Tidebreak™

Introducing ClassSpot™

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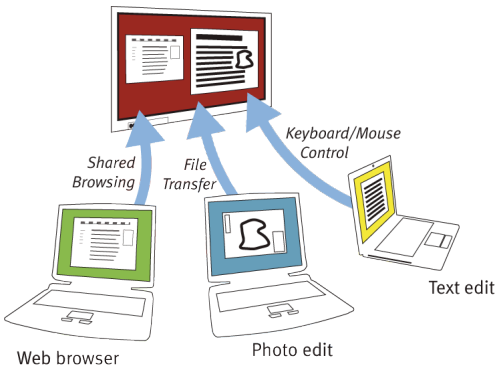
An Introduction to ClassSpot

CLASSSPOT ENABLES INTERACTIVE LEARNING by

encouraging students to participate more fully with faculty and each other in the classroom. With ClassSpot, students can become more actively engaged in the exchange of ideas because they have greater ability to contribute, control, and modify digital content presented in class.

Research has shown that learning performance directly correlates with time spent engaged in meaningful learning activities. ClassSpot promotes performance by enabling new forms of group engagement.

ClassSpot-equipped rooms enable any student to instantly share their work or other digital content. They can send files or websites over the network to any large display system in the classroom. Any student can then easily interact with the material on the screen by simply moving their mouse on to a screen to take gain access to it.



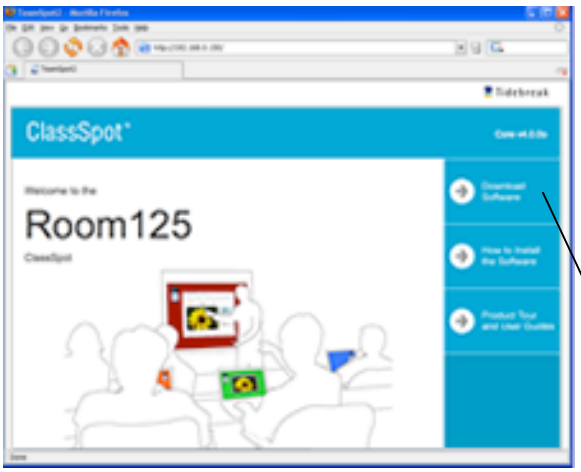
Using ClassSpot on any public display screen in the classroom students might:

- open one or more web pages to support a point they are making, allowing others to then explore links from the page to further develop their own opinions
- take turns translating foreign language passages, even offering competing interpretations for particular sections
- manipulate a simulated financial model spreadsheet, breaking off in small teams to explore the impact of changing assumptions and then sharing their results with the rest of the class
- digitally highlight relevant features of a medical image to emphasize features relevant to a clarifying question they want to ask

To allow students and faculty to capture and re-use information developed in class, ClassSpot automatically creates a session record of the materials) shared in class, a record that can be stored on personal laptops or in an online course repository.

This document introduces the key ClassSpot features and capabilities for users.

Installing the Client and Connecting (Windows)



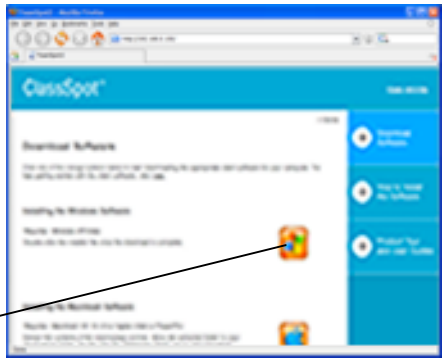
1 Determine the URL of the ClassSpot

The address of the ClassSpot Host is typically posted prominently in the area.

2 Go to the ClassSpot's webpage

On your computer, open a web browser window. Enter the URL of the ClassSpot from step 1. Click "Download Software."

Click here for the download page.



3 Download the installer

Click the orange Windows button to download the Client installer file.

Click the icon to download the software.

4 Install and run the Client software

Run the installer you just downloaded. At the end, double-click the Tidebreak Client. When the license agreement appears, select "I accept…and then click "Continue."

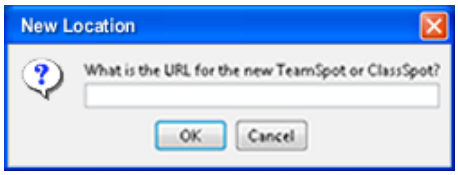
5 Personalize your settings in the Control Panel

The Tidebreak Client Control Panel will appear. Change the machine name to be something that uniquely identifies you (e.g. a nickname). Then click "New Location" to join the ClassSpot.

