

**Securly Classroom  
User's Guide  
Version 7.0**

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## 1 Welcome

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Welcome to Securly Classroom.

Classroom works together with your Google Admin console, providing classroom management features for teachers. Our companion product, FindMyChromebooks, provides lost device recovery functions. Both products are accessed from within Securly Device Console accessible at [deviceconsole.securly.com](https://deviceconsole.securly.com).

This guide will assist you in configuring Classroom and FindMyChromebooks as well as provide instructions on using the features of both.

## 2 Securly Classroom Setup and Configuration

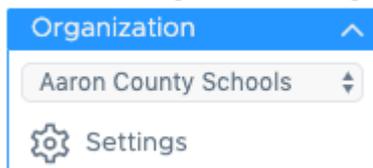
### 2.1 Linking your Google Account to Device Console

Linking your Google domain to Device Console is a required step that allows functions such as:

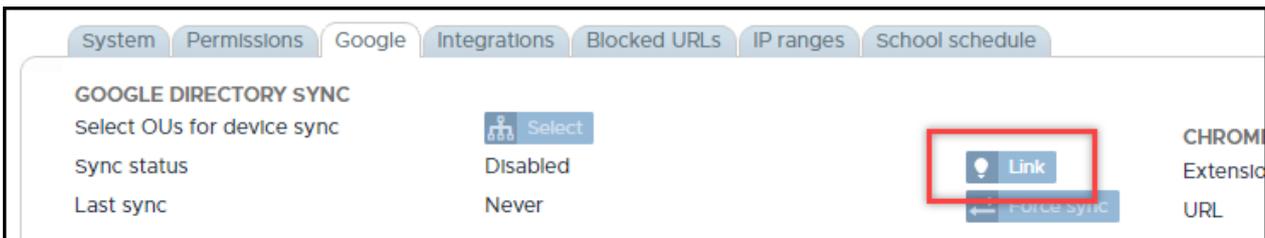
- Importing inventory of all Chromebooks
- Importing all Google Classroom Classes
- Importing your directory structure for navigating to select an OU for users or devices in various areas of Securly Classroom
- Performing a regular sync of device data and Google Classroom Classes

To link your Google domain, follow the steps below.

Choose **Settings** from the **Organization** menu.



Click on the **Google** tab then click the **Link** button.



A new tab will open and prompt you to login to your Google account.

The next window will prompt you to allow access to Securly Classroom. Click **Allow**.

 Sign in with Google

## Securly Classroom (ChromeTools)

wants to access your Google Account

 admin@gedu.demo.tabpilotcorp.com

This will allow Securly Classroom (ChromeTools) to:

-  View and manage your Chrome OS devices' metadata 
-  View organization units on your domain 
-  View users on your domain 
-  View the email addresses of people in your classes 
-  View your Google Classroom class rosters 
-  View your Google Classroom classes 

**Make sure you trust Securly Classroom (ChromeTools)**

You may be sharing sensitive info with this site or app. Learn about how Securly Classroom (ChromeTools) will handle your data by reviewing its [privacy policies](#). You can always see or remove access in your [Google Account](#).

[Learn about the risks](#)

[Cancel](#) [Allow](#)

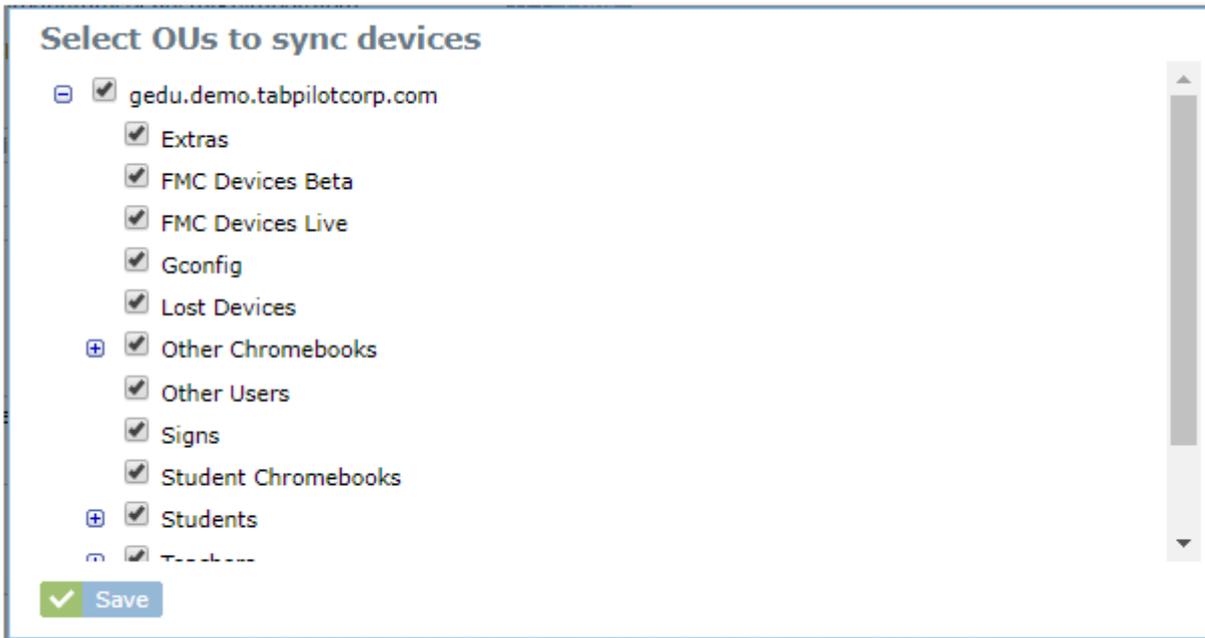
You should receive confirmation of success and can close the current tab to return to Device Console.

**Success: operation completed**

You may close this tab/window now.

Select the OUs from your Google directory that contain the devices and users you wish to use with Securly

Classroom. In most cases, this will be your entire organization, which will be selected by default. The only reason to make changes here is if you're using Securly Classroom in only one part of your organization, such as a single school within a district. Click **Save**.



The message area at the top of Device Console will show the progress as items are synced with your account.



When the sync is complete, the Sync status will show "Linked" and a Last Sync date will be filled in.

## 2.2 Force install extension through Google Admin

Securly Classroom runs as a Chrome extension when students login with their school-issued ID. Use your Google Admin console to configure the extension to automatically run for all students. These instructions will step you through the process of creating the extension entry just once, at the root of your domain, to make it easy to go choose multiple OUs later where you want to configure it to force install. This is useful if you need to set it to run on multiple OUs that are all sub-OUs under a single higher level one. However, you may also choose to select a lower-level OU for setting up the extension in the first place.

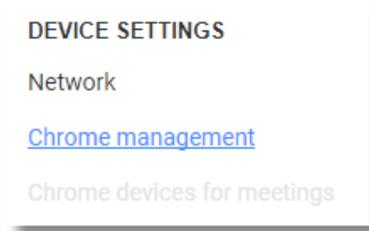
1. Find the App ID and URL for the Chrome extension in Device Console on the Google tab in Settings. You will copy and paste these values into Google Admin in another step.



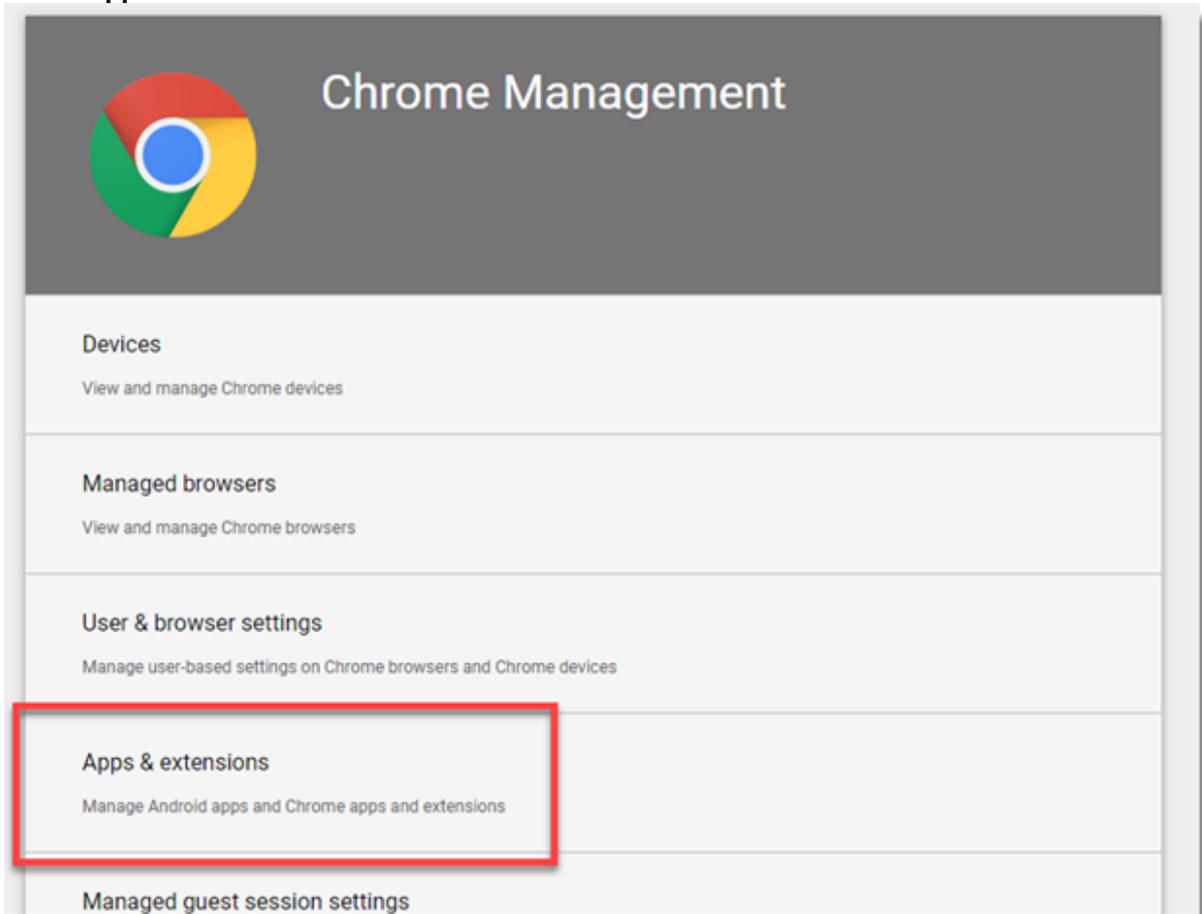
2. In Google Admin choose "Devices" from the main menu. If it's not visible, click "more controls"



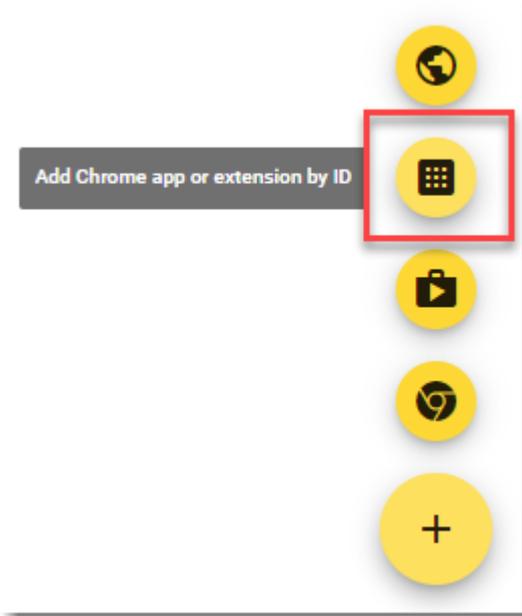
3. Click "Chrome management" under the DEVICE SETTINGS menu on the left.



4. Select **Apps & extensions**



5. With your root OU selected, define the extension. Later we will choose which OUs we want to select for force-installation of the app. Alternately, you can choose the sub-OU now, but keep in mind that you may have to do this for multiple OUs if they are not all sub-OUs of a higher level one.
6. Click the + button in the lower right corner then select button to add a Chrome app or extension by ID



- Copy and past the value for Extension ID from Device Console. Choose the option "From a custom URL" then copy and paste the URL from Device Console. Click SAVE.

**Add Chrome app or extension by ID**

Chrome apps and extensions can also be added by specifying the ID. If it is outside the Chrome Web Store, you must also specify the URL where the extension is hosted.

Extension ID  
lhhdpbmfkhodhahbnjkagoclhakconlo

From a custom URL ▼

URL  
<https://deviceconsole.securly.com/dist/chrome/m.xml>

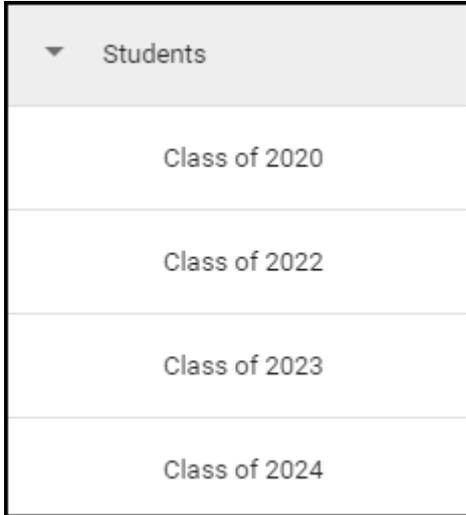
CANCEL    SAVE

- The extension should now appear in the list set for "Allow install"

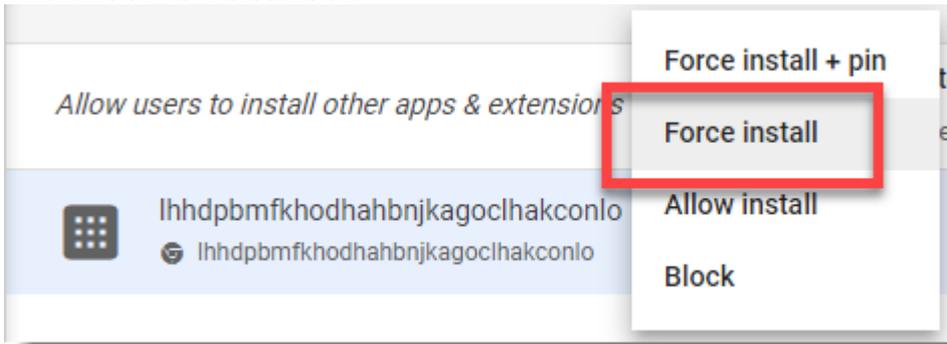
App	Installation policy
<i>Allow users to install other apps &amp; extensions</i>	<b>Allow other apps &amp; extensions from the Chrome Web Store only</b> ▼ Inherited from Google default
 lhhdpbmfkhodhahbnjkagoclhakconlo  lhhdpbmfkhodhahbnjkagoclhakconlo	<b>Allow install</b> ▼ Locally added

If configuring the extension at the root, do not change it to "force install" at this level, otherwise it will load for all users, not just students. Instead, proceed to the next step to choose the OUs for force installation.

- Now that the extension is defined, we can choose each OU where we want it to run for students and simply change it to "force install" for each one. Navigate your organization's OU structure on the left to find the OU where you want to force-install the extension. Usually this will be the highest level OU that contains your student accounts. Note that there is no harm in force installing the extension for teacher accounts too, but it's not necessary and might lead to confusion, so we recommend installing only for student accounts if your OU structure allows this.



- Now that you've selected the student OU, find the extension from the list and change the setting from "Allow install" to "Force install"

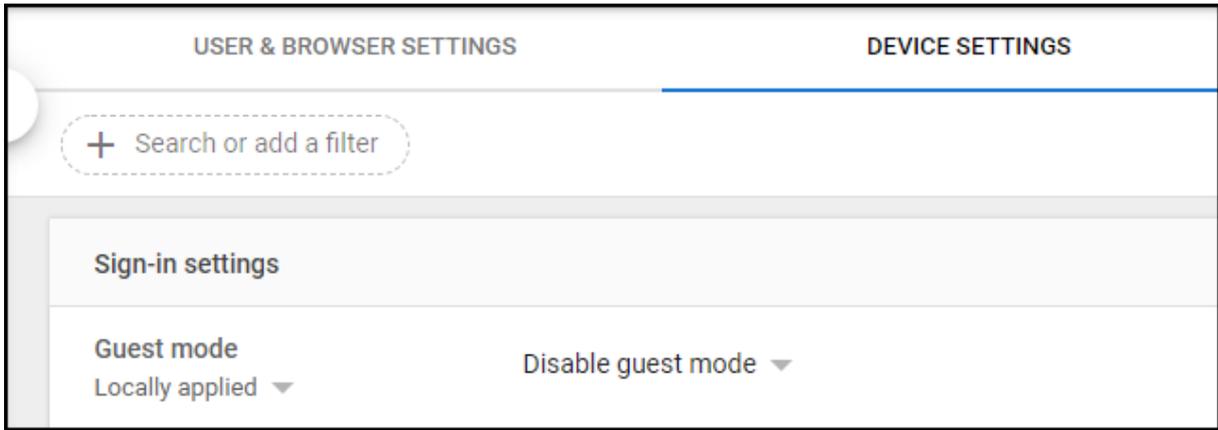


The OU is now configured to force load the extension for all users who login with IDs in the configured OU or lower.

### 2.3 Recommended Google Admin Settings

Here are some additional settings we recommend in Google Admin. Note that the first group of setting should be applied to the OU with the devices. The second set should be applied to the OU with the student accounts.

- Disable Guest Mode:** this prevents them from using Guest Mode then logging in from the browser with a personal Gmail account  
Make this setting on the OU with the student devices  
*Devices > Chrome Management > Device Settings > Sign-in Settings*  
Set for "Disable guest mode"

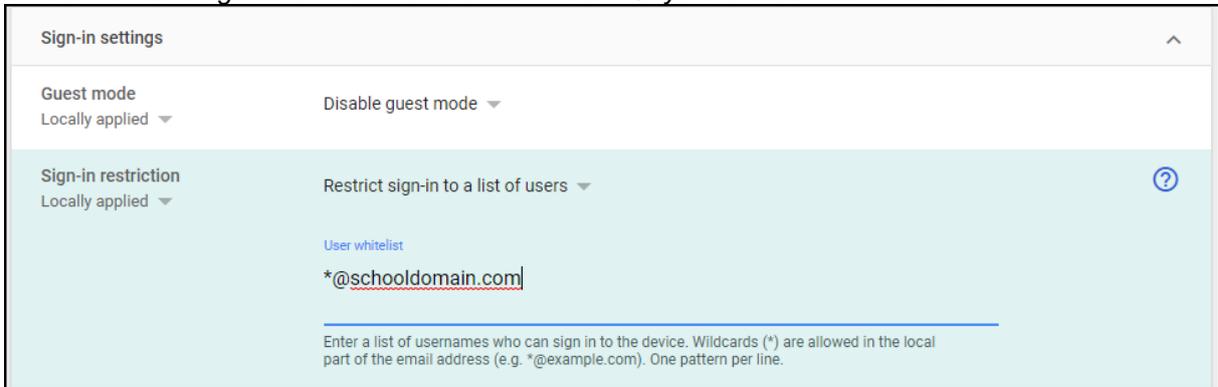


2. Allow login only for domain accounts to prevent students from signing into Chromebooks with personal Gmail accounts.

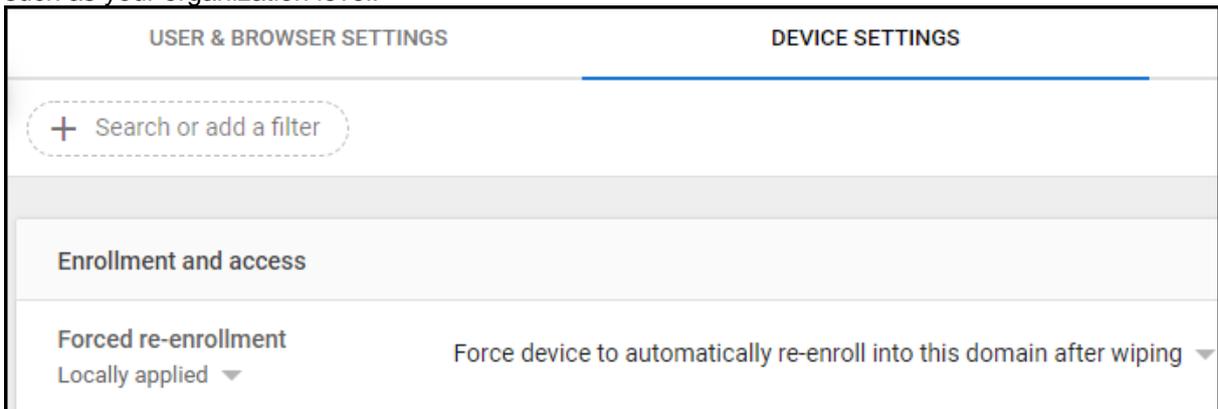
Make this setting on the OU with the student devices

*Devices > Chrome Management > Device Settings > Sign-in Settings > Sign-in restriction*

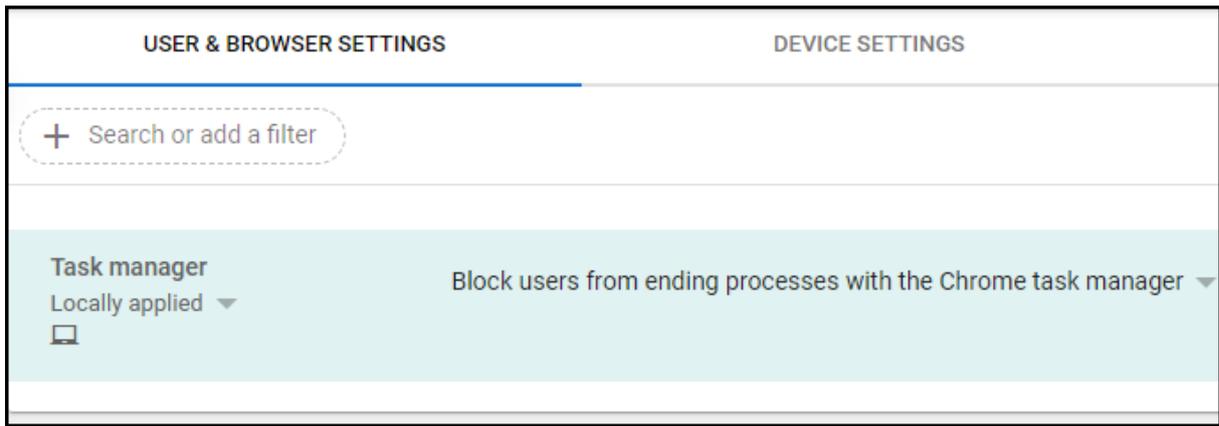
Set for "Restrict sign-in to a list of users" and enter *\*@<your domain>* in the list.



3. Forced Re-enrollment: If a device is reset, this will force it to enroll back into Google Admin  
 Make this setting on the OU with the student devices  
*Devices > Chrome Management > Device Settings > Enrollment and access*  
 Set for "Force device to re-enroll into this domain...". This will probably be inherited from a higher level, such as your organization level.



