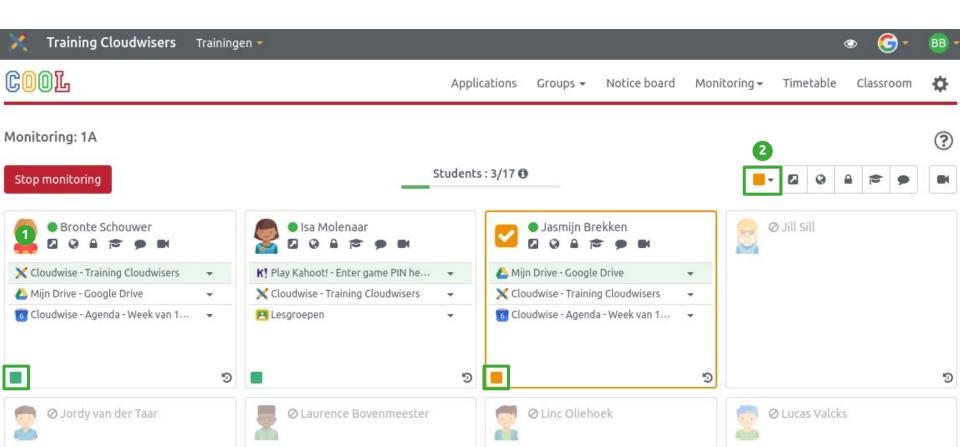




'Grouping'

With 'Grouping' you can send an application to a specific color group

- 1. Click on the avatar or picture to activate grouping. The default color is green
- 2. Switch colors to make more groups and repeat step one to add students to that color group

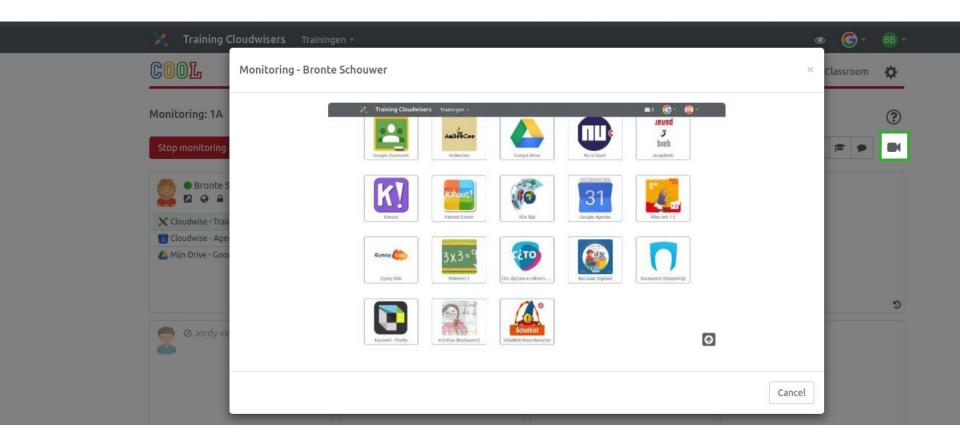




'Picture view': individual student

With 'Picture view' you can see what the student's screen. The picture refreshes every 10 seconds. This function is only possible while monitoring, if the student is online while connected at the school network with a Chrome Browser.

Press the camera button to activate or deactivate for individual student monitoring.