Change this name to better identify you to others in the ClassSpot. (No spaces or punctuation.)

Then click here to connect into the ClassSpot.

Drop-down list of past locations.



6 Enter the ClassSpot's URL again

Enter the URL from step 1 here and click "OK." This connects you to the ClassSpot.

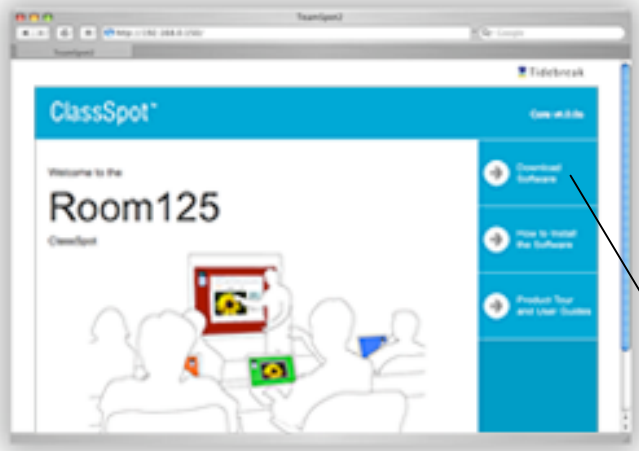
7 Enter the authorization code

Check the ClassSpot Host screen in the room. There is a four character code at the top of the mini-panel. Enter that code into this panel and click "OK." Once the Control Panel minimizes itself, you're connected.

8 Next time, just click "Join"

Next time you visit the ClassSpot, select the ClassSpot's name from the drop-down list and click "Join." When visiting a ClassSpot not in the list, click "New Location" and repeat steps 6 & 7.

Installing the Client and Connecting (Macintosh OS X)



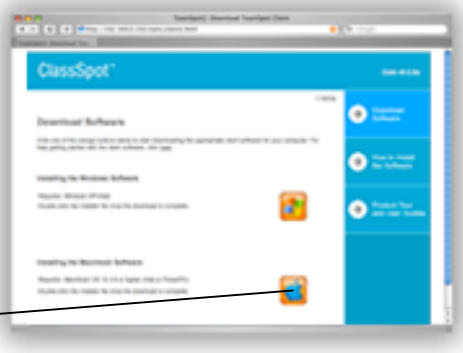
1 Determine the URL of the ClassSpot

The address of the ClassSpot Host is typically posted prominently in the area.

2 Go to the ClassSpot's webpage

On your computer, open a web browser window. Enter the URL of the ClassSpot from step 1. Click "Download Software."

Click here for the download page.



3 Download the software

Click the orange Apple button to download the Client archive file.

Click the icon to download the software.

4 Install the Client software

Drag the Tidebreak Client icon to the Applications folder and run it. **Snow Leopard users:** If prompted to install Rosetta, choose "Install" and then re-start the Tidebreak Client application.

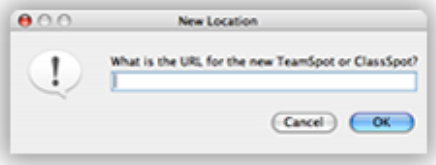
5 Personalize your settings in the Control Panel

The Tidebreak Client Control Panel will appear. Change the machine name to be something that uniquely identifies you (e.g. a nickname). Then click "New Location" to join the ClassSpot.

Change this name to better identify you to others in the ClassSpot. (No spaces or punctuation.)

Then click here to connect into the ClassSpot.

Drop-down list of past locations.



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Check the ClassSpot Host screen in the room. There is a four character code at the top of the mini-panel. Enter that code into this panel and click "OK." Once the Control Panel minimizes itself, you're connected.

8 Next time, just click "Join"

Next time you visit the ClassSpot, select the ClassSpot's name from the drop-down list and click "Join." When visiting a ClassSpot not in the list, click "New Location" and repeat steps 6 & 7.

The Mini-Panel: Your Control Center

THE MINI-PANEL PROVIDES INTERFACES for many ClassSpot features, such as CrossWarp and screen sharing, and shows you all available "target" screens (i.e. the faculty computer and any available public screens) in the session. It is designed to float above the other windows on your desktop so that it is readily available.

If the mini-panel is in your way, you can **reduce it to a minimal size** by double-clicking the title bar at the top of the panel.

Below the title bar are the control buttons for the session archive and the screen annotate features. These features are discussed in other sections of this document.