4. Disable Task Manager. This prevents students from closing the Securly Classroom extension.  
 Make this setting on the OU with the student accounts  
*Devices > Chrome Management > User & Browser Settings > Apps and Extensions*  
 Set Task Manager for "Block users from ending processes with the Chrome task manager"



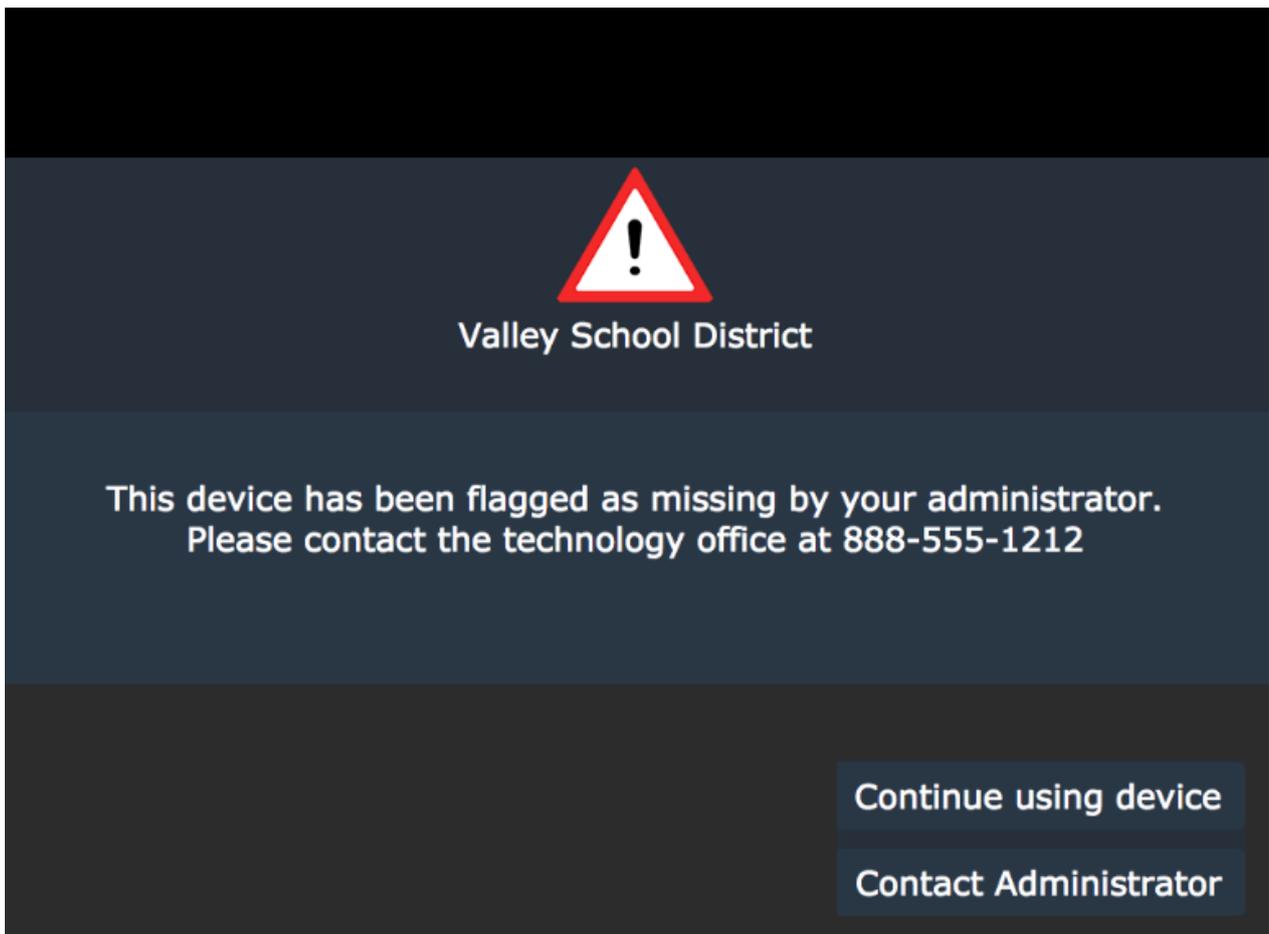
5. Prevent incognito mode: Prevent students from opening incognito windows that are not managed by Securly Classroom  
 Make this setting on the OU with the student accounts  
*Devices > Chrome Management > User & Browser Settings > Security*  
 Set for "Disallow incognito mode"



## 2.4 Configuring FindMyChromebooks (Lost Mode)

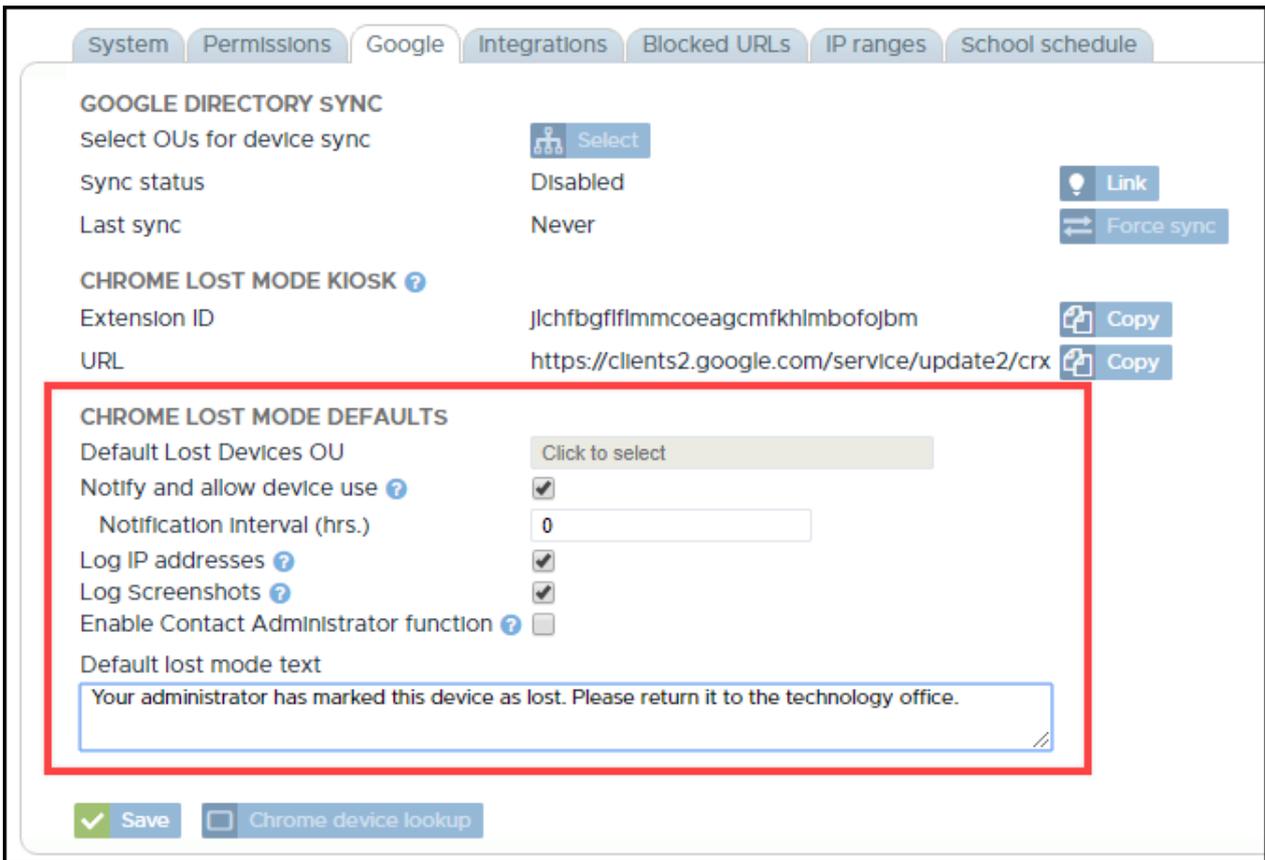
If your subscription includes FindMyChromebooks, you will need to take some steps to configure Lost Mode to help you find lost or stolen devices. When active, Lost Mode will automatically launch on a selected Chromebook. With Lost Mode you can:

- Display a custom message to notify the user that the device is lost or missing and where or how to return it
- View the location of a device on a map
- View the current and recent IP Address history of the device
- View screenshots from the device
- Set the device to be locked down to the Lost Mode screen, or to display the screen, but allow the user to choose "Continue using device" to open a browser and use the Chromebook
- Enable an option to allow the user to send a message to the administrator from the Lost Mode screen.



#### 2.4.1 Setting Defaults for FindMyChromebooks (Lost Mode)

To set your default Lost Mode settings in Device Console, select **Settings** from the main menu and go to the **Google** tab.



### CHROME LOST MODE KIOSK

This section contains the App ID and URL that you'll enter into your Google Admin console when configuring the lost mode OU to run the kiosk app. See the section of this guide: [Configure the Lost Device OU for the kiosk app.](#)

### CHROME LOST MODE DEFAULTS

**Default Lost Devices OU:** Here you can choose the OU from your Google Admin console that you use for lost devices. After the OU is set, you will be able to move devices into the lost OU directly from TabPilot on the device details page, without the need to do it from the Google Admin console.

**Notify and allow device use:** When enabled, the Lost Mode screen on the Chromebook will display a "Continue Using..." button that allows the user to open a web browser and continue using the device after acknowledging the privacy warning about IP Address, Location, and Screenshot recording.

**Notification interval:** When "Notify and allow device use" is enabled, the privacy warning will be displayed to the user periodically, according to the number of hours configured in this setting.

**Log IP addresses:** When enabled, this setting will record the IP Address history of the device while it's in lost mode.

**Log Screenshots:** When enabled, this setting will record screenshots of lost devices

**Enable Contact Administrator function:** When enabled, the "Contact Administrator" button will be available on the lost mode screen of a lost device. This will allow the user of the device to enter a message that will be sent to the organizational admins who will receive the message as an email and also be able to view it on the Messages tab when viewing lost device details.

**Default lost mode text:** This is the text that will appear by default when a device runs the Lost Mode kiosk app. The text can be changed for any individual device later from the **Lost Device Details** page.

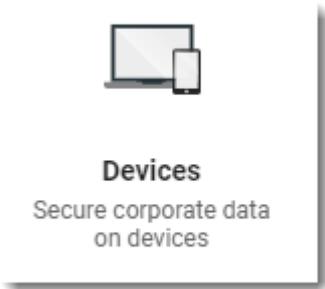
## 2.4.2 Configuring Lost Mode in Google Admin

To prepare for Lost Mode, there are three main tasks that to accomplish using the Google Admin console.

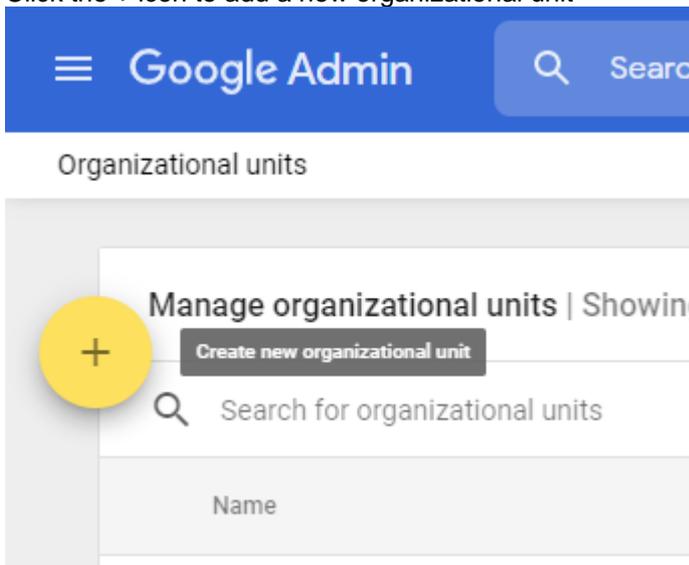
1. Creating an OU for lost devices
2. Configuring the OU to load the FMC kiosk app
3. Changing a few other recommended settings for the OU
4. Setting the Lost Device OU in Device Console

### Create an OU in your Admin console for lost devices

1. From the Google Admin home, choose "Organizational units"



2. Click the + icon to add a new organizational unit



3. You can use any name you choose, but we'd recommend "Lost Devices" and will use that in our example. Click "CREATE"

Create new organizational unit

Create new organizational unit for users who need specific features and settings.

**Name of organizational unit\***

**Description**

**Parent organizational unit\***

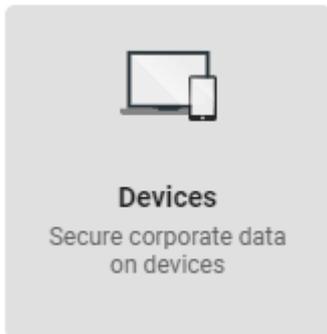
CANCEL CREATE

4. The new OU should now show up in your organization structure.

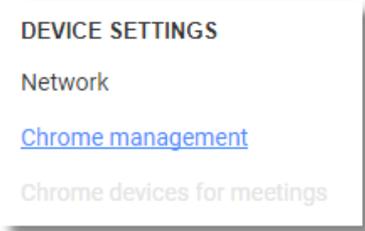
### Configure the Lost Device OU for the kiosk app

The OU created for lost devices should now be configured to automatically launch the Lost mode kiosk application.

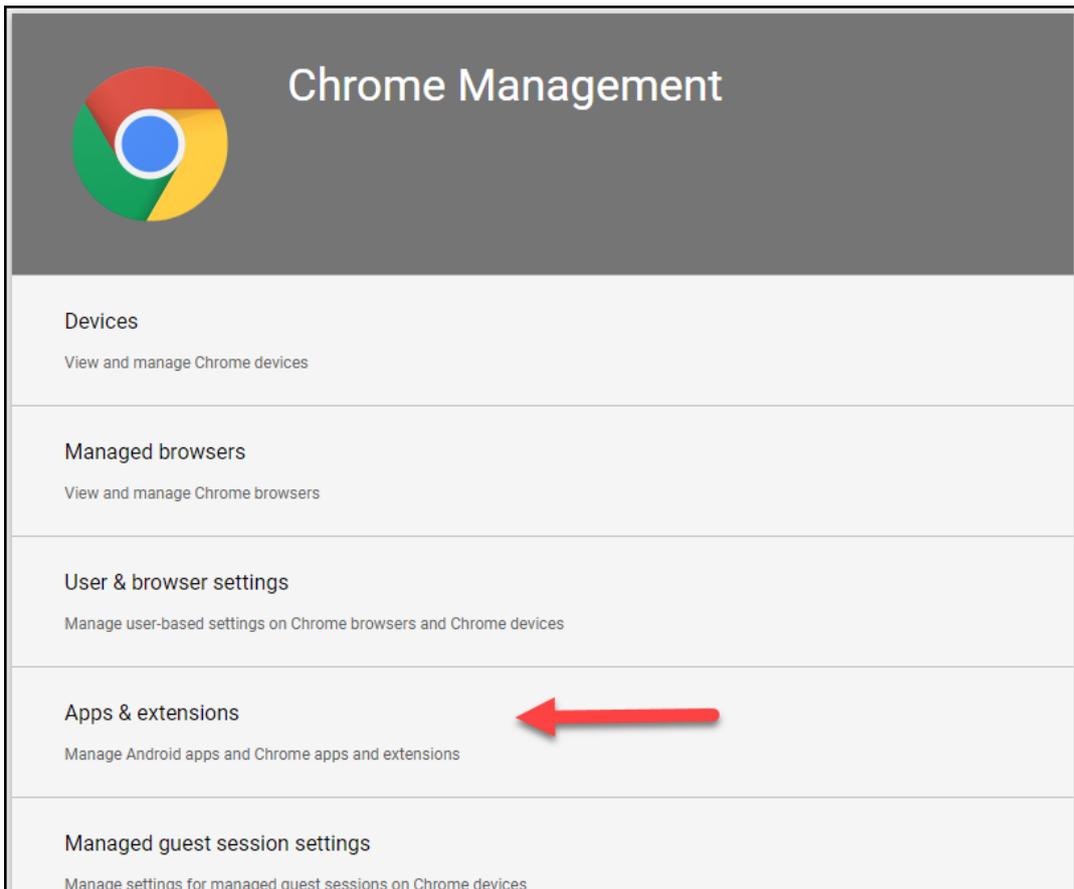
1. Choose "Devices" from the Google Admin home menu. If it's not visible, click "more controls"



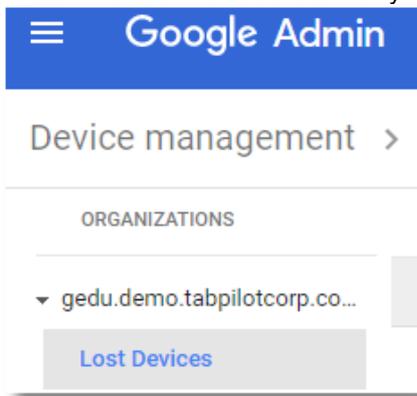
2. Click "Chrome management" under the DEVICE SETTINGS menu on the left.



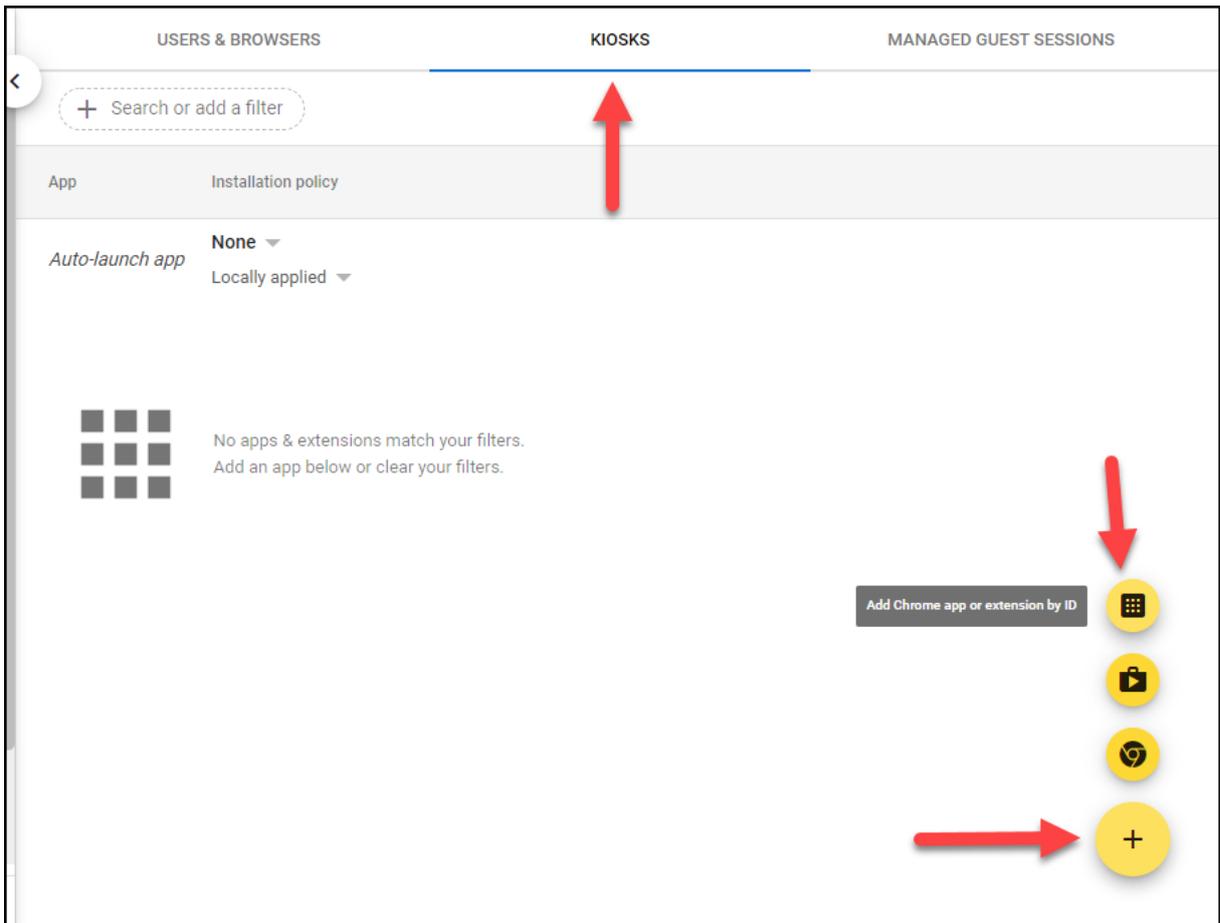
3. Choose **Device settings** under Chrome Management



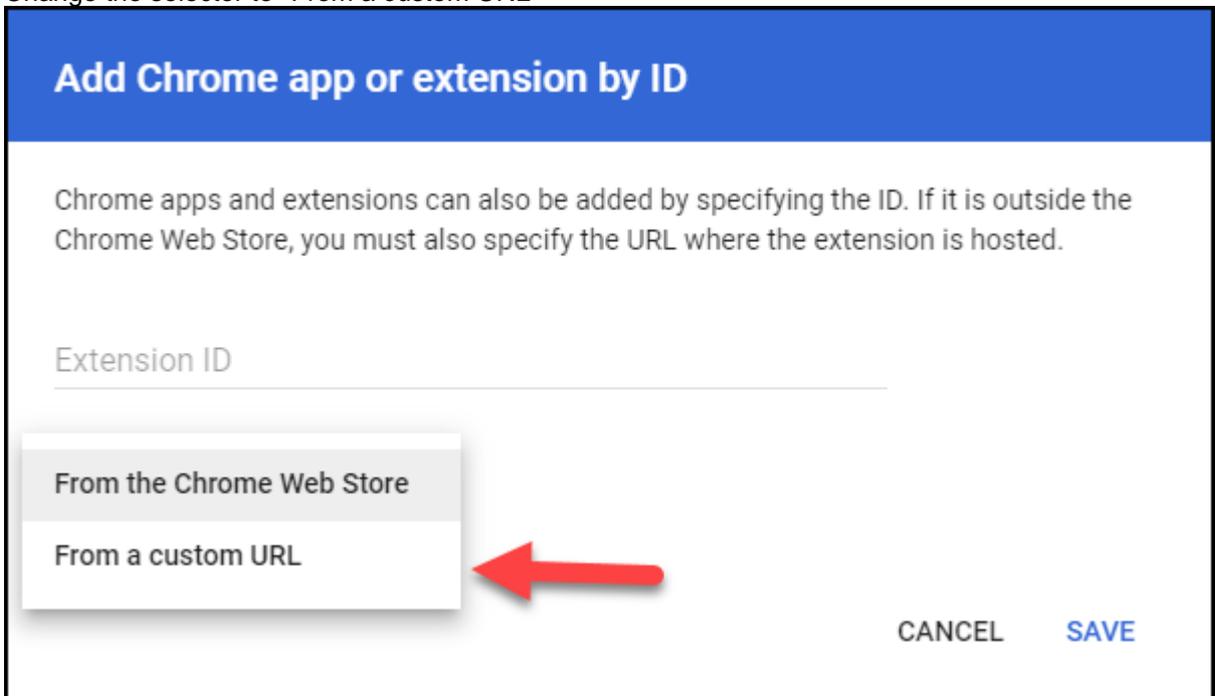
4. Select the Lost Devices OU that you created in an earlier step.



5. From the KIOSKS section click the + button to add a new entry and choose the top icon for "Add Chrome app or extension by ID"



6. Change the selector to "From a custom URL"



7. Copy the Extension ID and URL for the kiosk app into the custom app fields and click SAVE

## Add Chrome app or extension by ID

Chrome apps and extensions can also be added by specifying the ID. If it is outside the Chrome Web Store, you must also specify the URL where the extension is hosted.

Extension ID

jlchfbgflflmmcoeagcmfkhlmbofojbm

From a custom URL ▼

URL

https://clients2.google.com/service/update2/crx

CANCEL    SAVE

You'll find the settings for the app ID and URL in Device Console on the **Chrome Settings** tab. Use the **Copy** button next to each value.