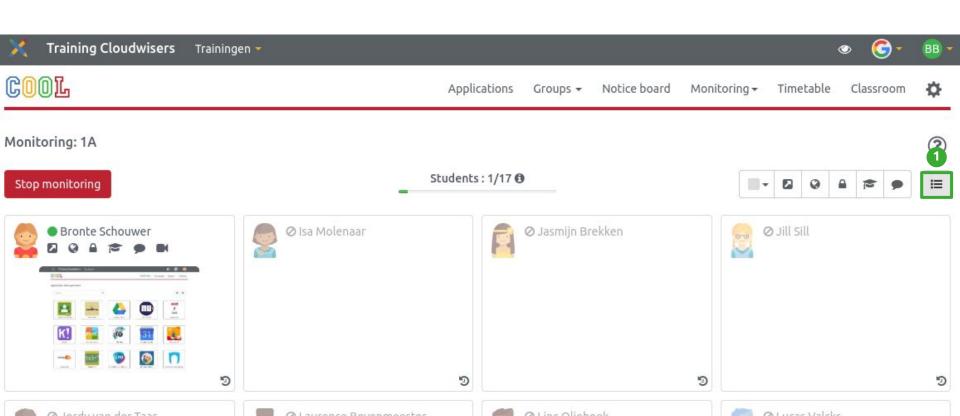




'Picture view': group

Click the camera button to activate group student monitoring

1. Click 'List view' to deactivate group student monitoring

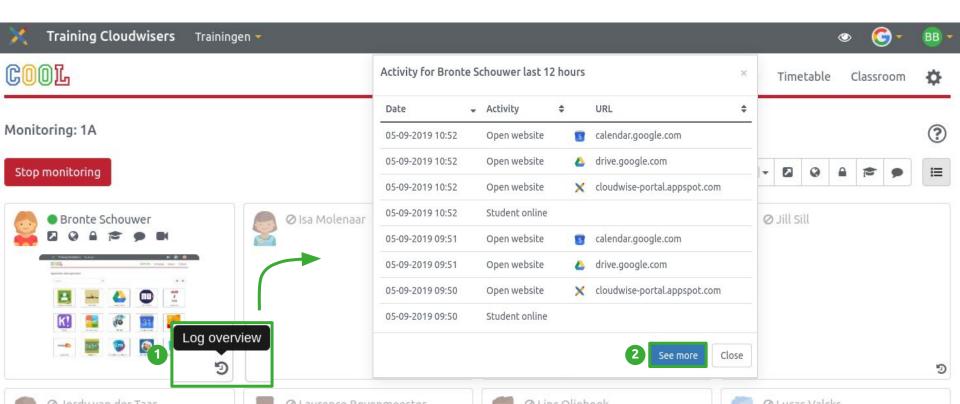




'Log overview'

Use the 'Log overview' to see which website the student has visited in the past 12 hours.

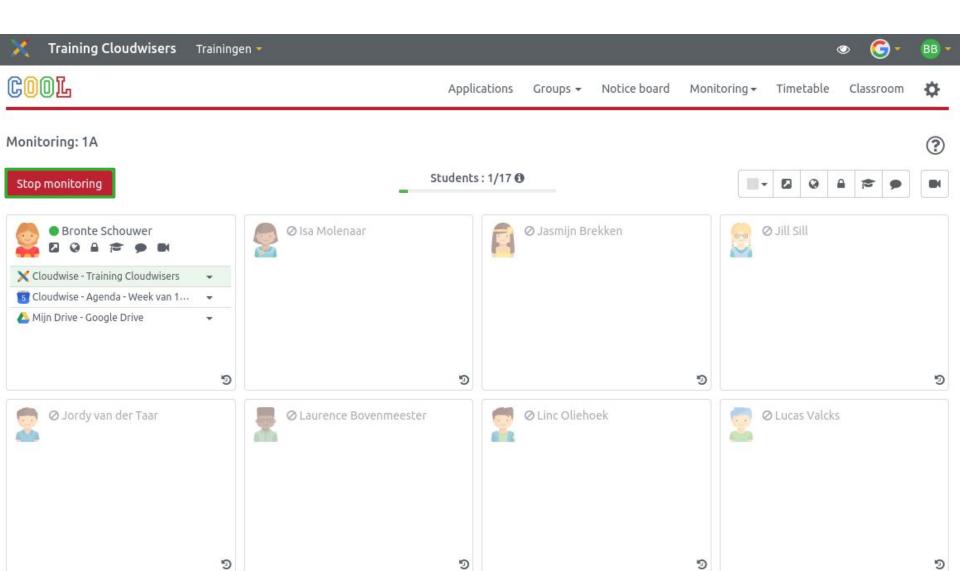
- 1. Click 'Log overview' to open the log overview
- 2. Click 'See more' to open a seven-day overview





Stop monitoring

Click 'Stop monitoring' to stop the monitoring session



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