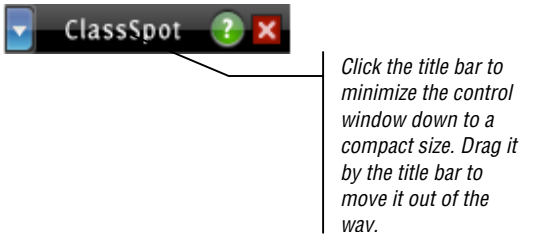
Click the Participants button to see a list of any faculty computers and public screens currently joined into the session..

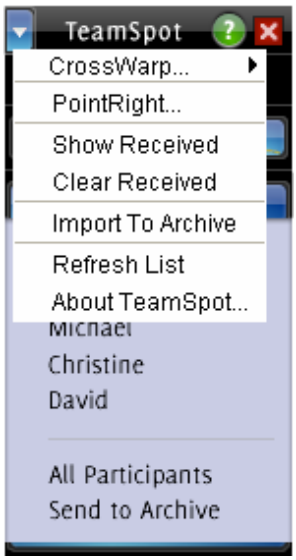
The mini-panel allows you to share files or websites using CrossWarp. (See the section on CrossWarp later in this guide.) Simply drop the items to share on the target computer name in the Participants list. The bottom entry in the list is a shortcut for copying a file into the session archive.

A quick way to leave the session is to click the red close button on the title bar.

The menu on the title bar contains general options that you normally rarely need. Some useful options are:

- CrossWarp Block/Prompt: Prevent others from sending files to you, or prevents them from being opened automatically.
- PointRight: Configures PointRight. You should adjust your remote cursor initials and preferred color here.
- Show Received: Opens the "Received" folder where items sent via CrossWarp are stored.
- Clear Received: Clears the "Received" folder.
- Import To Archive: Imports a previously saved session archive into the current active archive.





PointRight: Working on the Public Screen

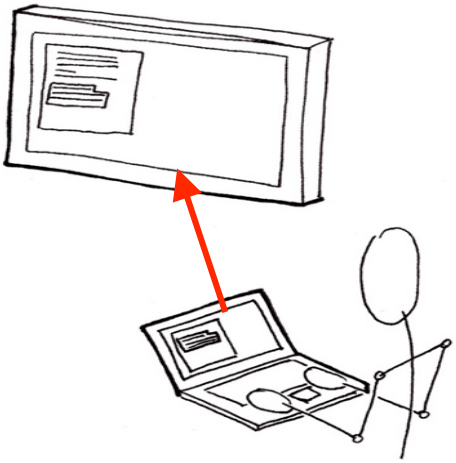
POINTRIGHT LETS YOU CONTROL public screens —the commonly-shared "displays" — driven by the Host computer (and Public Clients, where available) using your own computer and a mouse or trackpad. Typically, students and faculty can use a public screen to create or edit documents. With PointRight, you can move the cursor around on these screens using your mouse and enter text on them by typing on your own keyboard. In fact, PointRight allows you to work on these public screens as if they were simply an extension of your own computer (and everyone else's).

PointRight starts automatically when you join the session. To take control of a public screen when it is in "unlocked mode" (this mode is controlled by the faculty member), simply move your cursor to the top edge of your screen, then keep going beyond the edge. Your cursor will "jump" to the bottom of the public screen, but remain linked to your mouse. Your mouse inputs and keyboard inputs have simply been redirected to the other computer; when you type on your keyboard, the typing appears on the public screen.

Several people can be active on one screen at the same time. While only one person can be controlling the mouse pointer and keyboard at a time, PointRight remembers your own mouse position even if someone else is working. In fact, whenever someone moves their cursor, all the active pointers appear as "ghostly" transparent pointers. You can see the initials of each person next to the pointer, for easy identification.

When you want to work on your own computer again, simply move the cursor to the bottom edge of the public screen, and then keep going down beyond the edge. You'll see your own local cursor moving again, and your keyboard and mouse will once again work with your own computer.

When a classroom has more than one public screen, it is usually configured so that you move the cursor up and out the top edge of your screen to control to primary public screen. You then move the cursor off the left or right edge of the public screen to jump to the other display; if the other screen is on the right, you move off the right edge, toward the actual physical display. If the other screen is situated to the left of the primary public display, then you move off the left edge of the screen.