**GOOGLE DIRECTORY SYNC**

Select OUs for device sync Select

Sync status Linked: admin@gedu.demo.tabpilotcorp.com Unlink

Last sync 02/03/2020 10:22 PM Force sync

---

**CHROME LOST MODE KIOSK**

Extension ID jlchfbgflflmmcoeagcmfkhlmbofojbm Copy

URL https://clients2.google.com/service/update2/crx Copy

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**CHROME LOST MODE DEFAULTS**

Default Lost Devices OU /Lost Devices

Notify and allow device use

Log IP addresses

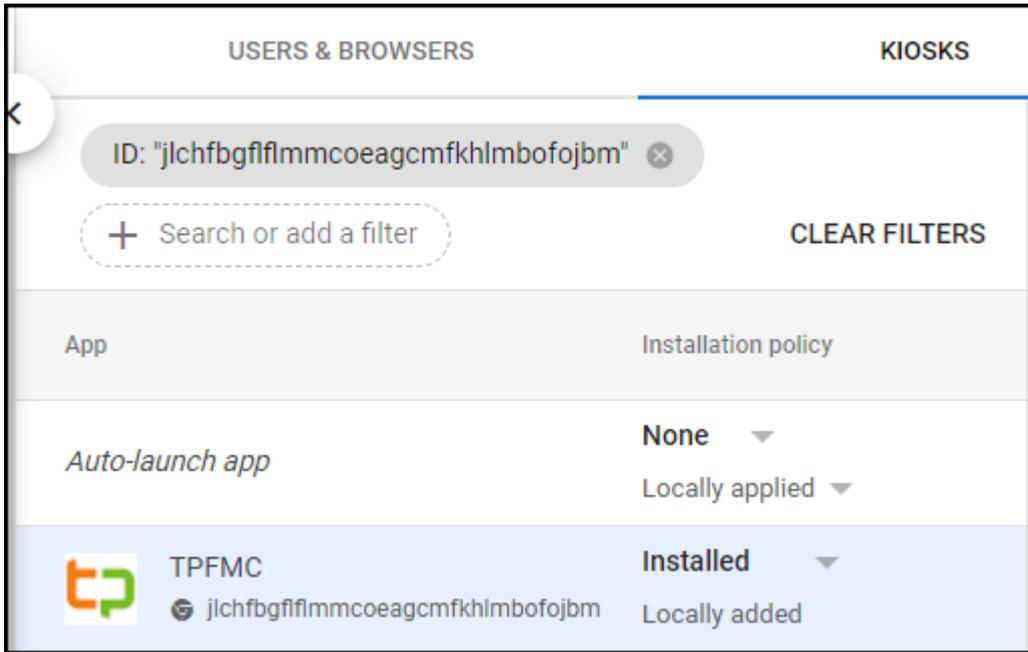
Log Screenshots

Enable Contact Administrator function

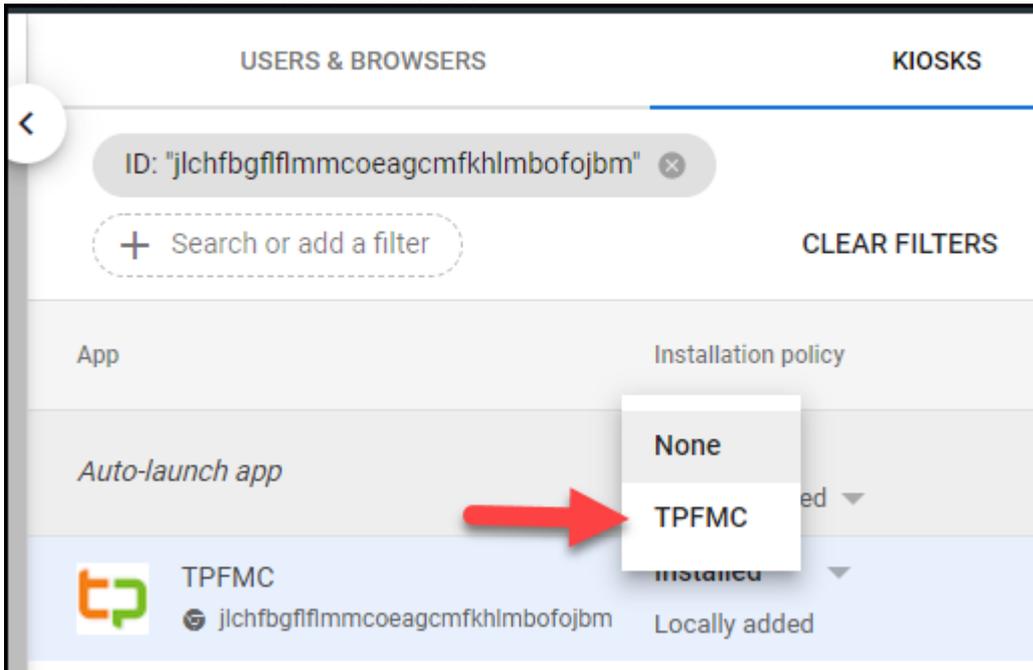
Default lost mode text

Save Chrome device lookup

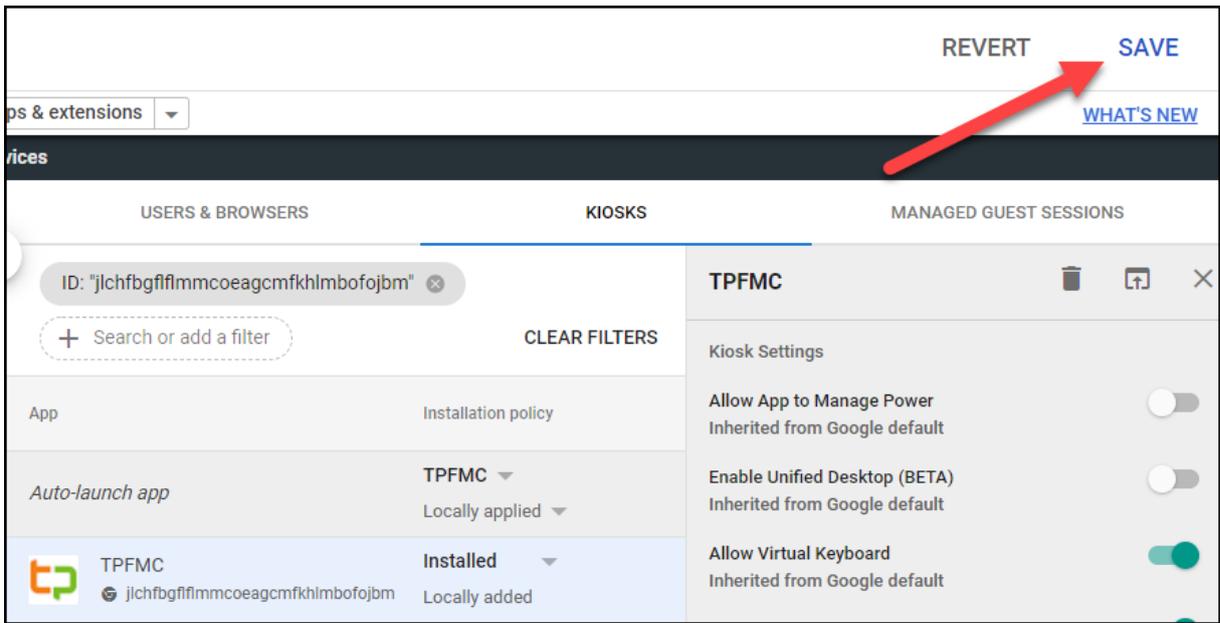
8. The TPFMC app should now be shown in your list with a default setting of "Installed."



- Next we need to set the Kiosk to automatically launch. On the line for "Auto-Launch app" click the arrow next to "None" and choose "TPFMC"



- Click the SAVE button in the top right corner

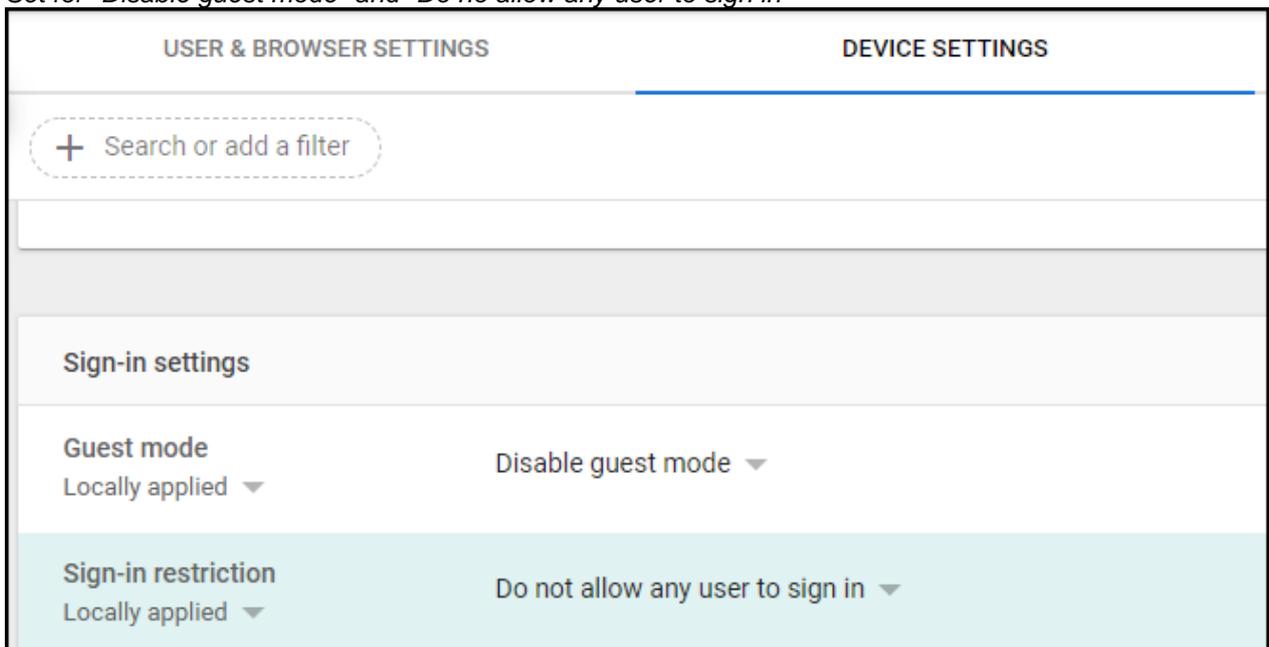


NOTE: You may notice that when a Chrome device boots, there is an option to press CTRL+S before the kiosk app loads. This might appear to be a way to bypass the system, but it's not, as long as you have properly configured the OU for "Do not allow any user to Sign-In" as recommended above. If a user presses CTRL+S to get to the login box, they will not be able to login or use the device due to this restriction.

### Preventing Guest Mode and User Login

It's important to set the Lost Devices OU to prevent users from logging in. Otherwise, they can tap CTRL+ALT+S to skip the loading of the kiosk app then login and use the Chromebook. By disabling login it won't allow them to log in if they try this. Be sure to select the Lost Devices OU when making the setting changes below:

*Devices > Chrome Management > Device Settings > Sign-in Settings*  
 Set for "Disable guest mode" and "Do not allow any user to sign in"



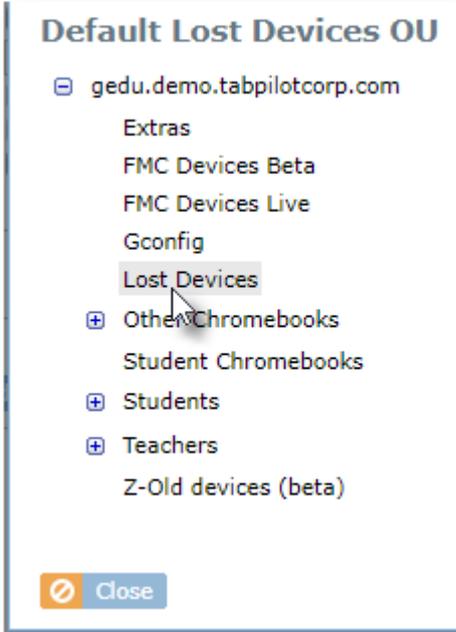
## Setting the Lost Device OU in Control Tower

After the OU for lost devices is created in Google Admin, you'll need to choose it in Device Console so that that system knows where to move devices when you mark them as lost.

Go to the Google tab and click on the entry field for Default Lost Devices OU



Click to choose the OU for lost devices from the list.



## 2.5 Setting Permissions

Use the Permissions tab in the Settings area to select functions available to users of each role in your organization.

	TEACHER	TECHNICIAN	LOCATION ADMIN	ORGANIZATION ADMIN
<b>GENERAL</b>				
Access dashboard	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manage device groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manage users	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Change user passwords	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>TEACHER TOOLS</b>				
Screen lock	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Site lock	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View screens ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manage tabs ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Use announce ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Use hand raise ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow org. block list bypass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manage organization block and allow list	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>MANAGE</b>				
Manage classes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manage web links	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## 2.6 Integrations

Securly Classroom integrates with three popular LMSs

- Google Classroom
- Schoology
- Canvas

When integrated with an LMS, class rosters are automatically imported and sync on a daily basis. Teachers have instant access to all of their classes with no manual setup.

### 2.6.1 Google Classroom Integration

To configure Google Classroom, first make sure you have linked to your Google account as a super admin on the *Google* tab, then click the "Enabled" checkbox for Google Classroom Sync on the *Integrations* tab.

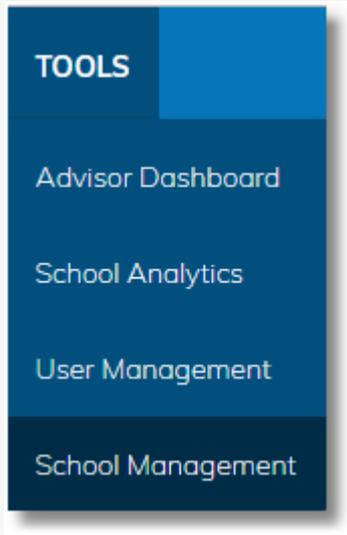
Select an OU to sync. All teachers from the selected OU will import. All classes whose roster has a teacher in a selected OU will also import and sync.

For districts that use the locations feature of Securly Classroom, use the "Location for imported teachers" selection to choose an appropriate location.

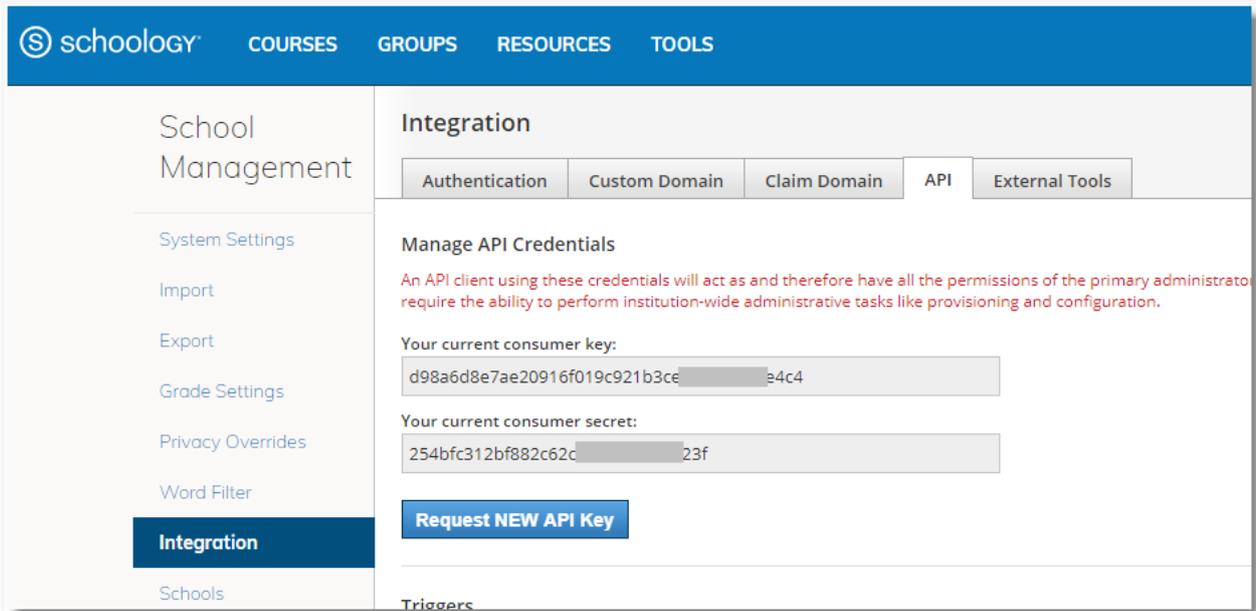
## 2.6.2 Schoology Integration

Use these instructions to configure Schoology integration.

In Schoology, choose "School Management" from the TOOLS menu.

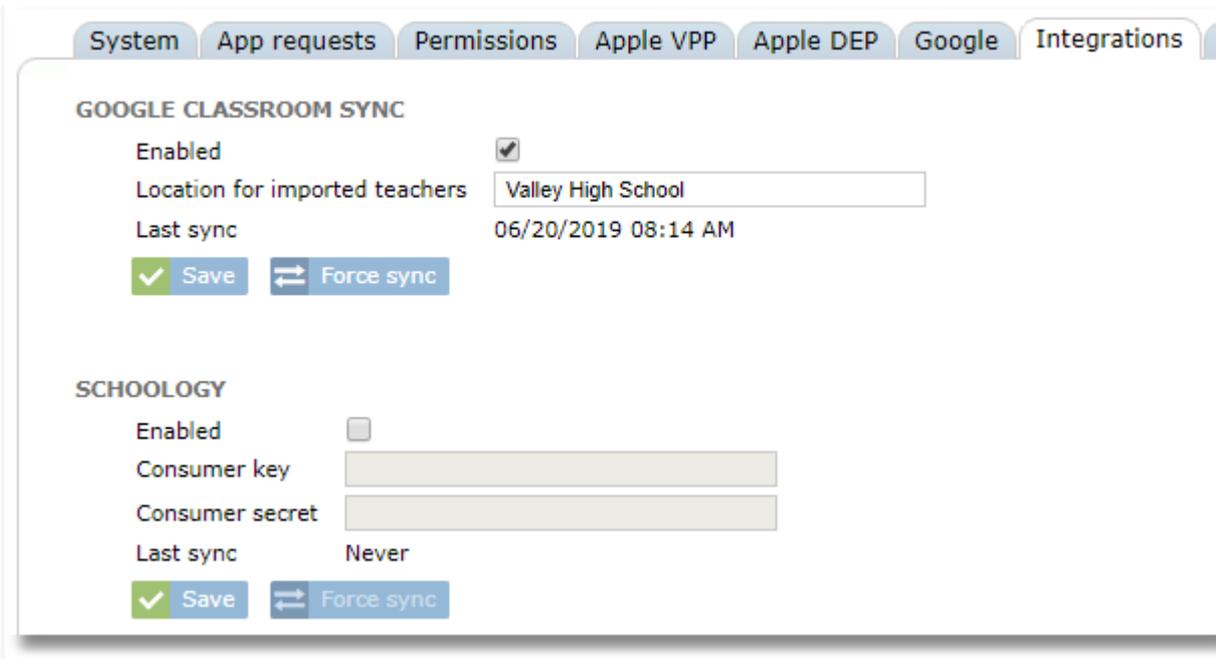


Select the API tab in the Integration section.



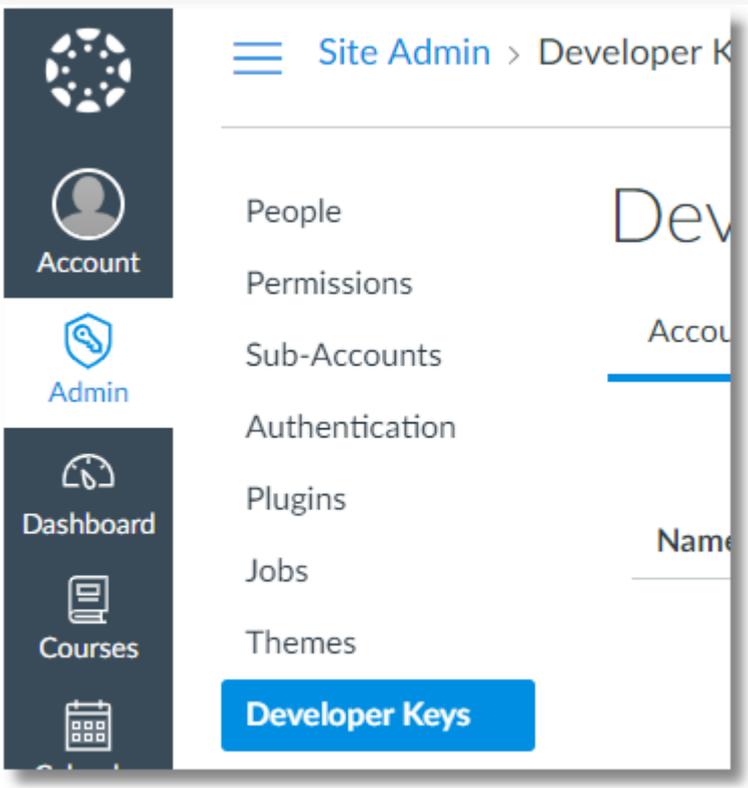
Use the "Request NEW API Key" button to generate a consumer key and consumer secret.

In Device Console, go to the Integrations tab in Settings. Check the "Enabled" box for SCHOOLGY then copy and past the consumer key and secret from Schoology. Click Save.



### 2.6.3 Canvas Integration

In Canvas go to **Admin > Developer Keys**



Click the **+Developer Key** button to add a new key



Enter any key name and owner email address. For Redirect URIs enter:

<https://ct.techpilotlabs.com/en/app/canvas/callback>

## Key Settings

Key Name:

CToolsKey 

Owner Email:

Ctools@securly.com

Redirect URIs:

https://ct.techpilotlabs.com/en/app/canvas/callback

Redirect URI (Legacy):

Click Enforce Scopes to enable it



Enforce Scopes

There are 6 scopes that need to be enabled. Expand the category for each one to find the scope and click the checkbox to enable it.

Expand the **accounts** section and check the following three items:

<input type="checkbox"/>	▼ accounts	GET
<input checked="" type="checkbox"/>	url:GET /api/v1/accounts	GET
<input type="checkbox"/>	url:GET /api/v1/course_accounts	GET
<input type="checkbox"/>	url:GET /api/v1/accounts/:id	GET
<input type="checkbox"/>	url:PUT /api/v1/accounts/:id	PUT
<input type="checkbox"/>	url:GET /api/v1/accounts/:account_id/terms_of_service	GET
<input type="checkbox"/>	url:GET /api/v1/accounts/:account_id/help_links	GET
<input checked="" type="checkbox"/>	url:GET /api/v1/accounts/:account_id/courses	GET
<input checked="" type="checkbox"/>	url:GET /api/v1/accounts/:account_id/sub_accounts	GET

**Accounts** category:



**CANVAS**

Consumer key

Consumer secret

URL

Sync status Enabled

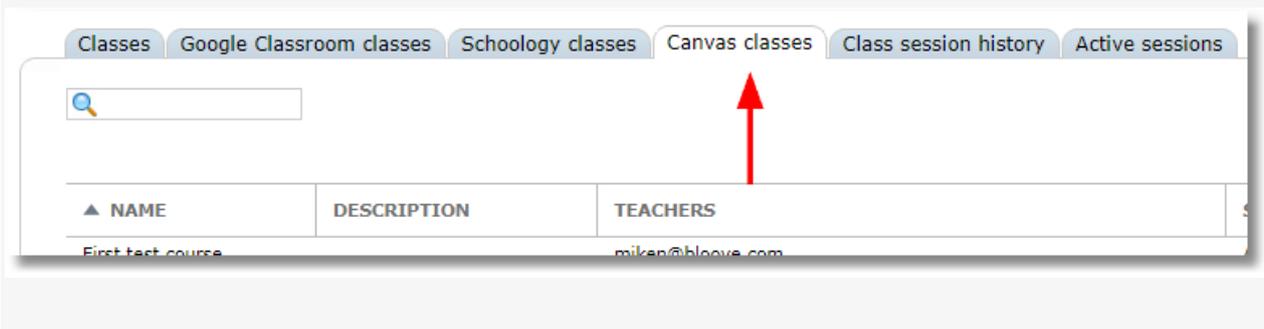
Last sync Never

For the URL, enter the base URL of your Canvas site. This would be the URL in the address bar after you are logged into Canvas up to the point of the first slash. For example, if you login to Canvas and then see the URL:

<http://ec2-33-222-208-11.compute-1.amazonaws.com/login/canvas> in the address bar, you should use the base URL of <http://ec2-33-222-208-11.compute-1.amazonaws.com>.