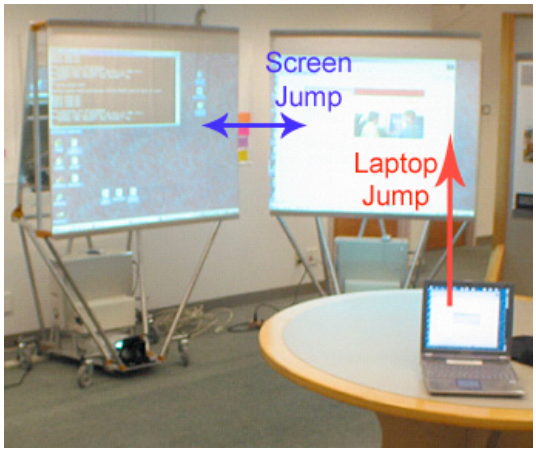


❶ **Move beyond the top of your laptop screen**

Move your mouse until the pointer is at the very top of your screen. Then keep going, *past the top of your own computer screen.*

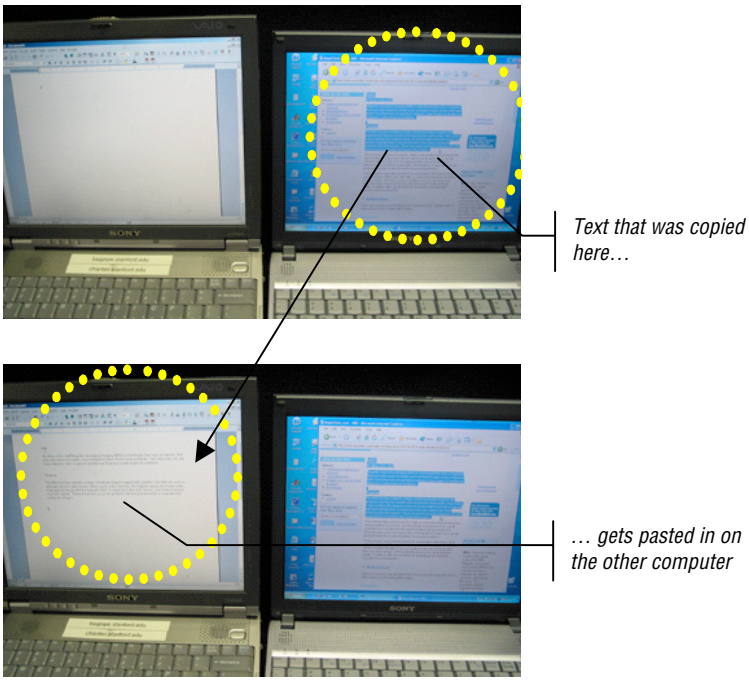
❷ **You are now controlling the public screen**

Your mouse controls the pointer on the public screen. And your keyboard types into it. To return, just go down beyond the bottom.



CrossPaste: Copying and Pasting Between Computers

CROSSPASTE MAKES IT EASY to edit documents across computers by allowing you to copy **text or a bitmap image** from one computer and paste it in on another. Contributing content across computers is as easy as cutting and pasting.



In ClassSpot, CrossPaste functions among the public screens and the faculty computer only, although anyone controlling a public screen using PointRight can copy/cut/paste. Simply use PointRight to move onto a public screen, then open an application, select some text or an image and copy it to the clipboard the way you normally do. Move to another public screen and paste the clipboard's contents into another application. The CrossPaste service is compatible with all major applications that support copying/cutting and pasting.

Note that the copy/paste "clipboard" is shared by all public screens and faculty computers in the classroom. To disable this shared copy/cut/paste feature for any public screen, stop the "CrossPaste With Images" service from the Tidebreak Client Control Panel. When you wish to participate again, click the Start button to restart the service. (The Control Panel is normally minimized to the Windows system tray or to the Macintosh dock.)

CrossWarp: Moving Information Within the Group

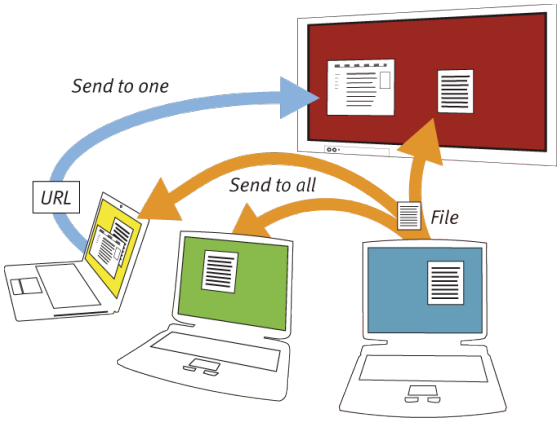
SHARING INFORMATION is critical to collaboration. CrossWarp is a simple way to move digital objects from your laptop to the faculty computer or a public computer (or between two public computers) participating in the session.