After entering the values, click the **Link** button, then authorize the link with Canvas.

After the sync completes, the Canvas classes should now be visible on a new **Canvas Classes** tab in Classes. They will be available for selection in Teacher Tools in the Selection box.



## 2.7 School Schedule

Class sessions can only be run during school hours. To set school hours, use the **School Schedule** tab in **Settings**.

Click and drag over any set of hours to enable school hours during those times.

# Securly Classroom

System Permissions Google Integrations Blocked URLs IP ranges School schedule

ChromeTools will allow class sessions to be started only during school hours

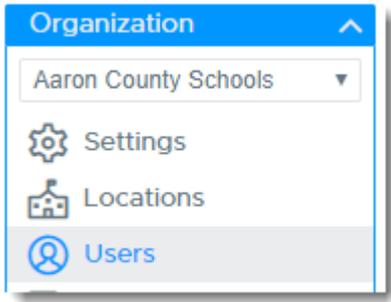
<< Previous month February 2020 Next month >>

	12am	1am	2am	3am	4am	5am	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm
01																			
02																			
03																			
04																			
05																			
06																			
07																			
08																			
09																			
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14																			
15																			
16																			
17																			
18																			
19																			
20																			
21									8:00am - 3:00pm										
22																			
23																			
24									8:00am - 3:00pm										
25									8:00am - 3:00pm										
26									8:00am - 3:00pm										
27									8:00am - 3:00pm										
28									8:00am - 3:00pm										
29																			

X Clear schedule

### 3 User management

Manage users by selecting **Users** from the main menu.



User accounts should be added for teachers and administrators. Accounts are not added for students.

#### 3.1 Adding Accounts Manually

To create an account manually click the **Add** button and complete the user form.



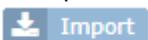
Complete the user details then click **Save**.

[Control Tower users](#) > User details

 A screenshot of a web form titled 'User details'. The form is contained within a rounded rectangular box. At the top left of the form is a tab labeled 'User details'. The form fields are arranged in two columns. The left column contains: 'User name (e-mail)' with a text input field; 'Create random password' with a checkbox; 'Require password change at next login' with a checkbox; 'Password' with a text input field; 'Password again' with a text input field; 'Notify user via email' with a checked checkbox; 'Role' with a radio button selection list (Parent, Teacher, Technician, Location admin, Organization admin); 'First name' with a text input field; 'Last name' with a text input field; and 'Notes' with a large text area. The right column contains a section titled 'LOCATION ACCESS' with a green '+ Add' button. At the bottom of the form are two buttons: a green 'Save' button with a checkmark icon and an orange 'Cancel' button with a circle-slash icon.

#### 3.2 Import users from CSV

To import teachers from a CSV file click the **Import** button.



Use the Import from CSV tab to choose an import file that uses the specifications described, then click **Upload**.

Import from CSV file    Import from Google Directory

Import from CSV file    None    Choose file

Send email notice to user after import   

CSV file should be in the format:  
User ID (email), First Name, Last Name, Password, Role, Location code

User ID, First Name and Last Name are mandatory, other fields optional.

Role Values:  
1 = Teacher  
2 = School Tech  
3 = Location Admin  
4 = Organization Admin  
(blank = teacher)

Blank password field will generate random password

### 3.3 Import users from Google Directory

Click the **Import** button.

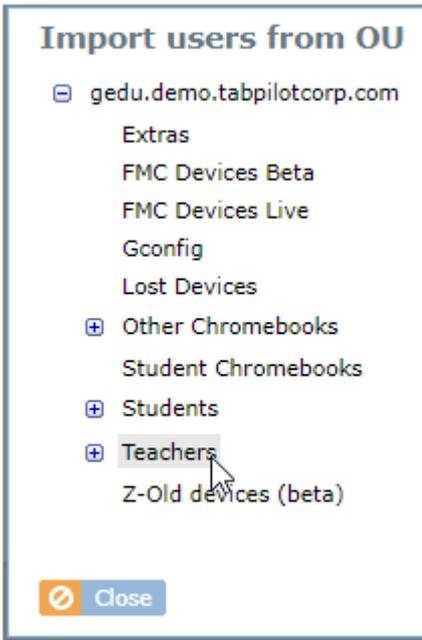


Choose the "Import from Google Directory tab"

Import from CSV file    Import from Google Directory

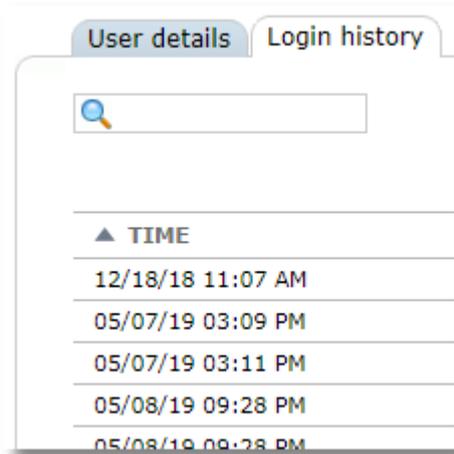
Import users from OU    Click to select

Click in the entry field for "Import users from OU" then select the OU from your Google domain that contains the teacher accounts you wish to import. All sub-OUs will be included.



### 3.4 User Login History

The system keeps a log of each time a user logs in. The log is accessible from the Login history tab next to User details.



## 4 Using FindMyChromebooks (Lost Mode)

If your subscription includes FindMyChromebooks, you can use the feature to find lost and missing Chromebooks.

Putting a Chrome device into Lost Mode involves moving the device into the OU that's configured to automatically run the TabPilot Lost Mode kiosk app. After the device is in the correct OU, it will run the kiosk app the next time it boots and report back to Device Console that it is lost, appearing in the Lost Device Recovery area.

### 4.1 Activating Lost Mode

There are two ways to move Chromebooks to the OU for lost devices. This can be done directly from Securly Device Console by activating Lost Mode from device details or it can be done from the Google Admin Console.

#### 4.1.1 Activating Lost Mode from Device Console

A device can be moved to the OU for lost devices directly from Securly Device Console, however, it's not possible to remotely reboot the device immediately after the move. If you want the device to reboot immediately, you'll still need to use the Google Admin Console as described in the section above. It's not necessary to do an immediate reboot, but it can force the device into Lost Mode sooner.

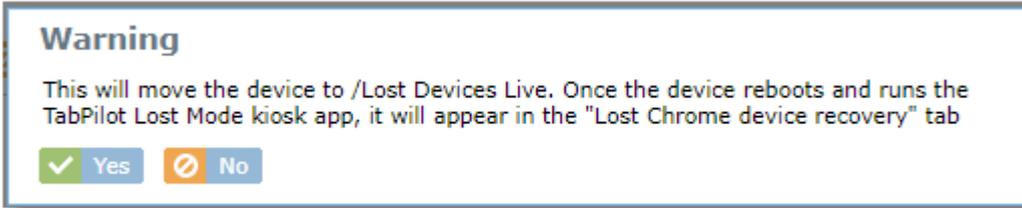
To move the device from inside Securly Device Console, click on **Activate Lost Mode Kiosk** button in device details. Note that for this feature to work, the default lost mode OU must be properly configured in Chrome settings and described in the [Setting Defaults for Lost Mode](#) section of this guide.

**Chrome device details**

Serial No.	0MV891AJ204603
Asset tag	
Status	ACTIVE
Recent users	brian@gedu.demo.tabpilotcorp.com, admin@gedu
Boot mode	Verified
Device ID	157bedf2-4630-4b51-a059-2b1c3492ebaf
WiFi MAC address	1867b010db13
Firmware ver.	Google_Kevin.8785.220.0
Last enrollment time	08/01/2017
MEID	1867b010db13
Model	Sam Plus
Notes	
Order number	
OS version	
Platform ver.	1003286.0 (Official Build) stable-channel kevin
Location (OU)	/Student Chromebooks
Support end date	

Buttons:  Save  **Activate Lost Mode Kiosk**  Cancel

Confirm that you really do want to move the device.

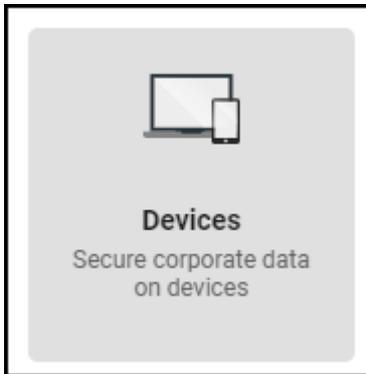


Note that after you move the device, it will show in the new OU both in Device Console and in your Google Admin Console.

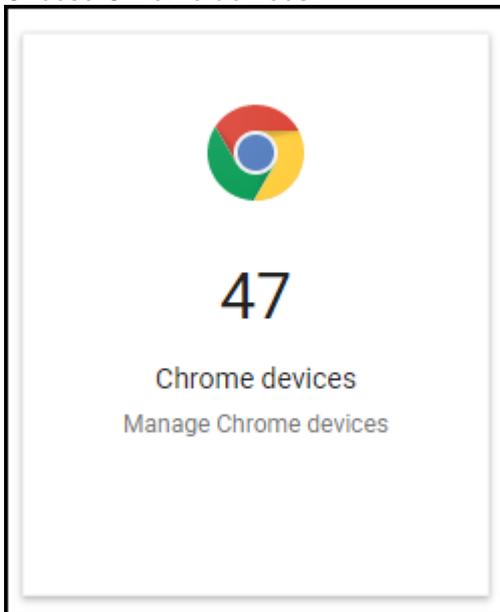
#### 4.1.2 Moving devices to the lost OU from Google Admin

Follow these steps to move the device into the OU for lost devices using the Google Admin Console. After the device is moved, you can remotely reboot the device to ensure that it runs the Lost Mode kiosk app sooner.

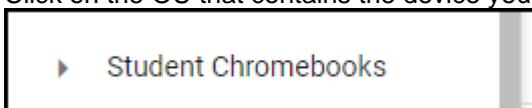
1. Click **Devices** from the home screen in Google Admin.



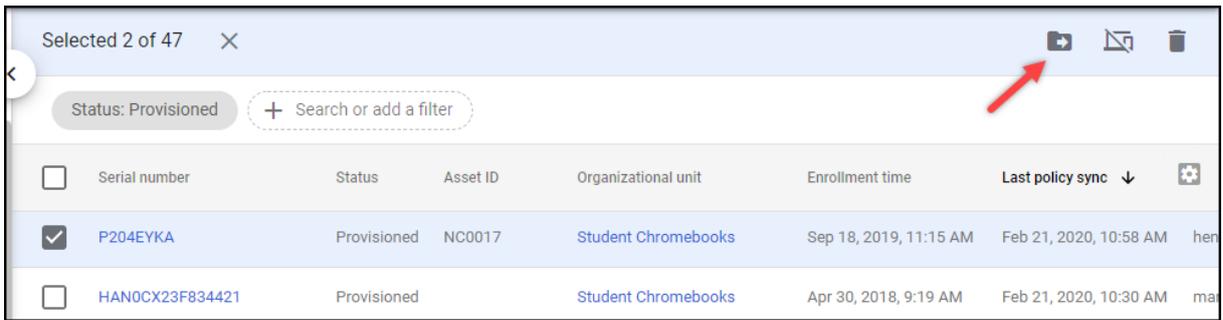
2. Choose **Chrome devices**.



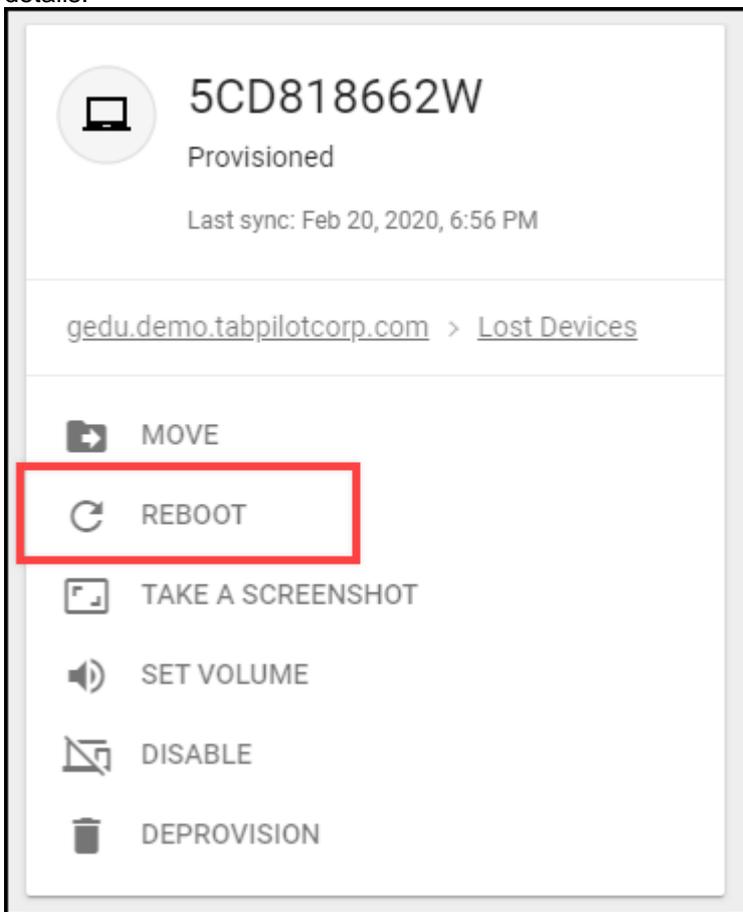
3. Click on the OU that contains the device you wish to move.



4. Select the device from the list of Chromebooks then click the "Move" icon at the top right.



5. Select your Lost Devices OU from the list and click "Move"
6. The next time the device reboots, it will load the Lost Mode kiosk app automatically.
7. You can force the device to reboot from Google Admin by clicking the "Reboot" button from device details.



## 4.2 Deactivating Lost Mode

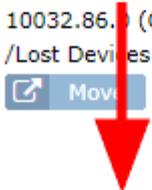
To deactivate Lost Mode for a device

1. Click the **Deactivate Lost Mode Kiosk** button from device details

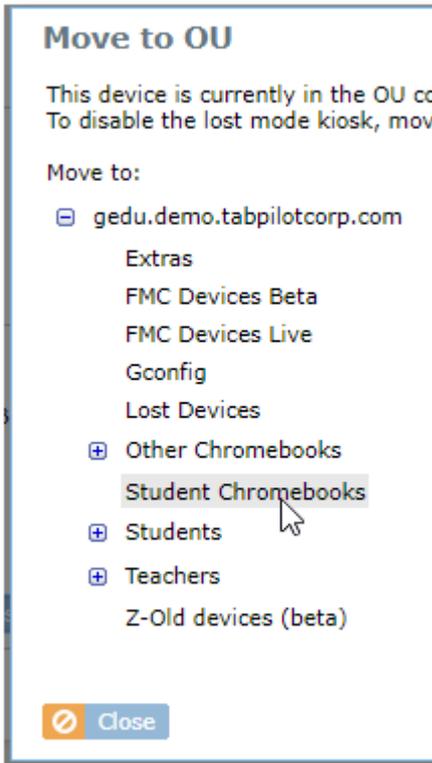
**Chrome device details**

Serial No.	0MV891AJ204603
Asset tag	
Status	ACTIVE
Recent users	brian@gedu.demo.tabpilotcorp.com, admin@gedu.c
Boot mode	Verified
Device ID	157bedf2-4630-4b51-a059-2b1c3492ebaf
WiFi MAC address	1867b010db13
Firmware ver.	Google_Kevin.8785.220.0
Last enrollment time	08/01/2017
MEID	1867b010db13
Model	Sam Plus
Notes	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
Order number	
OS version	
Platform ver.	10032.86.0 (Official Build) stable-channel kevin
Location (OU)	/Lost Devices
	<a href="#">Move</a>
Support end date	

Save
 Deactivate Lost Mode Kiosk
 Cancel

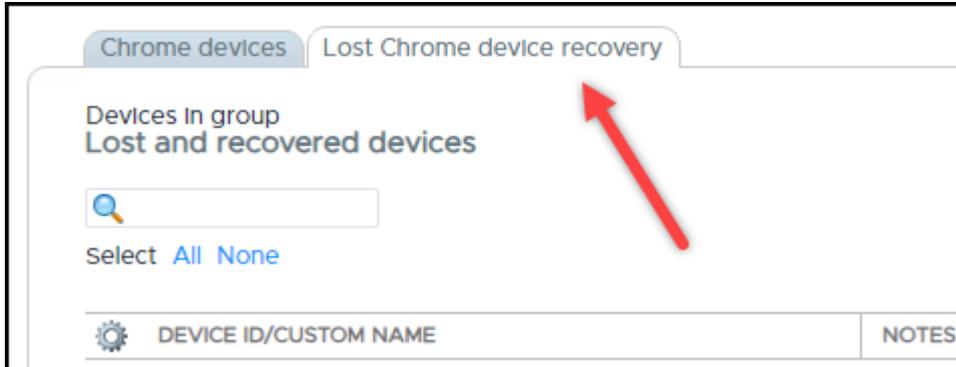


2. Click to choose an OU where the device should be placed. This will move the device out of the Lost Devices OU and into the selected OU. Once moved, the device will exit the Lost Mode kiosk (a reboot might be required) and normal login and use of the device will resume, based on the configured settings of the OU where the device is moved.



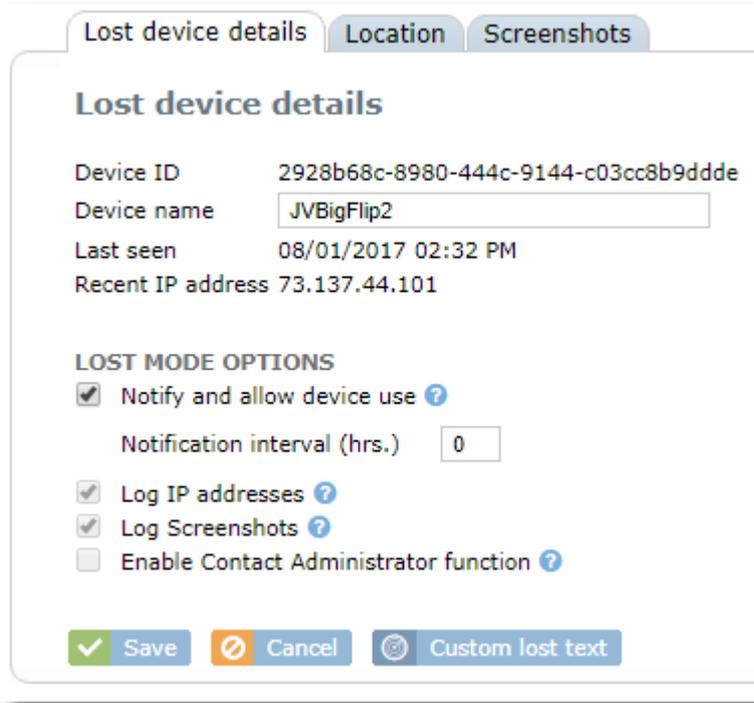
### 4.3 Locating lost devices in Device Console

Once Lost Mode has been activated for a device and it reboots and loads the Lost Mode kiosk app, it will appear in Device Console on the **Lost device recovery** tab.



#### 4.3.1 Lost Device Details

Click on any device from the **Lost device recovery** list to view the Lost Mode details for the device.



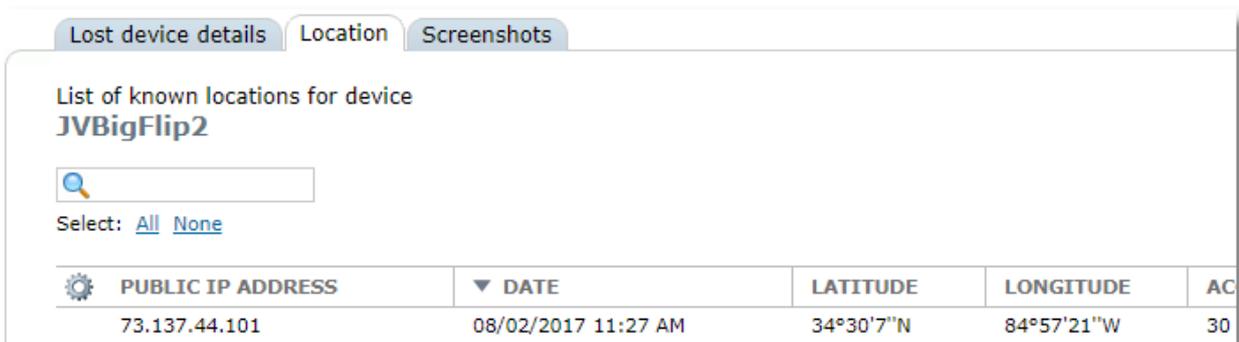
**Rename device:** To make it easier to identify devices in the list later, edit the Device name and click **Save**.

**Lost mode options:** This section allows you to change the options for this specific device from the defaults that were configured under **Settings / System**. For a description of each of the settings, see the section of this guide: [Setting Defaults for Lost Mode](#).

**Custom lost text:** Use this button to change the text on the Lost Mode screen on the device.

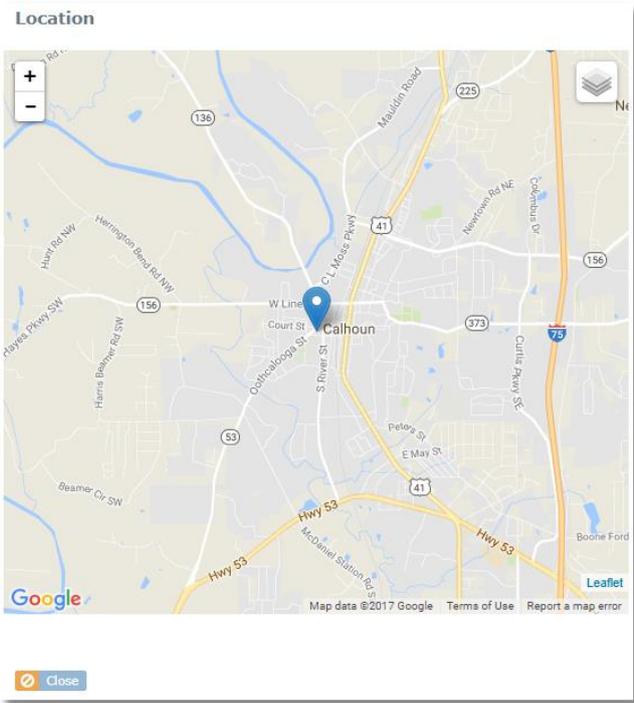
### 4.3.2 Lost Device IP Address and Location History

Click on any device from the **Lost device recovery** list then switch to the **Location** tab.