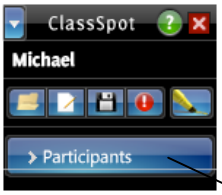
Simply drag and drop a file, folder, or a URL (from your browser's address bar) onto the Participants list in the mini-panel. (If the list is closed, drag the document over the Participants button but don't release the mouse button. The list will open automatically and you can continue dragging to the target computer's name.)

A copy of the file, folder or URL will be sent to the receipient's computer and, for common document types and URL's, opened automatically. Files and folders are saved to the "Received" folder on the target computer. (Alternately, you can set your preferences from the mini-panel menu so that files are automatically saved without immediately opening.)

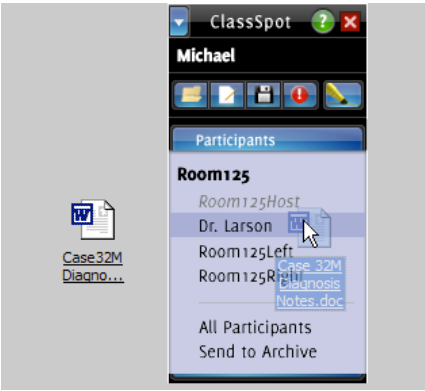
If you drag and drop an item onto "All Participants" from one of the public screens, the item will be sent to all joined computers simultaneously. (This feature is not available to students.)

Another way to distribute documents or folders to the people in class is to copy the items to the session archive, incorporating them into the session's permanent record. Once sent to the archive, anyone can from any computer access a copy of any stored file or folderdirectly by clicking on the link in the archive page.



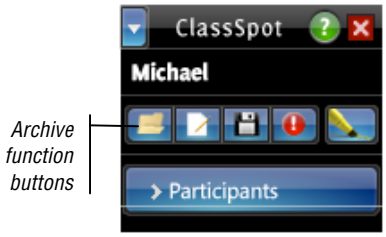


If the Participants list is closed, drag the document over the Participants button, but do not release the mouse button. This opens the list automatically. You can then continue dragging the document to the desired recipient.



Drag a file or folder (such as the Microsoft Word document shown here) to the desired recipient, or to "All Participants" if you want to send it to everyone. (Sending to all is only available to faculty.)

The Archive: A Record of Your Session



Archive function buttons

THE ARCHIVE IS A REAL-TIME RECORD of all the information transferred between users in a session. Every time you transfer a file, folder or URL via CrossWarp, it is noted in the archive. You can also add your own comments into the archive.

The archive is a great way to store documents, web pages, etc. that the entire class needs during the meeting or afterwards. Simply drag and drop objects onto "Send to Archive" in the mini-panel, and they will be stored into the archive.

To view the contents of the archive, click the "View Archive" button on the mini-panel to open it in your web browser. The entries are normally listed by sequence number but, you can sort the table by any column just by clicking the column's title. The page updates automatically when new items are added.

View Archive

Add Comment

Save

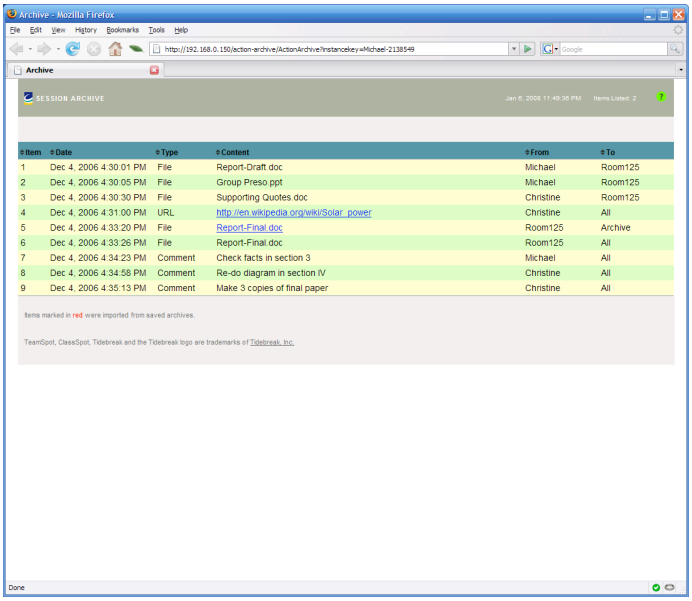
Reset

In addition to files and URLs, the archive can also show user comments. For example, a comment could remind you to do something after the meeting. Click the "Add Comment" button on the mini-panel and type your comment in the text box.

Click the "Save" button to save a copy onto your hard disk. Clicking the "Reset" button clears the archive. Only faculty and public screens have access to the Reset button. (Each user will have the chance to save their own local copy before it is reset.)