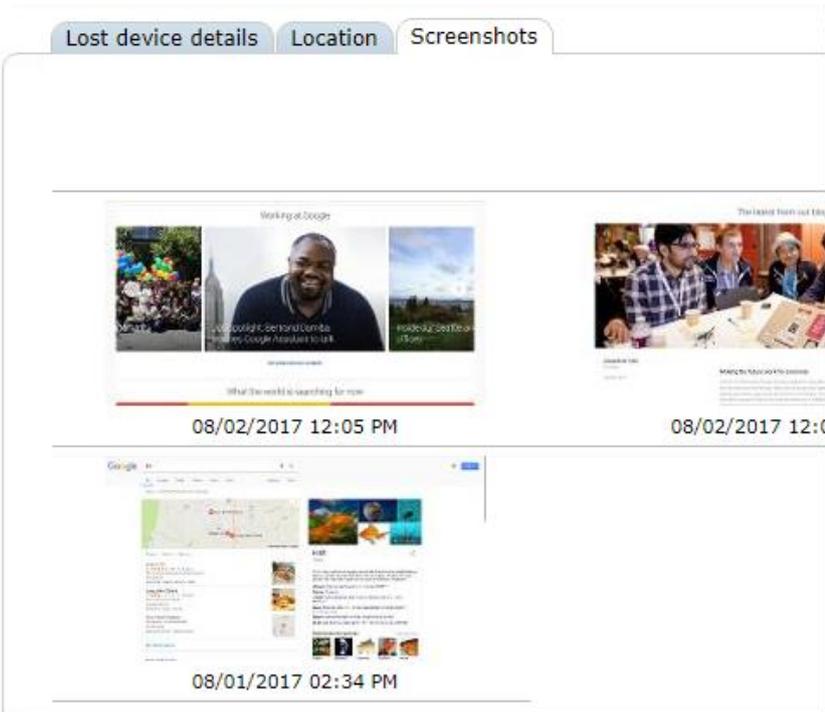
The list will show one line for each time a significant change in IP address and/or location occurred.

Click on any line in the table to view the device location on a map.



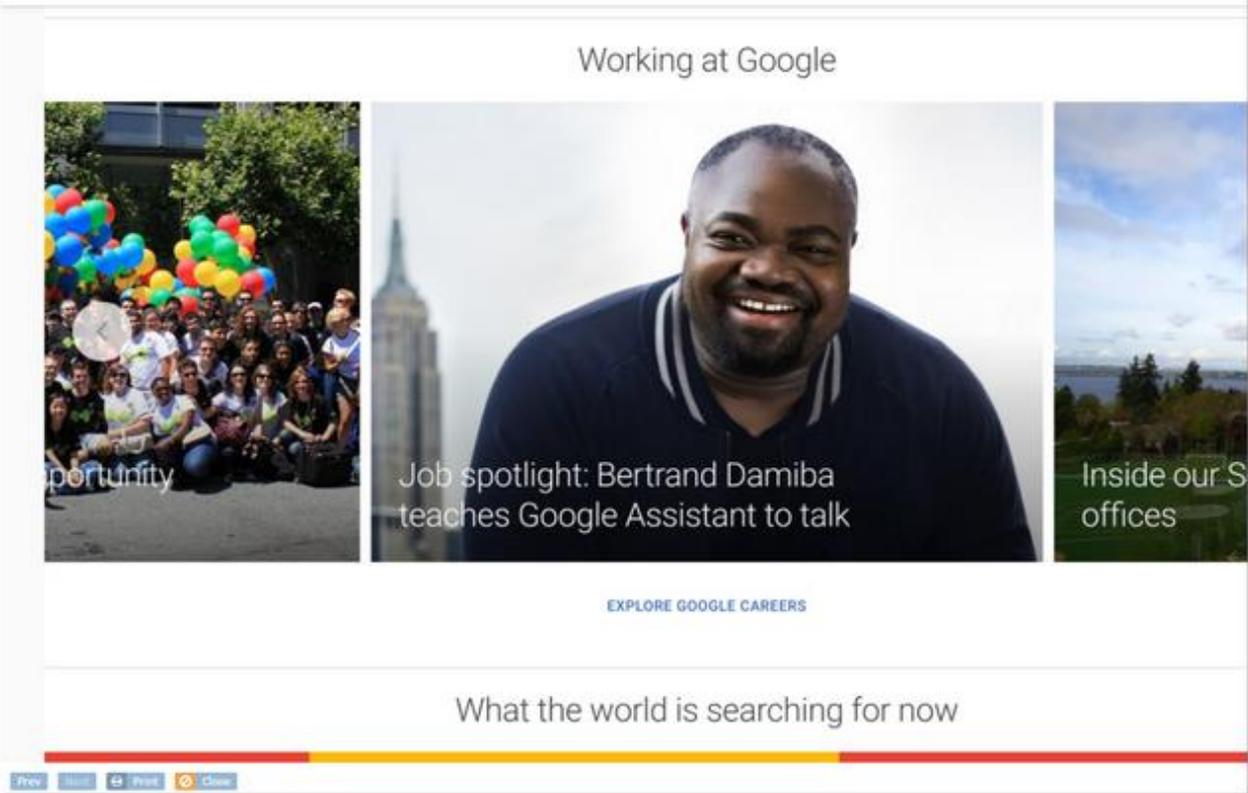
### 4.3.3 Lost Device Screenshots

Click on any device from the **Lost device recovery** list then switch to the **Screenshots** tab.



Click on any screenshot thumbnail to view a larger image.

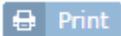
Device 'JVBigFlip2' screenshot, captured at 08/02/2017 12:05 PM



Use the **Prev** and **Next** buttons at the bottom to move through the screenshot history.

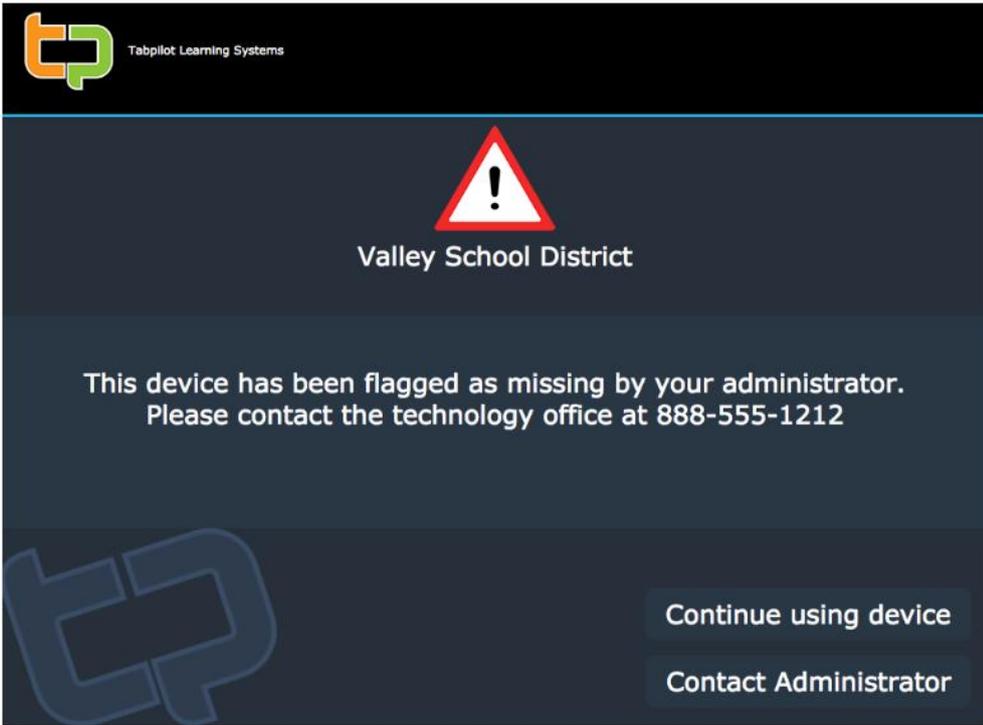


Use the **Print** button to print the current screenshot, including the device name, date and time.

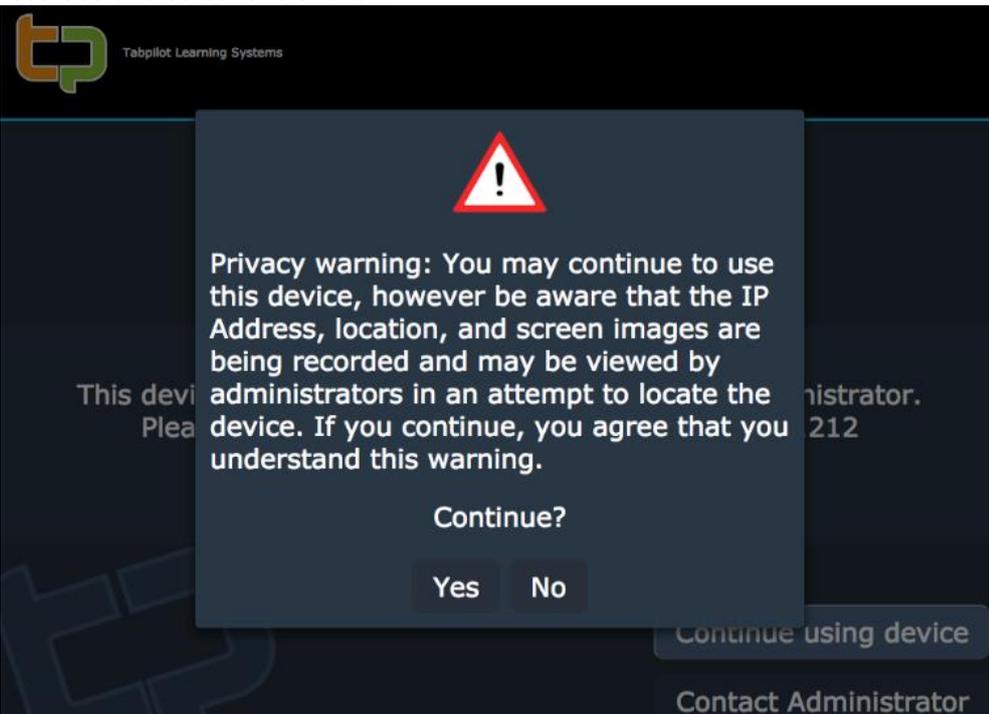


#### 4.4 Lost Mode functions on the Chromebook

When a Chromebook is placed in the Lost Mode OU in Google Admin, it will automatically load the Lost Mode kiosk app when it reboots. The screen displayed will have different options based on the default Lost Mode configuration options found in **Settings / System** in Device Console or the individual device Lost Mode options set on the device details in **Lost mode recovery**.

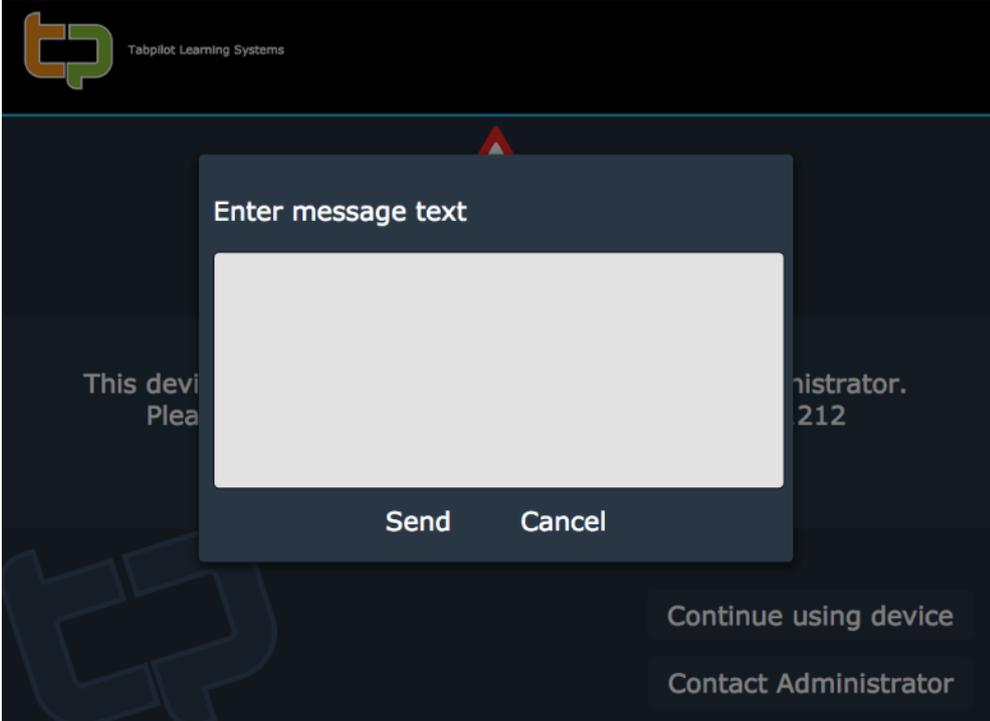


**Continue using device:** This button will appear when configured by the administrator. It allows the user to continue using the device after agreeing to the privacy warning that notifies them that the location may be recorded and screenshots taken.



Note: The privacy warning will be redisplayed periodically to remind the user. The frequency of the reminder can be set in Lost Mode defaults and for each individual device by changing the notification interval.

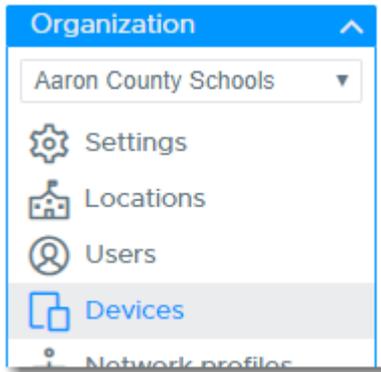
**Contact administrator:** This button allows the user to send a note to the administrator, such as letting them know where the device is located or that it will be returned. The note will be sent to the e-mail address for all organization administrators.



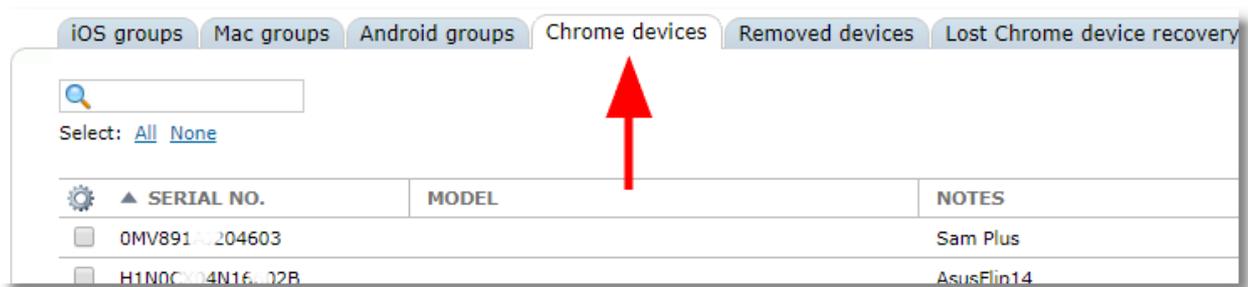
## 5 Managing Chromebook Inventory

After properly linking your Google account to TabPilot, all Chrome devices found in your Google account will appear in a table on the **Chrome devices** tab in the **Devices** area of TabPilot.

Choose Devices from the **Organization** menu.



Switch to the Chrome devices tab.



Click on any device in the table to display the details for the device.

Chrome device details

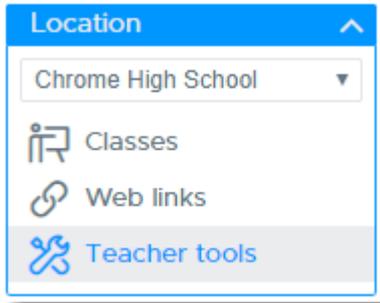
Serial No.	0MV891AJ204603
Asset tag	
Status	ACTIVE
Recent users	brian@gedu.demo.tabpilotcorp.com, admin@g
Boot mode	Verified
Device ID	157bedf2-4630-4b51-a059-2b1c3492ebaf
WiFi MAC address	1867b010db13
Firmware ver.	Google_Kevin.8785.220.0
Last enrollment time	08/01/2017
MEID	1867b010db13
Model	
	Sam Plus
Notes	
Order number	
OS version	
Platform ver.	10032.86.0 (Official Build) stable-channel kevi
Location (OU)	/Student Chromebooks
	<a href="#">Move</a>
Support end date	

✓ Save
📄 Activate Lost Mode Kiosk
🛑 Cancel

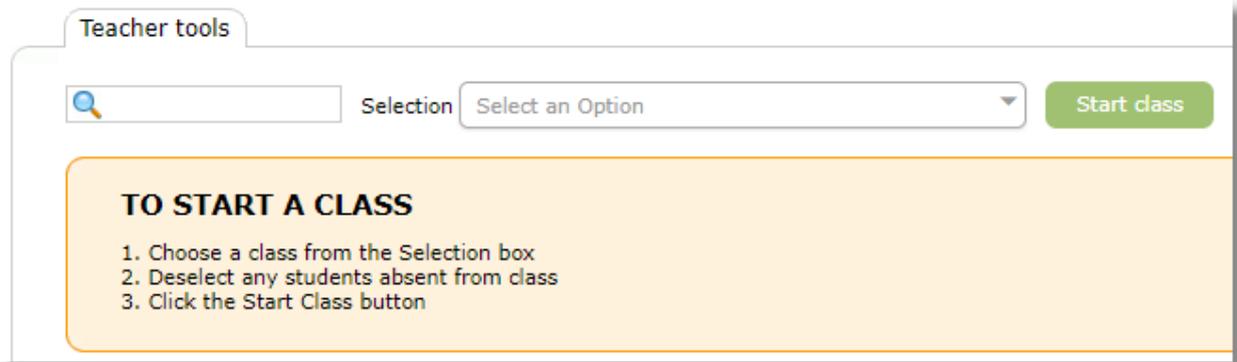
The notes field in device details will synchronize with the notes filed as shown in the Google Admin console. Notes made in either place will appear in the other after the periodic device inventory sync.

## 6 Teacher Tools

Teacher Tools provides the primary functions used by teacher to manage devices in the classroom. The tools are accessed by selecting **Teacher Tools** from the main menu.



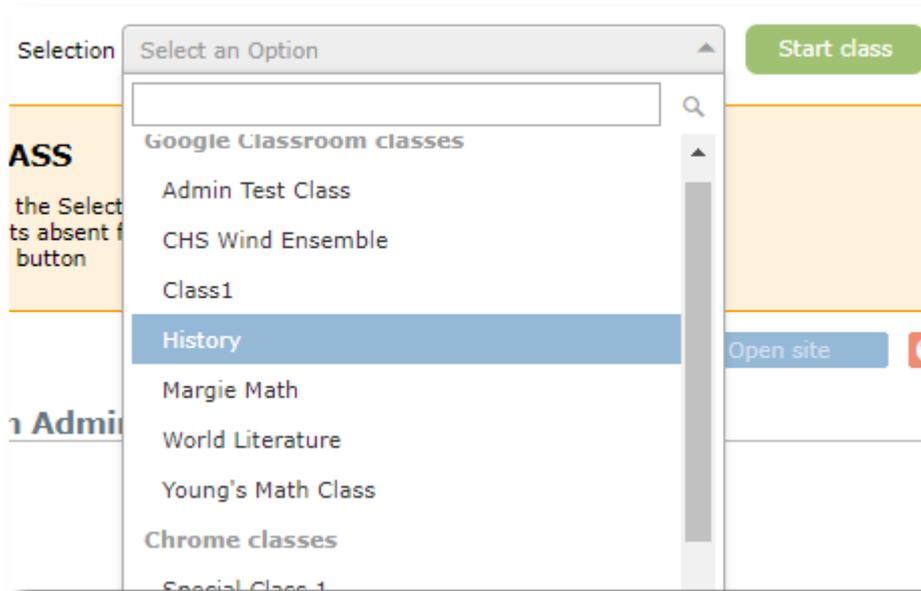
When entering Teacher Tools, an informational box is provided showing the three steps for starting a class.



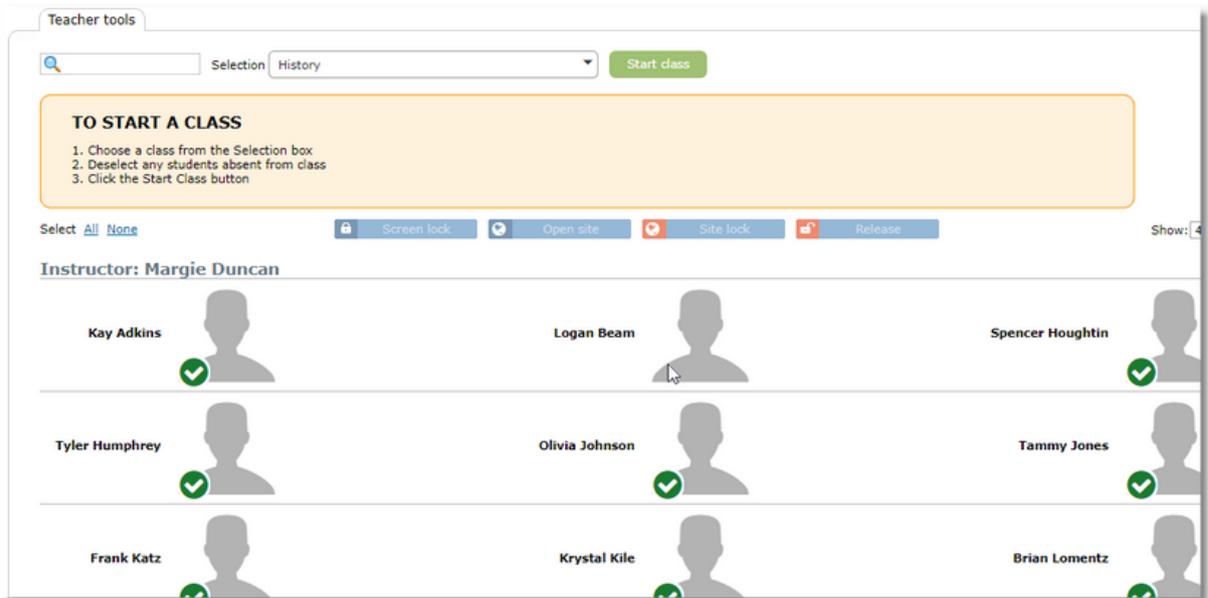
### 6.1 Starting a Class Session

To start a class session, follow the three steps listed in the information box at the top.

1. Use the "Selection" box to choose a class. Google Classroom classes are imported automatically and appear together in a group. Manually-created classes appear in a separate list labeled "Chrome classes"



2. A list of all students in the class will appear. All students will be shown with a green checkmark to indicate that they are selected for inclusion in the class session. Click on any student who should be excluded from the class, such as students who are absent.



If a student is still in another active class, text will be shown indicating the name of the class. The teacher has the option of excluding or including them in the new class. If the student is included in the new class, control of the student device will be transferred to the new class, thus "pulling the student out" of the previous one.



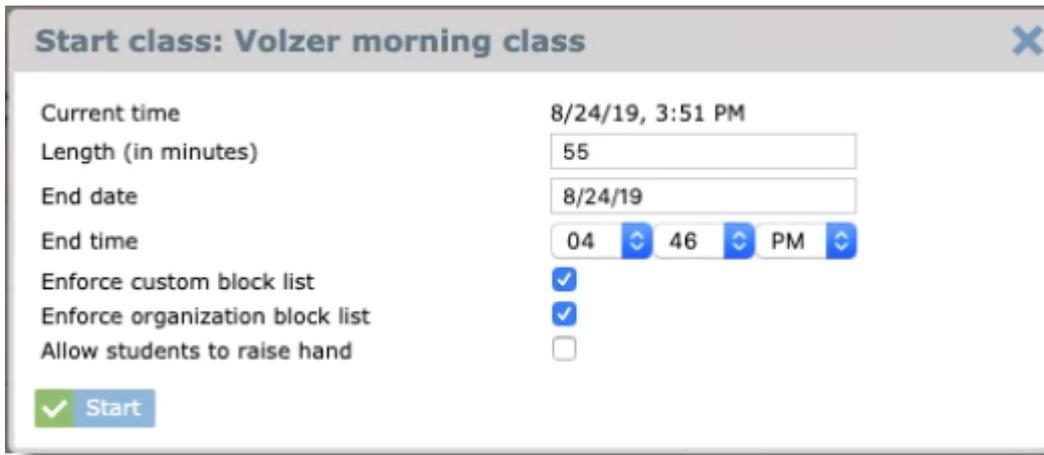
When starting a class with one or more students who are still active in a previous class that is still in session, an additional warning will be displayed.



3. Click the **Start class** button.



4. Verify or change the length of the class. Either change the class length or the class end time and the opposite value will be set automatically. The default class length can be set by the system administrator in the Chrome Settings area. Click **Start**.

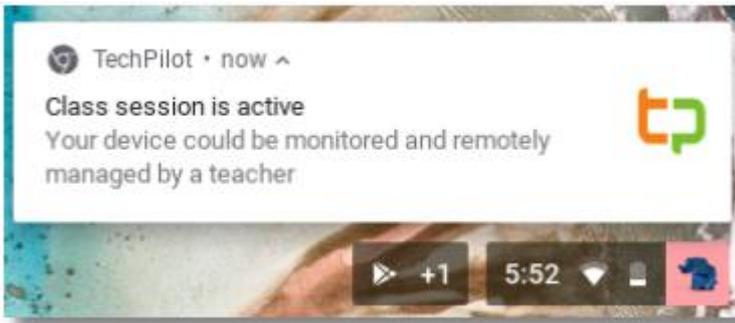


- While the class is running, the remaining time counter will appear at the top, next to the **Stop Class** button.



### Student Privacy Notification

When class starts, a notification appears for students to let them know that a class is in session on their device and that it may be monitored.



Students can also tell that a class is in session because the extension icon will change from grey to color and a notification appears when hovering over the extension.

## 6.2 Stopping a Class Session

To stop a class, use the **Stop class** button at the top of the Teacher Tools screen.



## 6.3 Extending a Class Session

To extend a class, use the **+5 min.** button to add an additional five minutes to the length of the class.



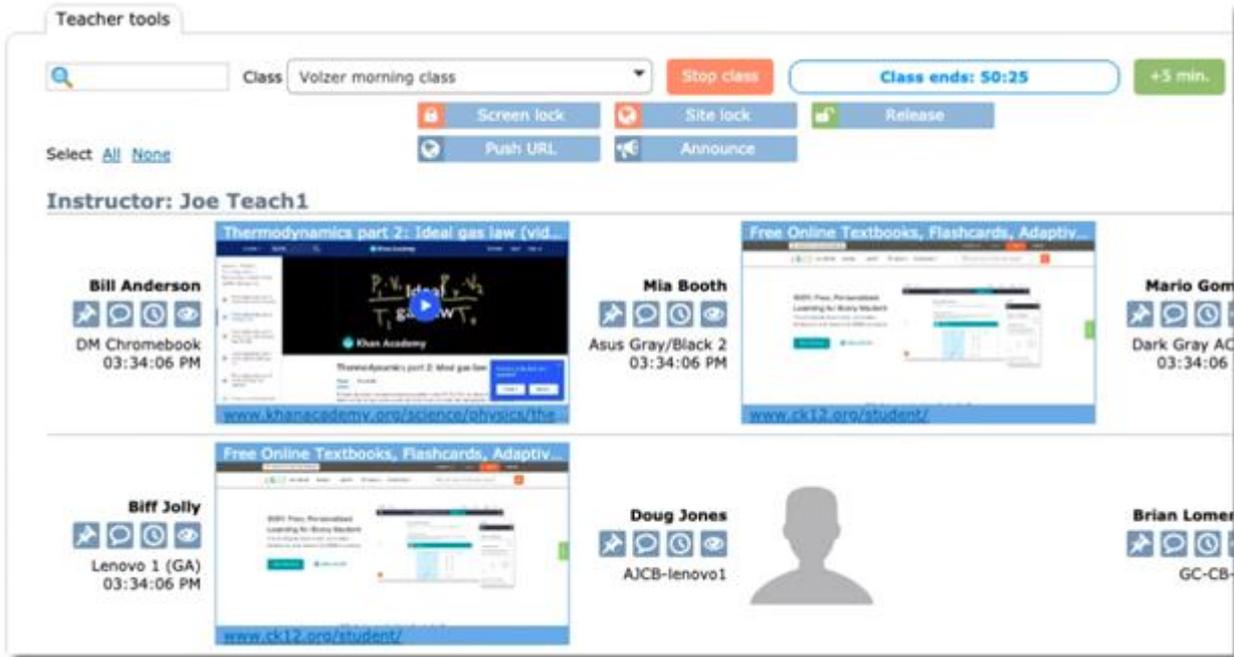
## 6.4 Monitoring Student Screens

Student screen thumbnails are visible on the main Teacher Tools page once a class is started unless the administrator has disabled the screen viewing feature.

The thumbnail view should be selected from the view selector



Securly Classroom sends a request to devices for a screen update about once every 10 seconds. However, if the device has recently been restarted or asleep, it may take up to 2 minutes for it to begin responding to requests.



Students shown as a solid silhouette are in the class, but their device has not yet connected to Securly Classroom.



Students shown as an outline silhouette are excluded from the class. This can be because they were deselected before the class was started or because their device connected to Securly Classroom but was detected on an outside (non-school) IP address, which typically means they are absent from school and connecting from home or elsewhere. This automatic exclusion from class based on IP address is an optional setting configured in the Settings/System area.



If a device goes off-line for more than one minute, the thumbnail image will be removed and the student icon will appear in its place.

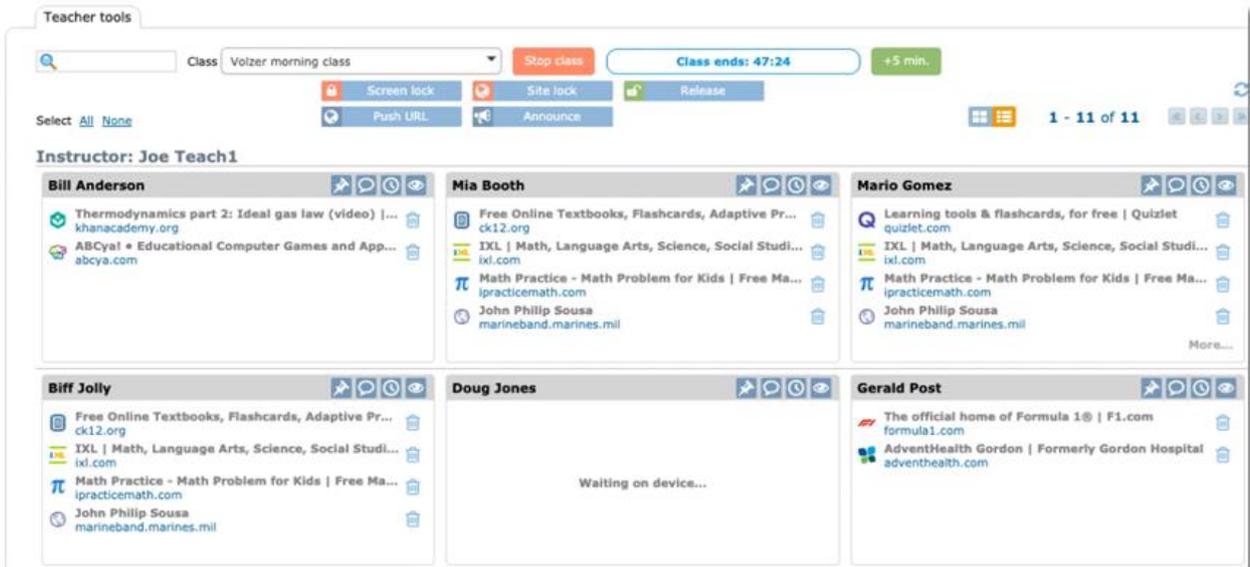
## 6.5 Monitoring Students with Tab View

Tab View allows monitoring of students by showing a list of currently opened tabs on student devices.

The tab view should be selected from the view selector.



Securly Classroom sends a request to update the tabs list about once every 10 seconds. However, if the device has recently been restarted or asleep, it may take up to 2 minutes for it to begin responding to requests.

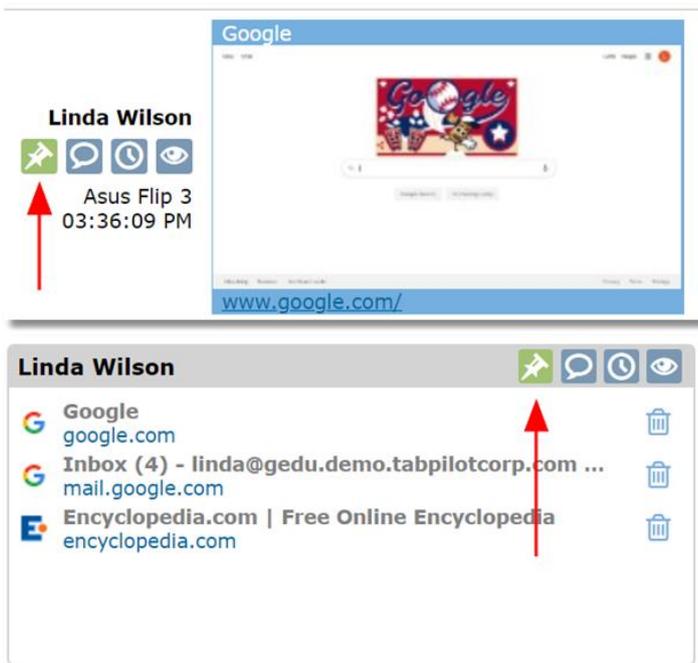


If a device goes off-line for more than one minute, the list of tabs will be removed and replaced by the message "Waiting on device..."

## 6.6 Pin a student

Both screen view and tab view allow a student to be "pinned" which moved them to the first position in the list. This makes it easier to monitor selected students.

To pin a student, click the pin icon. Click the icon again to unpin the student and have them return to the normal position in the list.



## 6.7 Device View

Device View provides a large image of the student screen and a list of all open tabs. Device View is

accessed from thumbnail view or tab view with the icon: 

Teacher tools > HP14Gray

### Device view

User logged in: Linda Wilson  
 Device name: HP14Gray  
 Device ID: 98b746fa-15e8-47e4-9847-658d7817c9c7  
 Screenshot time: 08/24/2019 03:54:27 PM  
 Last seen: 0 seconds ago

 Screen lock
  Push URL
  Site lock
  Browsing history
  Clear hand raise
  Announce
  Print
  Back



OPEN TABS

-  John Philip Sousa  
[marineband.marines.mil](http://marineband.marines.mil)
-  IXL | Math, Language Arts, Science, Social Studies, and Spanish  
[ixl.com](http://ixl.com)
-  Math Practice - Math Problem for Kids | Free Math Practice  
[jpracticemath.com](http://jpracticemath.com)
-  Free Online Textbooks, Flashcards, Adaptive Practice, Real Wo...

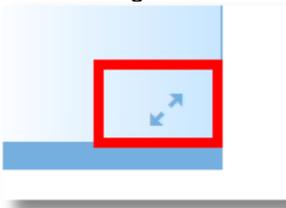
In addition to a larger screen view, Device View also displays a list of all of the open tabs on the student device.

Functions for Screen Lock, Push URL, Site Lock, Browsing History, Clear hand raise and Announce are available from this screen and will only be applied to this device.

The **Print** button allows the current screen to be printed.

The **Back** button returns to the class thumbnail view.

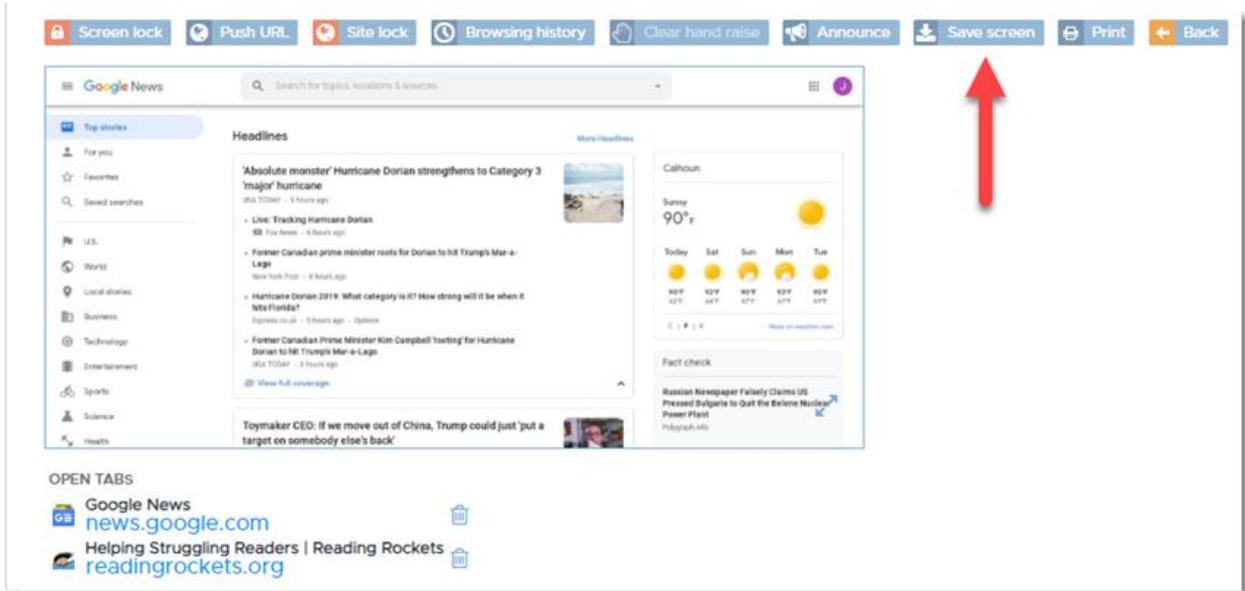
For an even larger screen view, click the double arrow expand button in the bottom right corner of the screen image.



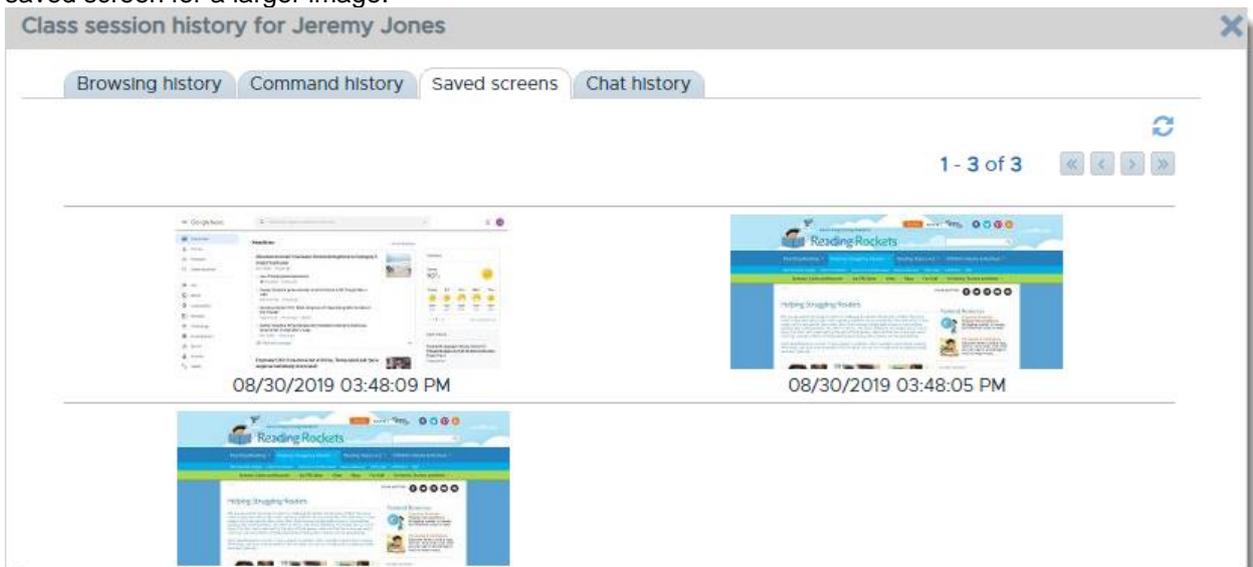
This view is helpful for displaying a student screen on a classroom projector connected to the teacher's computer.

## 6.8 Saving a Student Screen

Teachers can save an image of a student screen from Device View to record a record for future reference from the history area. **The Save Screen** button is available above the student screen image.

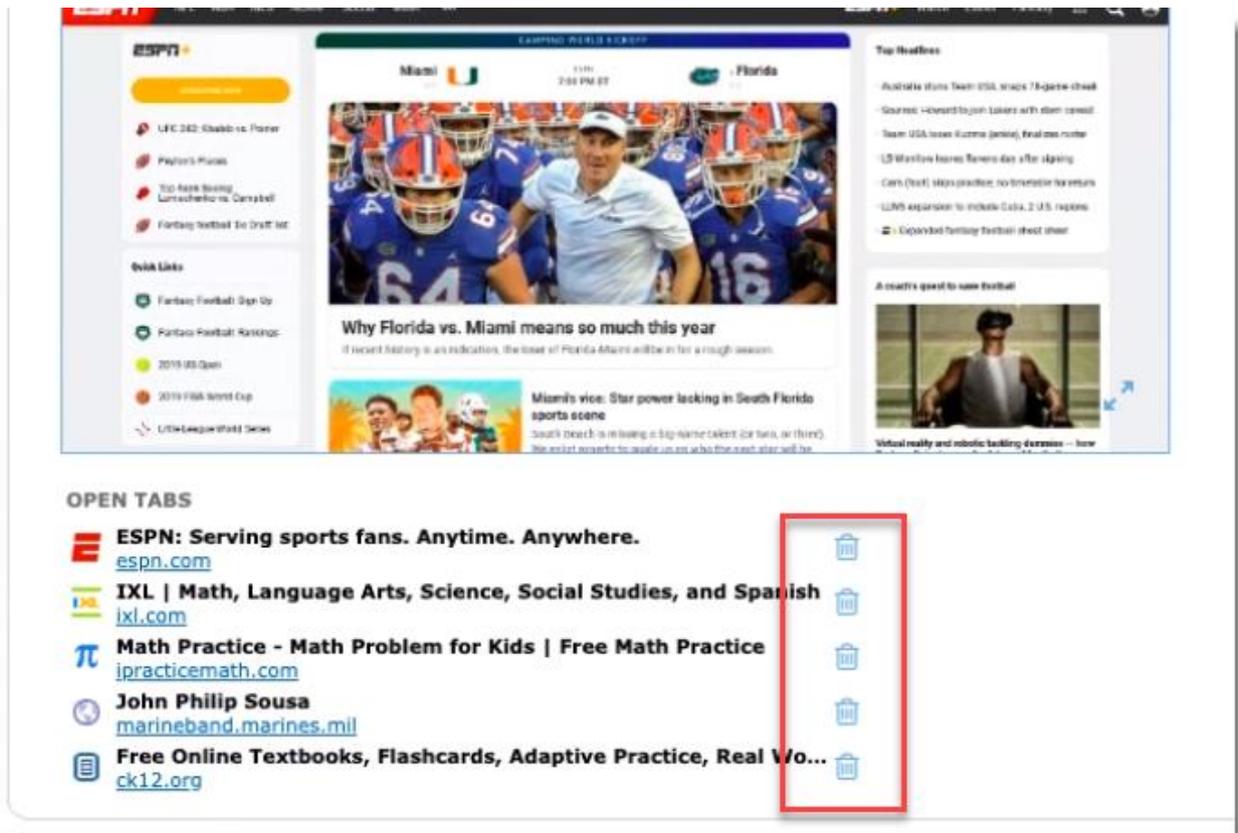


Saved screens are available in the student history on the Saved Screens tab. Click on a thumbnail of a saved screen for a larger image.



## 6.9 Closing tabs on student screens

To close student tabs from Device View, click the trash can next to the site to be closed.

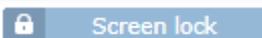


To close student tabs from Tab View, click the trash can next to the site to be closed directly from the tab list.



## 6.10 Screen Lock

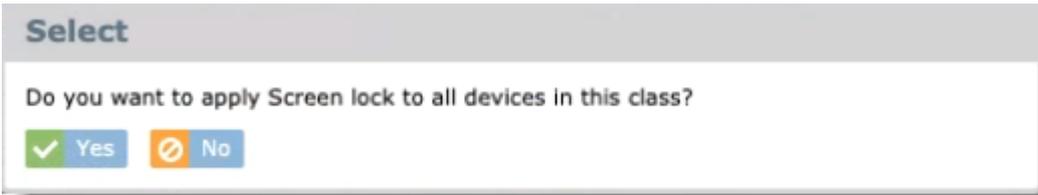
Screen Lock allows the teacher to freeze student screens and display a custom message. The button is enabled when a class session is active.



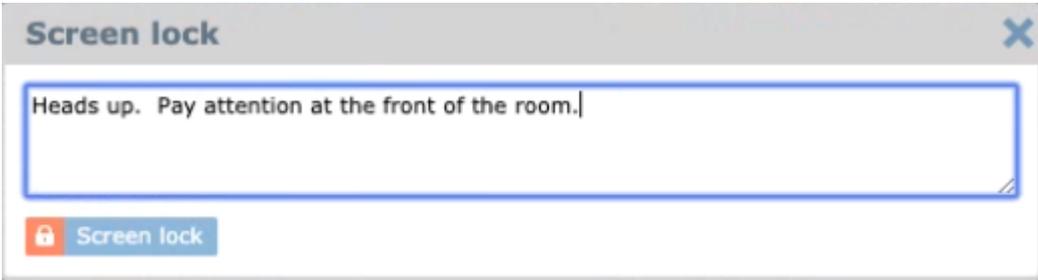
Screen Lock can be applied to an entire class, or individual students.

To apply Screen Lock to individual students, choose the students from the list prior to clicking the **Screen Lock** button.

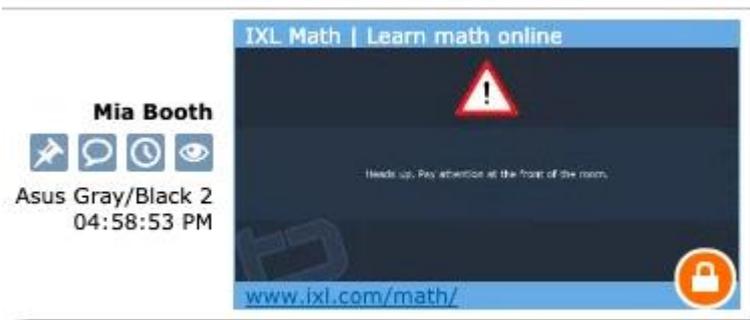
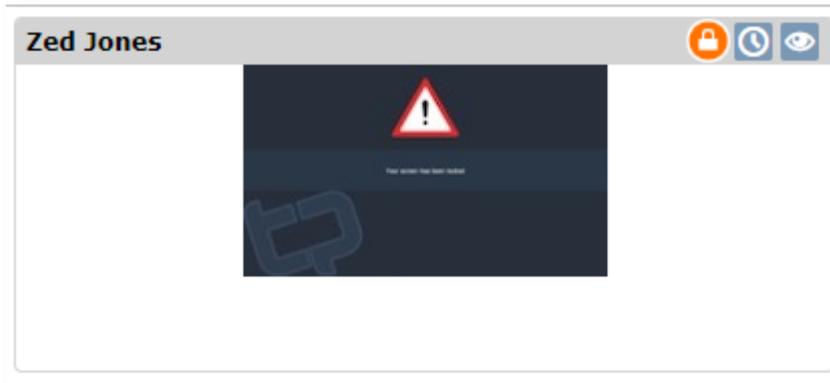
To apply Screen Lock to an entire class, click the **Screen Lock** button first, then answer "Yes" to the prompt "Do you want to apply Screen lock to all devices in the class?"