The ClassSpotHost automatically resets the archive at the end of a class session.

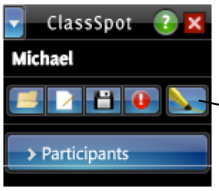
To just reference information that was shared in a previous class (or in a TeamSpot meeting; visit www.tidebreak.com for more information on TeamSpot), you can import information from any previously saved archive into the current session archive. Simply drag the old archive ZIP file onto "Send to Archive" in the mini-panel, and the contents will be inserted into the current archive. A different text color distinguishes imported records from those added in the current meeting.



The Archive web page will update automatically whenever the contents of the Archive change.

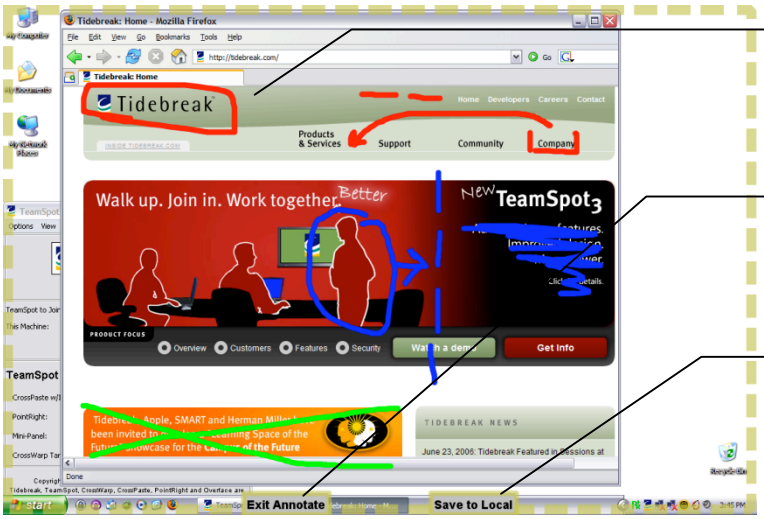
Annotate: Temporarily Drawing on the Screen

YOU CAN DRAW DIRECTLY ON THE SCREEN to illustrate a point with the Annotate feature. Annotate "freezes" the screen into a static image and provides virtual pens that you can use to "draw" on it.



Annotate button

Start by clicking the "Annotate" button in the mini-panel. The screen freezes. Hold down the left mouse button and trace lines by dragging your mouse around. (Annotate is also compatible with some electronic touchscreen overlays and digital pens, too.)

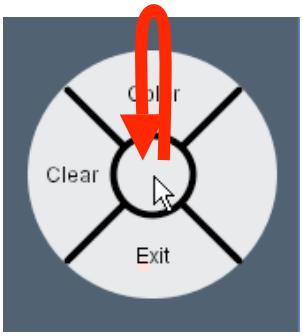


Mark up the image of your screen by drawing right on top of it

Click the "End Annotate" button to return to your normal screen

Click the "Send to Archive" (or "Save to Local") button to save the annotations

Change the pen color by holding down the mouse button without moving the mouse. After a short delay, a circular menu appears under the cursor. First drag the cursor out of the menu through the menu category of interest. (E.g. go through "Color" to change the pen color.) Then go around the menu to the secondary choice (e.g. blue) and move through choice back to the center. When you reach the center, the menu closes automatically and your choice is made.



Press the pen or mouse button and move the cursor through the menu category, through your choice, and then back to the menu center.

The same menu you use to select pen color can also be used to clear the screen, save the annotated image to the archive, or exit the Annotate mode. Alternately, you can return to your normal screen by clicking the "Exit Annotate" button at the bottom of the screen, or save the image to the archive by clicking the "Send to Archive" button. (If the archive is unavailable, the choice becomes "Save to Local.")

Screen Sharing: Share Your Desktop With Others

SOMETIMES YOU NEED TO WORK on your own computer, and yet you still want to show and involve others in what you're doing. Perhaps you need to use an application that isn't installed on the public computer, or there are too many files to easily copy up to it. You may want to share your desktop to a to the class and invite other students to temporarily work on your desktop with you.