Enter a custom message to appear on the student screens. The message will be remembered and used as the default for the next screen lock. After entering the message, click the **Screen lock** button.



When screen lock is active, a lock icon will appear in the top bar of tab view or the bottom right corner of the screen image in thumbnail view.



To end screen lock for one or more students, choose an individual student or the entire class, then use the **Release** button.



## 6.11 Push URL

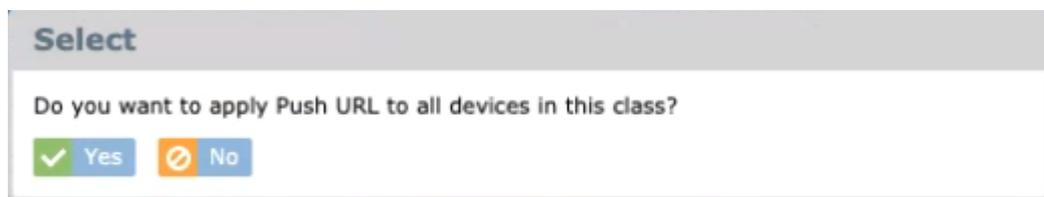
Use the **Push URL** function to push out one or more sites to student devices that will automatically open in new tabs. The button is enabled when a class session is active.



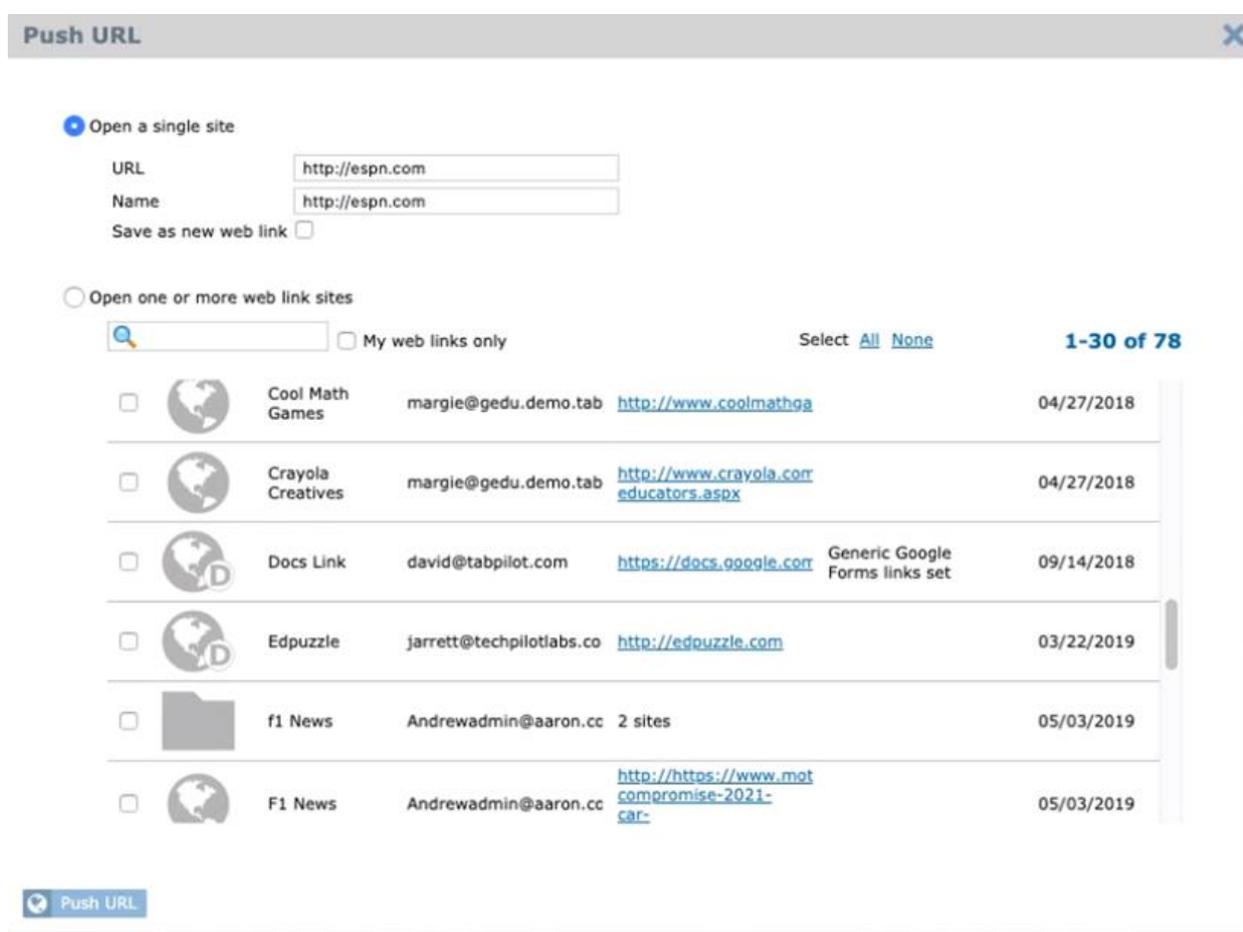
The Push URL function can be applied to an entire class, or individual students.

To use Push URL for individual students, choose the students from the list prior to clicking the **Push URL** button.

To use Push URL for an entire class, click the **Screen Lock** button first, then answer "Yes" to the prompt "Do you want to apply Push URL to all devices in the class?"



The Push URL window will allow you enter a single site, or choose one or more web links to open on the student devices. You can also choose a Collection of sites, represented by the folder icon, to open all sites in the collection.



Save as new web link: When entering a site manually, rather than choosing from the list of web links, you can use the "Save as new web link" option to save the entered site to the web links list for future use with Push URL and Site Lock.

### 6.12 Site Lock

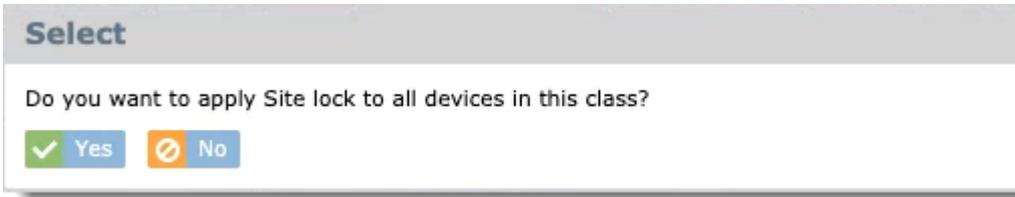
Use the **Site Lock** function to lock students into a single web site or a group of sites. The button is enabled when a class session is active.



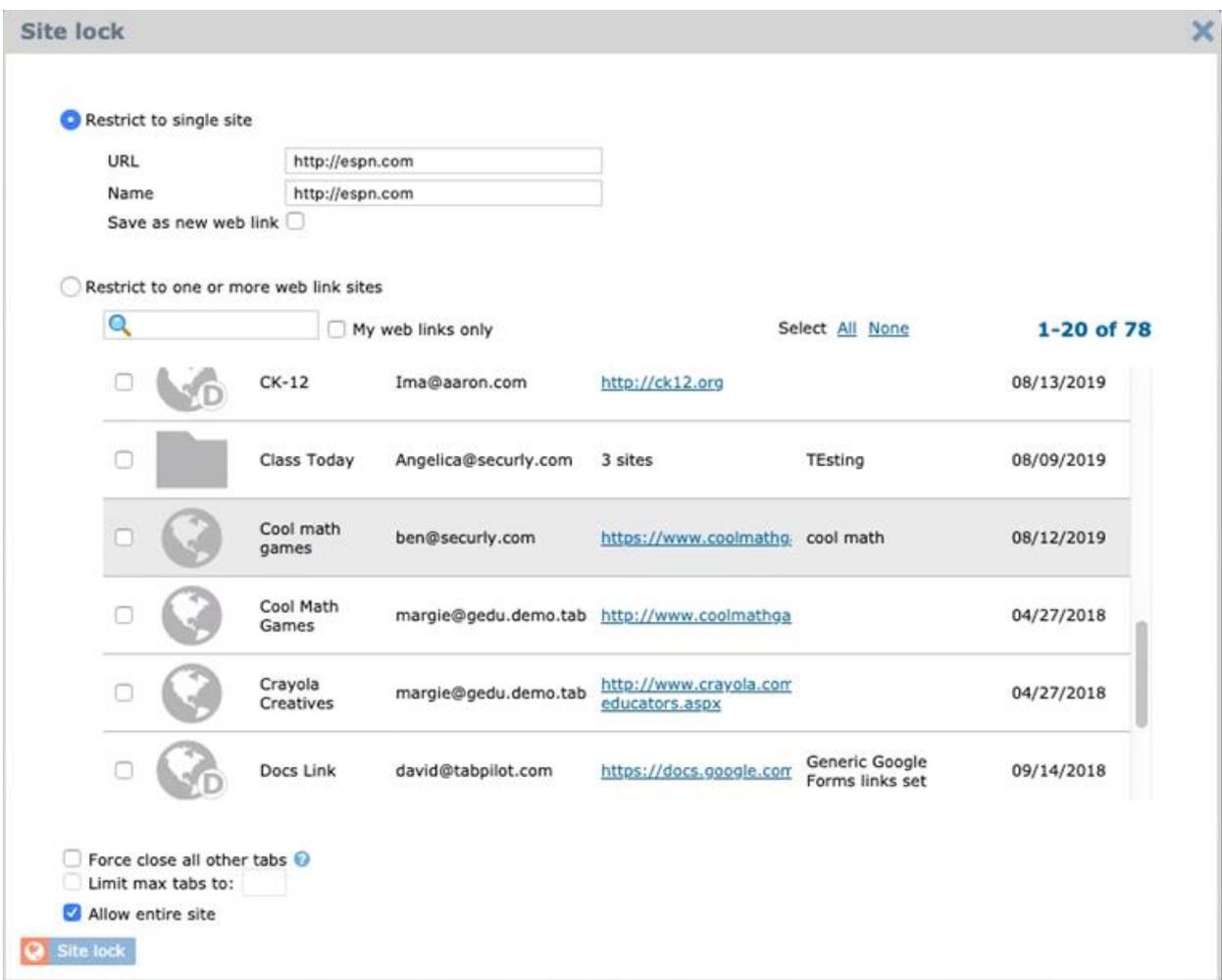
The Site Lock function can be applied to an entire class, or individual students.

To use Site Lock for individual students, choose the students from the list prior to clicking the **Site Lock** button.

To use Site Lock for an entire class, click the **Site Lock** button first, then answer "Yes" to the prompt "Do you want to apply Site Lock to all devices in the class?"



The Site lock window will allow you enter a single site, or choose one or more web links for Site lock. You can also choose a Collection of sites, represented by the folder icon, to open all sites in the collection.



Save as new web link: When entering a site manually, rather than choosing from the list of web links, you can use the "Save as new web link" option to save the entered site to the web links list for future use. When you enter a site manually, the site entered will be remembered and pre-filled for the next time you use the Open site function.

Force cloce all other tabs: Use this option if you wish to close all other open tabs on the student devices

Limit max tabs to: This option allows you to specify a maximum number of tabs that can be opened on the student device during site lock.

**Allow entire site:** Use this function if the URL for the site you are opening contains a path to a specific page on the site and you wish to allow the student to browse to other pages on the site during the session. If this option is not checked, only the exact page entered for the URL will be allowed, with the exception of any "dependencies" for web links that have been configured to have them.

When Site Lock is active on a device, the globe icon will appear.



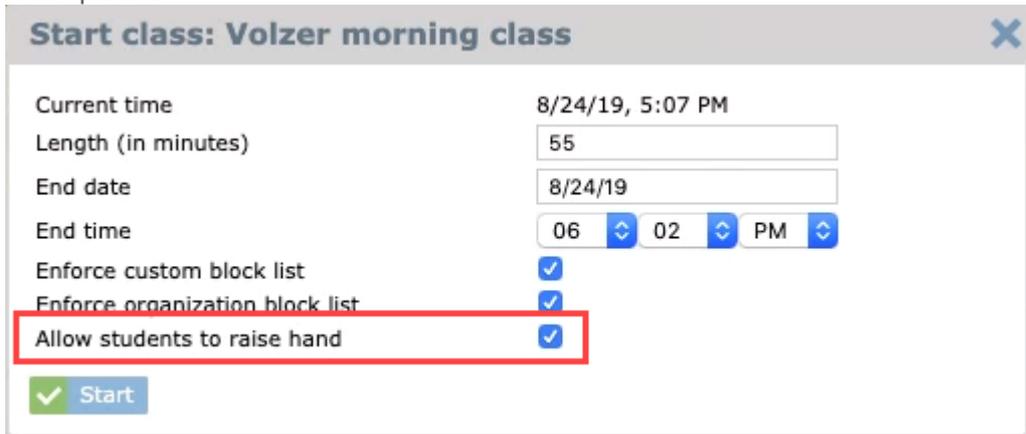
To end Site lock for one or more students, choose an individual student or the entire class, then use the **Release** button.



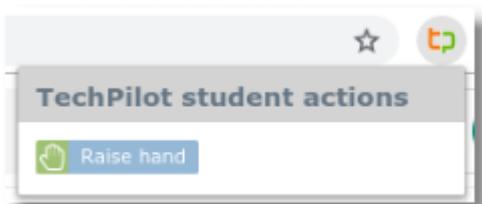
### 6.13 Hand Raise

Students can alert teachers that they need help with a "virtual hand raise".

The teacher has the option to enable hand raise when starting the class or in the scheduled class start options.



To use Hand raise, students click the extension icon at the top of the browser on their device and use the "hand raise" button.



The extension icon on the student device will change to show the hand icon



When activated, the teacher will see a hand icon in Teacher Tools



The icon appears in the top bar when using tab view



The teacher can cancel Hand Raise by simply clicking on the hand icon.

The student can cancel Hand Raise by clicking on the extension and using the "Cancel Hand Raise" button.



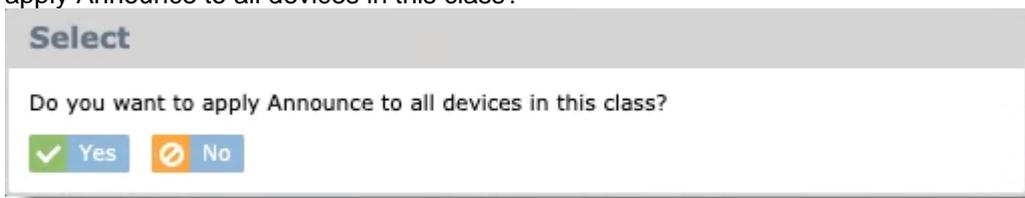
### 6.14 Announce

The Announce feature allows the teacher to send a message to one or more students in the class.

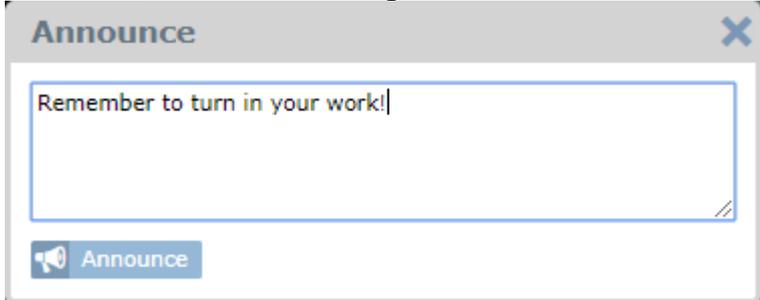
Select one or more students, then click the Announce button.



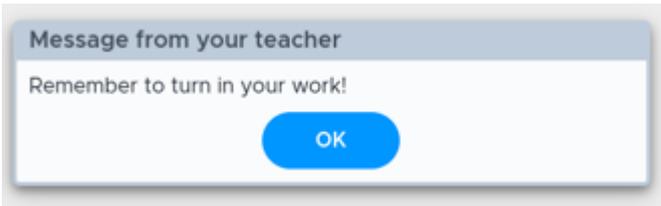
If no students are selected prior to clicking the Announce button, the system will prompt "Do you want to apply Announce to all devices in this class?"



Enter the announcement message and click the Announce button.



Students will see the message on all open tabs and must confirm by clicking OK before they can continue to use the device.



History of all announcements send is recorded and available from *Class session history* on the **Classes** menu by going to the Announcements tab.

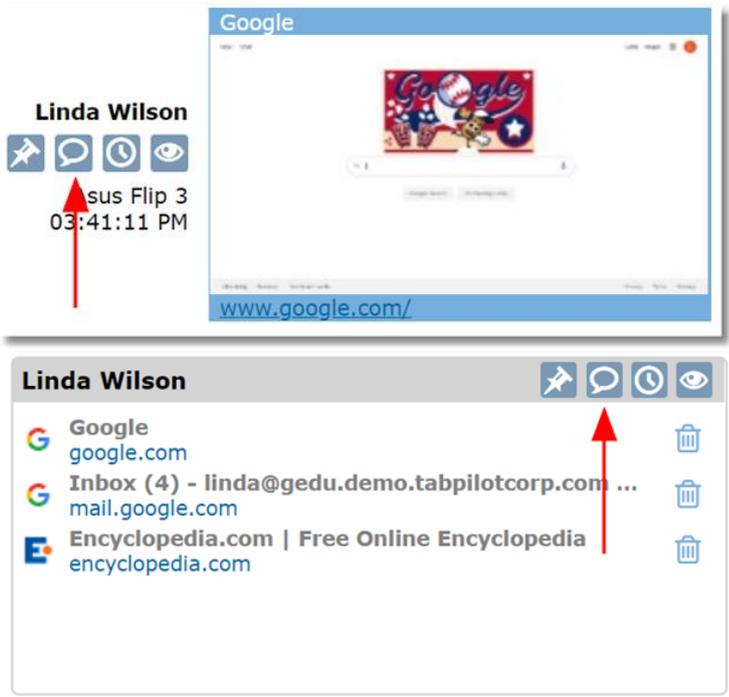
[Class session history](#) > Session details

Session details				
Session details		Session students	Announcements	Chats
	<input type="text"/>			
	TIME	ANNOUNCEMENT	▲ SENT TO	
	08/24/2019 05:33 PM	Remember to turn in your work!	Ameila Richar	
	08/24/2019 05:33 PM	Remember to turn in your work!	Biff Jolly	
	08/24/2019 05:33 PM	Remember to turn in your work!	Bill Anderson	
	08/24/2019 05:33 PM	Remember to turn in your work!	Brandy Wynn	

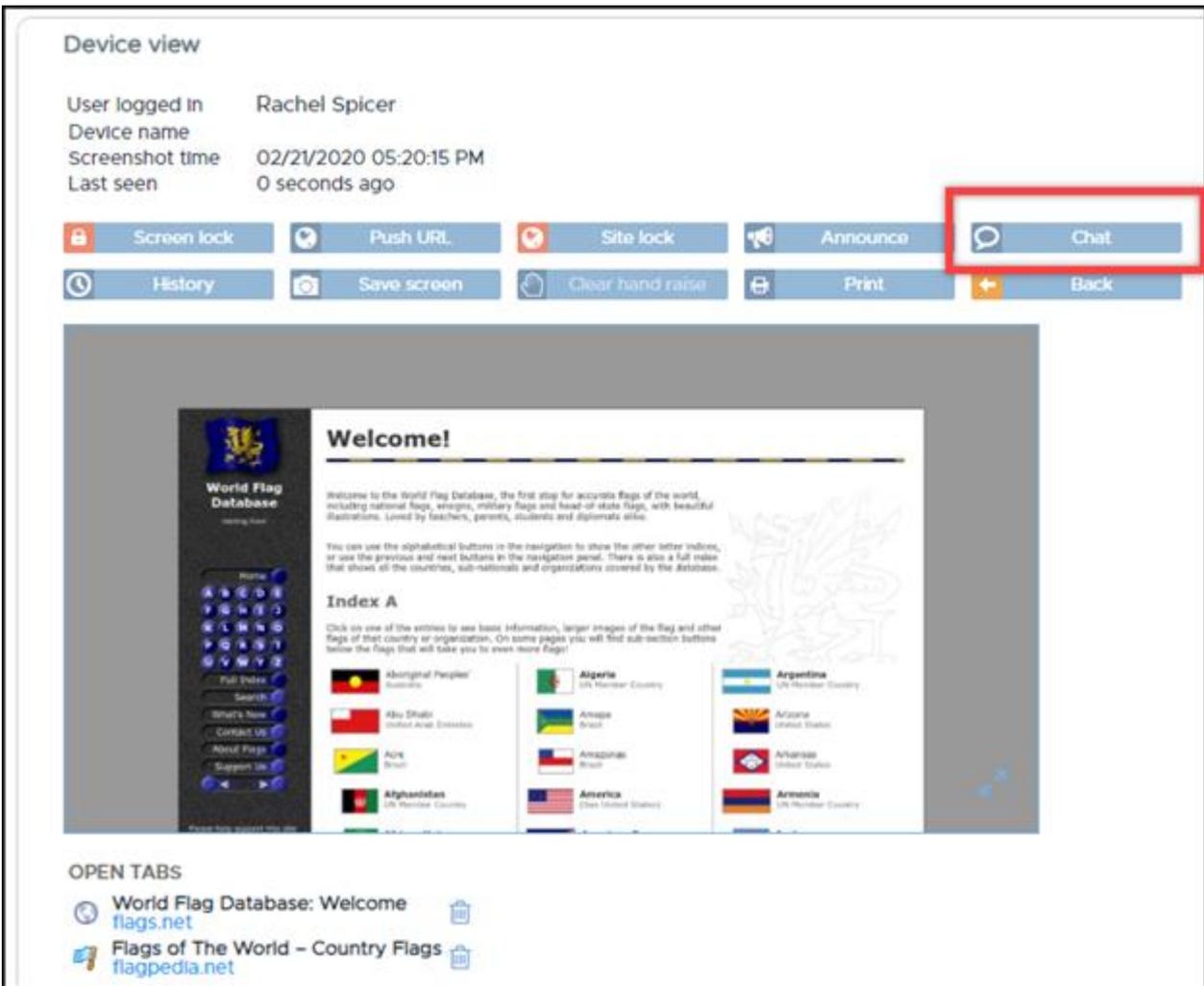
## 6.15 Chat

Two-way chat is available between teachers and students. The chat can only be initiated by the teacher.