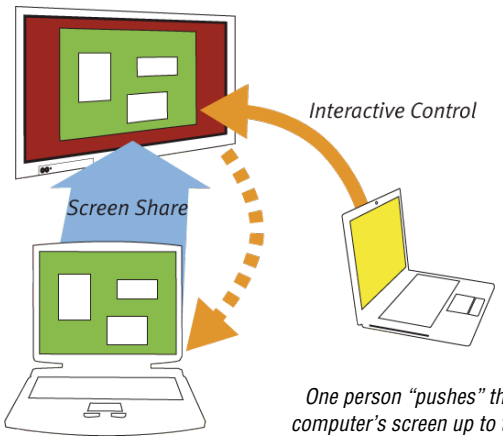
In these situations, you can show your own computer's desktop to by "pushing" it to a public screen or the faculty computer. This is similar to plugging a secondary display into your computer's video-out plug, but is simpler and easier because it is done without cables.

The simplest mode is "Show To"; here your computer's desktop is shown on another screen, but other participants cannot interact with your desktop. A more advanced mode is "Share To"; other participants can see your computer's desktop and can also interact with it using their own mouse and keyboard. In this mode, your desktop temporarily becomes a shared worksurface.

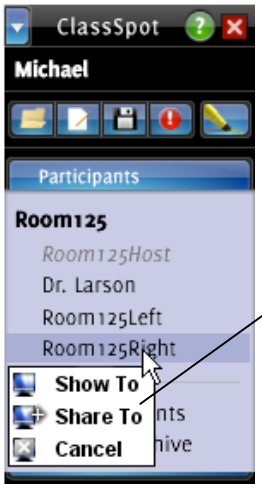
To share your screen, open the Participants list in the mini-panel. Right-click on the computer name where you wish to show your desktop; this is typically one of the public screens, but could be the faculty computer instead. From the pop-up menu, choose "Share To" or "Show To," depending on whether or not you want others to be able to interact with your computer. After the sharing session has been approved (by clicking a dialog that appears on the target computer), a window will open on the target computer showing your computer's desktop. The mini-panel on the sending computer will turn white to visually distinguish it from the mini-panel on the target computer.

To stop sharing, you can either right-click the target computer's name in the mini-panel again and choose "Stop Sharing" from the menu, or someone can simply close the viewing window on the target computer.

Note: When you use "Share To" to show your computer's desktop to a public screen, PointRight will be temporarily disabled for you. This is necessary to prevent a cursor "feedback loop." For similar reasons, you can only "show" the Host computer's desktop when sending it to another computer.



One person "pushes" their computer's screen up to the public display, while another person operates it by interacting with the pushed screen.



Each name has a screen sharing popup menu. Click "Show To" to show your own computer's screen on the selected computer, or "Share To" to share your screen interactively

Using Whiteboards With Luidia's eBeam®

YOU CAN CAPTURE WHAT YOU WRITE on a physical whiteboad when your area is equipped with a Luidia eBeam® unit. Pick up one of the eBeam pens and write on the whiteboard the way you would normally. The receiver device tracks everything you do in digital form, and automatically stores a copy of the digital whiteboard record to the archive, so it can be available long after the board has been erased and you have left the session.

To use an eBeam-equipped board, locate the eBeam pens. These are normal dry-erase pens inside a special grey sleeve that enables the eBeam unit to track what you write. Write normally, but be sure to press firmly against the board. (The pen sleeve may buzz quietly to let you know that your marks are being captured digitally.)

Every few minutes, an image of the board is captured automatically . You can also manually save the board's contents to the archive by pressing the pen in one of the two special "button" areas of the whiteboard. The "Print" button captures the board's contents by "printing" files to the archive, while the "New Page" button saves the contents and then creates a new blank page in the digital capture record. (Previous captured pages are retained in the digital record.) You should erase the whiteboard after pressing "New Page" to reflect the blank state of the current digital "page."

You will see two entries in the Archive for each saved page, labeled "WBD" and "PNG". The latter is a simple graphic file showing the board's contents and is compatible with almost all image viewers or editors. The former, the "WBD" file, is a special time-coded vector version of the digital record. Using Luidia's Capture software application you can follow how the whiteboard content developed over time, seeing each pen stroke as it was added. This is handy if you forgot to save the board before erasing or altering your work; simply drag the time slider until you see the board as it stood prior to the modifications.

For more information on Luidia's eBeam Capture software, including a discussion of features and instructions for setting up and calibrating an eBeam, visit www.luidia.com.

The eBeam capture unit, attached to the corner of the whiteboard.

Troubleshooting

"How do I get started with Tidebreak's software?"

If you have never used ClassSpot with your computer before, point a web browser at the Host computer's URL. You will see a download page that will give you access to the Client software and instructions for installing and configuring it.

"When I try to access the Host computer, I get an Apache information page, not the Host page."

For Macintosh Hosts the default web server port (port 80) is sometimes bound to other services. Try accessing the page via port 8080 instead. For example:

`http://hostcomputername:8080`

"When I start the Windows Client, I get a Windows Security Alert. What do I do now?"

On Windows systems utilizing Windows Firewall, it is common to get Security Alerts such as these when running new software. Simply click "Unblock" to configure your system to allow the software to run; you should not see this alert again.

"When I start the Macintosh Client, it asks me to install Rosetta. What do I do now?"

Some Tidebreak products require Apple's Rosetta technology, which is not installed by default on Apple's "Snow Leopard" OS (version 10.6). If prompted to install it, click "Install"; it will download the necessary software via the Internet and automatically set it up. When it is finished, you should exit and re-run the application.

"Can I connect to a version 4 Host if I have old Client software?"

Due to changes in how version 4 Clients are configured, these Clients can only connect to version 4 Hosts. If you need to connect to an older Host, you can download and install an older Client that will allow you to connect. Older Clients can be safely used alongside version 4 Clients.

"When I try to connect to the Host, I get a message that reads: 'Can't find a default.tsz file at….'"

Double-check that you have entered the correct IP address or URL for the Host computer. (The proper address should be posted prominently or otherwise communicated by the site administrator.) This IP address is the same one you may have used to access the Host web site and download the software initially. If the Host is a Macintosh computer, you might need to specify port 8080, as in the following example:

`http://workroomb.your-url.com:8080`

"When I share files using CrossWarp, where are the files kept?"

The easiest way to locate the files is to click the menu in the upper left corner of the mini-panel and choose "Show Received" and double-click the "Received" folder you see. This will open the Received folder for you, so that you can work with the contents.

"If I come back to a site that I've used before, can I get access to the Archive that I created in a previous session?"

No, the Archive data is cleared 5 minutes after a session ends. If you want to save a copy of the Archive from your session, you can either click the "Save" button on the mini-panel or click "Yes" when asked at the end

of the session if you would like to save the archive. In both cases, a ZIP archive will be saved to your computer in the your personal folder.

For Windows 2000/XP/2003, look in the Tidebreak\Received folder within My Documents:

`C:\Documents and Settings\<user>\My Documents\Tidebreak\Received\`

For Windows Vista, look in the Tidebreak\Received folder within your Documents folder:

`C:\Users\<user>\Documents\Tidebreak\Received\`

For Macintosh, look in your user folder:

`/Users/<user>/Tidebreak/Received/`

"Why doesn't the archive save a copy of all the files/folders I shared with CrossWarp?"

To protect users' privacy, the CrossWarp system only saves the names of files and folders that have been transferred, as these may contain information a participant does not want to make available to everyone in the group via the archive. If you would like to add a file or folder to the archive record, drag it to the "Send to Archive" target in the mini-panel.

"Can I save information I created using the Annotate feature?"

Yes. Simply click the "Save to Archive" button at the bottom of the screen during an Annotate session.

"What is the difference between 'Share To' and 'Show To' when screen sharing?"

If you choose to "share" your screen, other people will be able to interact with it and operate your computer. When you "show" your screen, it is view only and others will not be able to operate your computer.

"Can more than one person share a screen in a session at the same time?"

Tidebreak's software supports point-to-point screen sharing. A computer that is sharing its desktop cannot at the same time be viewing someone else's shared desktop, or vice-versa. When you attempt to do this, the first sharing session is ended automatically so that the new one can begin.

However, there is nothing to prevent separate pairs of computers from being in screen sharing session simultaneously, as long as they don't overlap.

(Note that you will not be able to share your screen with anyone in a ClassSpot if the faculty member has not first unlocked the Host for class use.)

"Since screen sharing uses Internet protocols, can I share a screen to someone at a remote location?"

The screen sharing feature is not currently intended to support sharing to remote locations, although it does nothing to actively prevent this. In some cases it may be possible to use the capability in this fashion, but this will depend on the network topology between the two sites. Specifically, at least one of the machines participating in a screen share session must have a public IP address relative to the other for screen sharing to work. (Note that Tidebreak does not officially provide support for setting up screen sharing to remote locations.)

"When I am sharing my screen to another computer, I cannot use PointRight to move to a Public screen."

When you share your screen using the "Share To" mode, PointRight is disabled on your computer to prevent "loop" conditions. When you end your sharing session, PointRight will be re-enabled.

“I see multiple TeamSpot icons in my Macintosh system dock.”

On the Macintosh, some of the TeamSpot services run as separate applications, and therefore have their own dock icons.

“Where can I get more help?”

Check with your local IT support staff.

“Where can I get help with my Luidia eBeam?”

Check the support section of the Luidia website:

http://www.luidia.com/support/