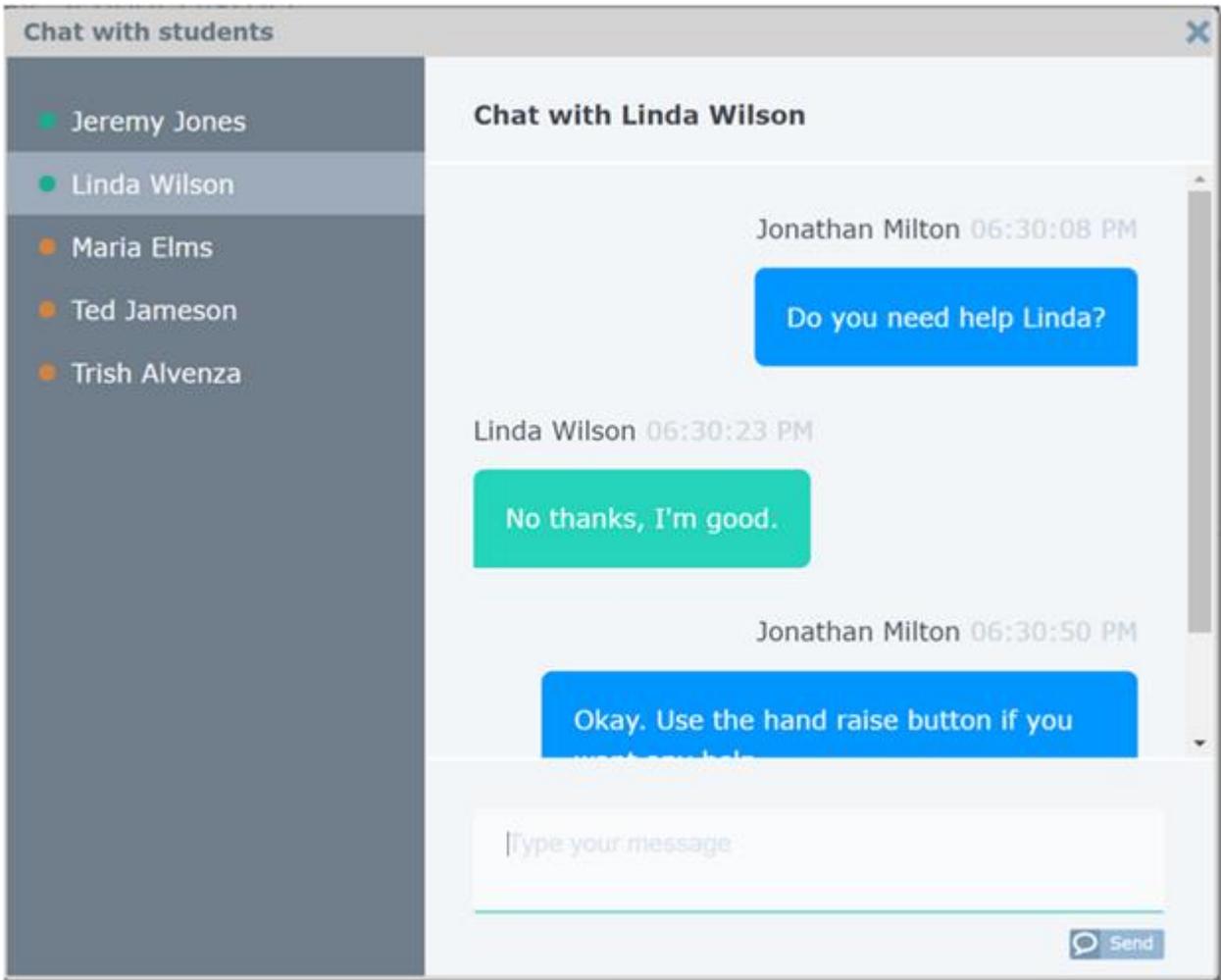
To start a chat, use the chat bubble icon from screen view or tab view.



A chat button is also available from Device View



When the chat window opens, the teacher can use the student list on the left to switch between chats with any student in the class.



Students will be notified of the chat via a floating glowing chat icon in the browser. Students can change the position of the icon by dragging it to any location they want.



Chat history is recorded and available for review from the 'Class Session History' area on the 'Chats' tab. Click any student from the list to view the chat transcript. The transcript can also be accessed by choosing a student from the class session student list.



## 6.16 Viewing Student History

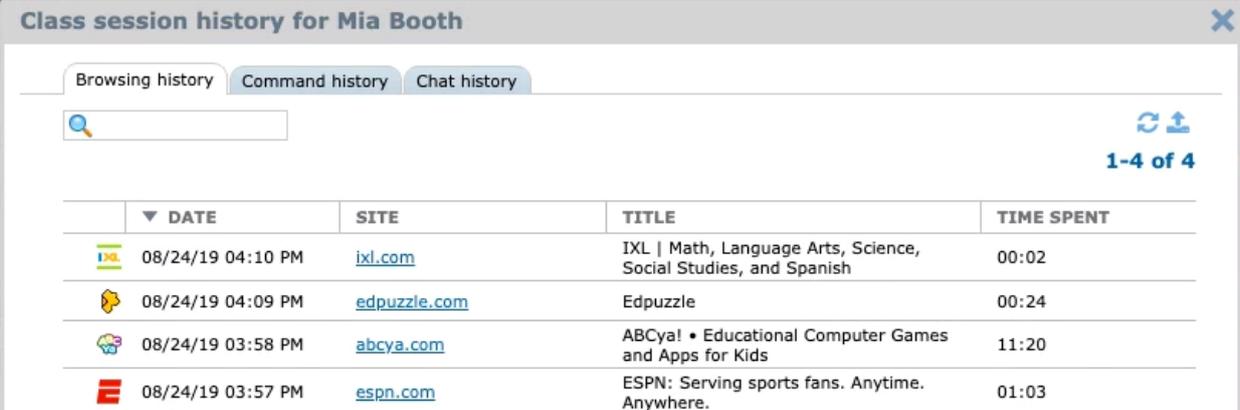
Student history is available from three places:

1. During class using the history button from tab view or thumbnail view

2. After class from Classes > Class Session History by selecting a class, then the student
3. For all classes from Classes > one of the class tabs such as Google Classroom, then selecting the student

Student history is available during a class session to show sites visited by the student during class, commands issued to the device, and teacher-to-student chat history.

1. History is accessed during a class with the history button from tab view or thumbnail view: 



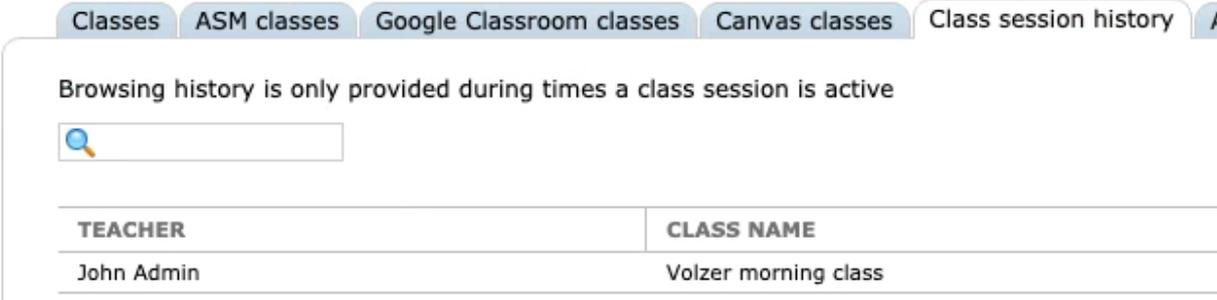
**Class session history for Mia Booth**

Browsing history | Command history | Chat history

1-4 of 4

	▼ DATE	SITE	TITLE	TIME SPENT
	08/24/19 04:10 PM	<a href="http://ixl.com">ixl.com</a>	IXL   Math, Language Arts, Science, Social Studies, and Spanish	00:02
	08/24/19 04:09 PM	<a href="http://edpuzzle.com">edpuzzle.com</a>	Edpuzzle	00:24
	08/24/19 03:58 PM	<a href="http://abcya.com">abcya.com</a>	ABCya! • Educational Computer Games and Apps for Kids	11:20
	08/24/19 03:57 PM	<a href="http://espn.com">espn.com</a>	ESPN: Serving sports fans. Anytime. Anywhere.	01:03

2. Student history is available after a class session has ended from the Class session history tab on the Classes menu. Teachers will see their own classes listed, while admins will see all classes.

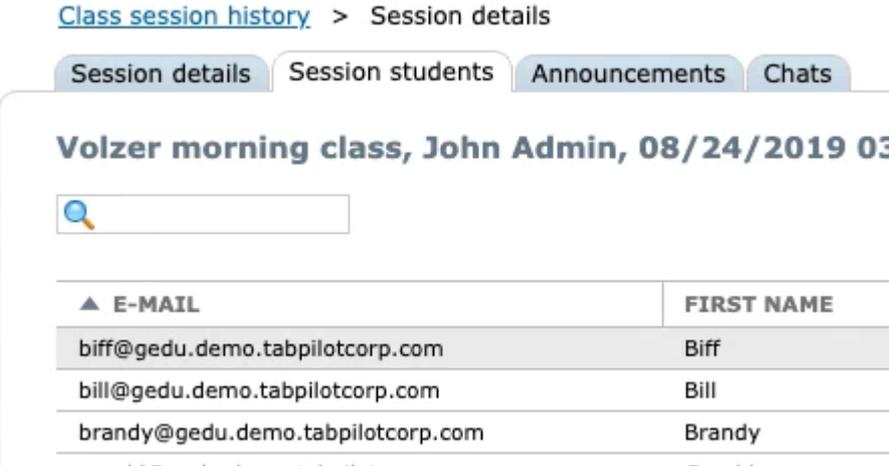


Classes | ASM classes | Google Classroom classes | Canvas classes | **Class session history**

Browsing history is only provided during times a class session is active

TEACHER	CLASS NAME
John Admin	Volzer morning class

After selecting a class from the list, select any student to review their history.



[Class session history](#) > Session details

Session details | Session students | Announcements | Chats

**Volzer morning class, John Admin, 08/24/2019 03:57 PM**

▲ E-MAIL	FIRST NAME
biff@gedu.demo.tabpilotcorp.com	Biff
bill@gedu.demo.tabpilotcorp.com	Bill
brandy@gedu.demo.tabpilotcorp.com	Brandy
gerald@gedu.demo.tabpilotcorp.com	Gerald

3. To view all student browsing history from all previous classes for all teachers, start by selecting Classes from the main menu. Then select one of the class tabs such as Google Classroom or Schoology for a list of classes. Select a class, then a student. Switch to the browsing history tab.

[Classes](#) > [Volzer morning class](#) > Ameila Richards

[Edit student](#) **Browsing history**

### Ameila Richards

Browsing history is only provided during times a class session is active

Print

	▼ DATE	CLASS NAME	TE
	07/15/19 12:12 PM	Volzer morning class	Jan
	07/03/19 06:02 PM	Volzer morning class	Jan
	07/03/19 05:57 PM	History	Jan
	07/03/19 05:56 PM	History	Jan
	07/03/19 05:56 PM	History	Jan
	06/26/19 02:13 PM	Mr. Cusick Advanced Bio 3b	An
	06/26/19 11:01 AM	Mr. Cusick Advanced Bio 3b	Te

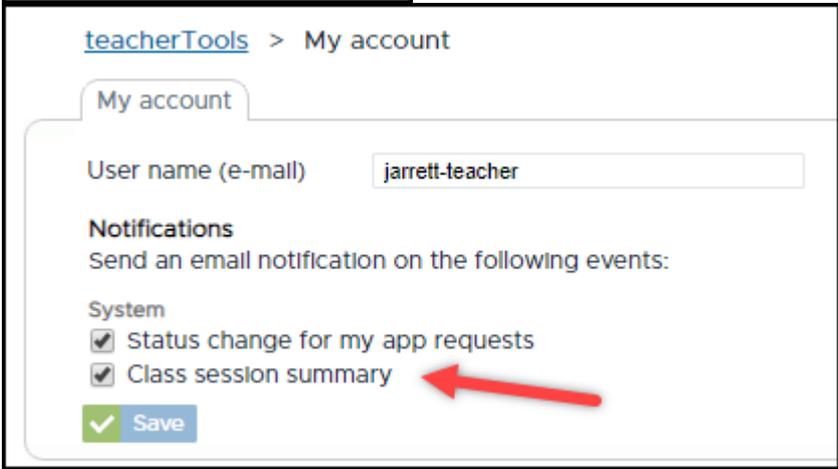
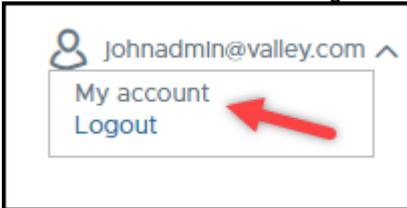
## 6.17 Class Session Summaries

After a class session ends, the teacher will receive an email summary of the class that includes basic class details, the number of times each function was performed, top web sites visited by the class, the top sites by each student and more.

The screenshot shows a summary report for a class session. At the top, it says 'SUMMARY' and 'Milton 3rd Period' by Jonathan Milton. The duration is 09:25PM - 09:35PM, class length is 9 minutes, and there were 2 students in class. Under 'ACTIVITIES', it lists: 5 screen locks, 15 push URLs, 0 site locks, and 1 announcement. The 'TOP WEB SITES' section includes a table with columns for Domain, Students accessed, Avg. time, and Total time.

Domain	Students accessed	Avg. time	Total time
docs.google.com	2	3 min	6 min
britannica.com	2	1 min	2 min
skillsyouneed.com	2	1 min	2 min

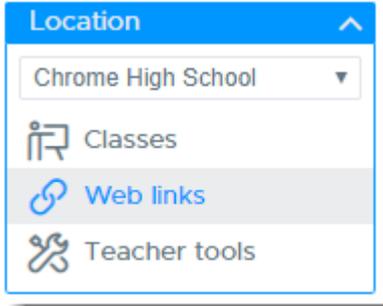
Teachers who choose not to receive the summary emails can disable them by going to "My Account" under the user menu and removing the checkmark for "Class session summary"



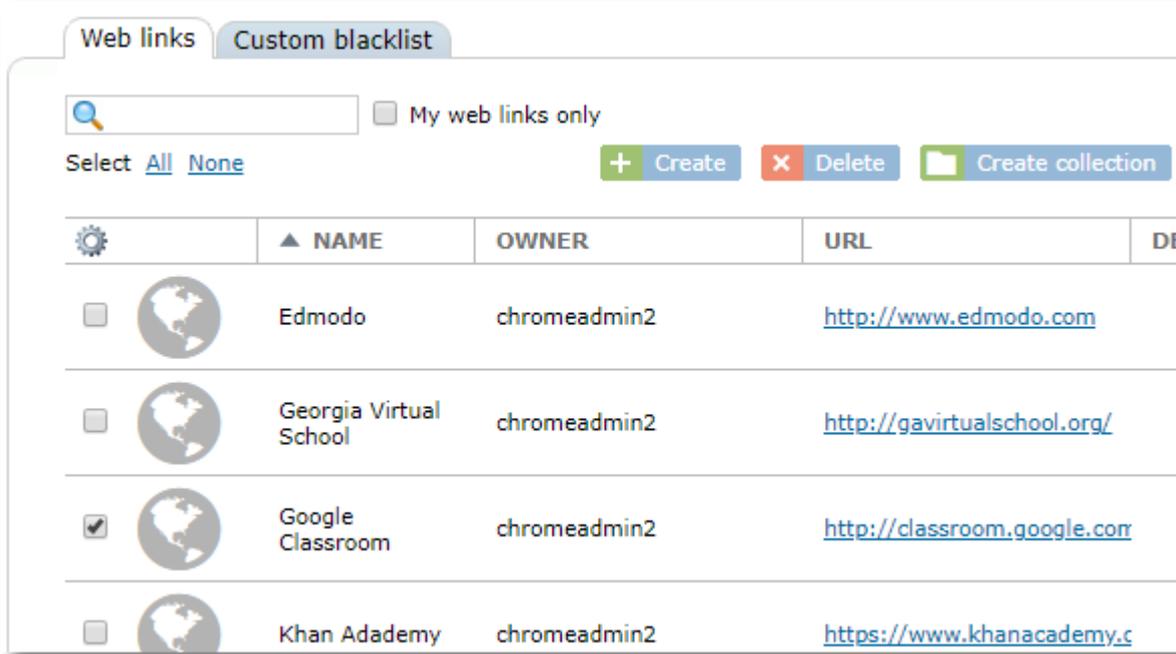
## 7 Web Links

The Web Links area allows web sites to be configured for use in various areas of Securly Classroom such as the Open site and Site Lock features in Teacher Tools.

To create and manage web links, select **Web links** from the menu.



Use the buttons at the top to create or delete a link, or click on any existing link to edit the details.



### 7.1 Creating Web Links

To create a web link, use the **Create** button at the top of the web links list.



Enter the URL on the Web link details tab. The name and description fields are optional.

### 7.1.1 Predefined Web Links

You can choose from a list of predefined web links rather than entering your own. This is particularly useful for common sites that have site dependencies necessary to make them function when used with Site Lock. See the section of this guide on Dependencies for details.



## 7.2 Web Sites with Dependencies

Some web sites fail to display or work properly when used with Site Lock if they pull resources (graphics, page elements, HTML style sheets, etc.) from other sites because Site Lock blocks all sites except the configured link. The configured site is dependent upon having access to those other sites or "dependencies". The **Dependencies** tab next to **Web link details** allows these dependent sites to be listed. When the configured web link is used in Site Lock, access to sites listed as dependencies for the link will also be allowed.

It can be difficult to discover which sites are needed by a site that's failing to display properly in Site lock, so it's rare that you will be entering your own list of dependencies. Instead, you'll more likely be reporting a non-working site to Securly support for us to troubleshoot and find the list of dependencies for you. Securly Support might provide you with the list of dependencies to add here, or if the site is a useful popular site, we may add the site to the Predefined web link list so that others may use it.

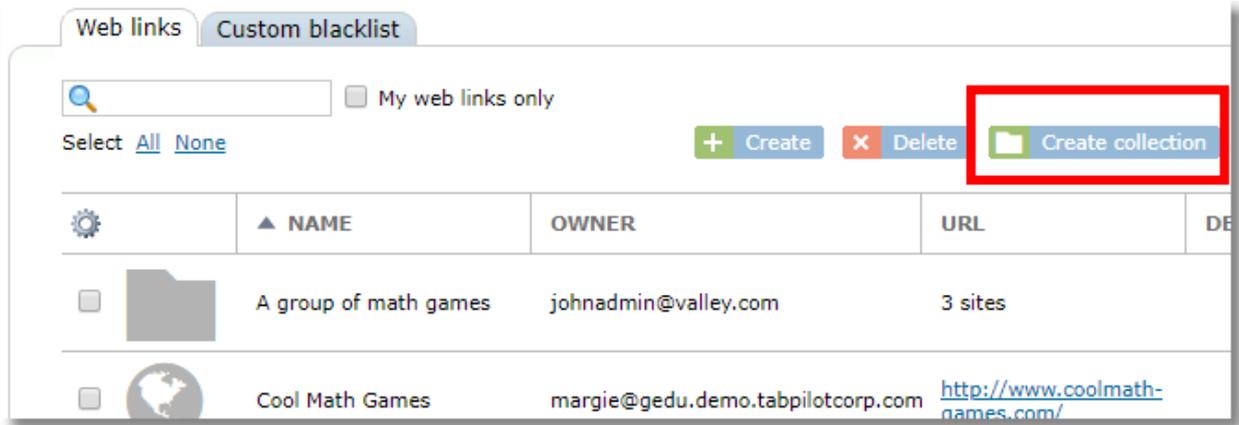
Sites that have dependencies will be shown in the web links list with an icon with a D in the lower right corner.



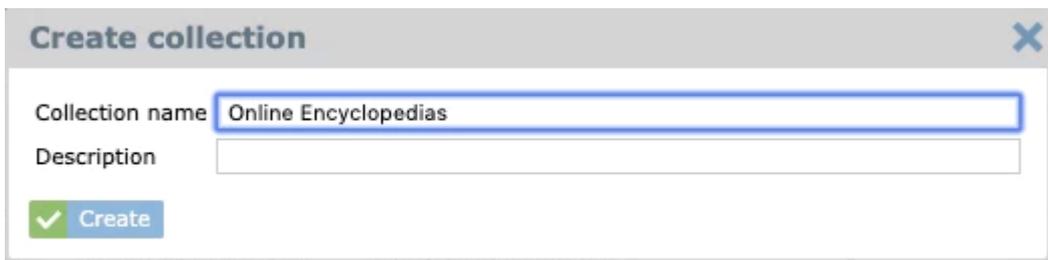
## 7.3 Web Collections

Web links can be added to a group called a "Collection". A collection is represented by a folder in the web links list, with the URL column showing the number of sites in the collection.

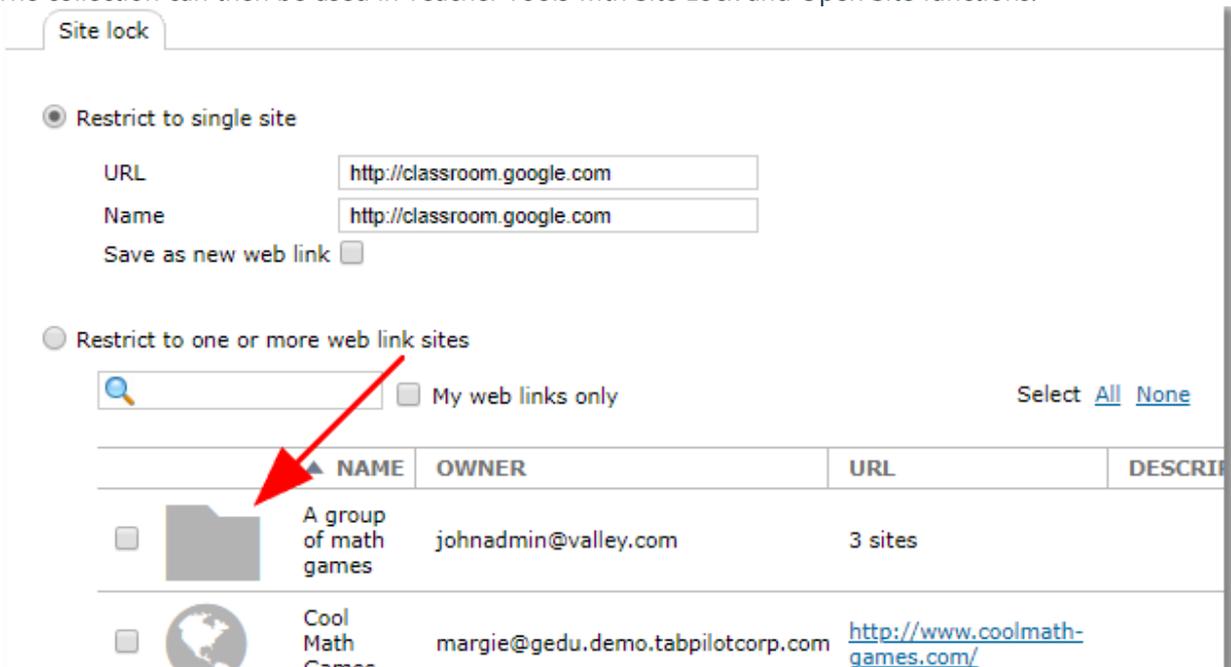
To create a collection, select multiple web links then use the **Create collection** button at the top of the list.



Enter a name and optional description.



The collection can then be used in Teacher Tools with Site Lock and Open Site functions.



Links can belong to multiple collections.

To edit a collection, click the collection from the web links list.

Use the collection details tab to edit the name or description

Collection details **Web links**

**WEB LINK DETAILS**

Name

Description

Use the Web links tab to edit the list of links included in the collection.

Collection details **Web links**

Select [All](#) [None](#) + Add weblinks to collection x Remove from collection

URL	DESCRIPTION
<input type="checkbox"/> <a href="https://www.aimsedu.org/category/puzzle/logic-puzzles/">https://www.aimsedu.org/category/puzzle/logic-puzzles/</a>	
<input type="checkbox"/> <a href="https://www.mathsisfun.com/puzzles/index.html">https://www.mathsisfun.com/puzzles/index.html</a>	
<input type="checkbox"/> <a href="http://www.coolmath-games.com/">http://www.coolmath-games.com/</a>	

Use the buttons at the top to add additional links to the collection or remove existing ones.

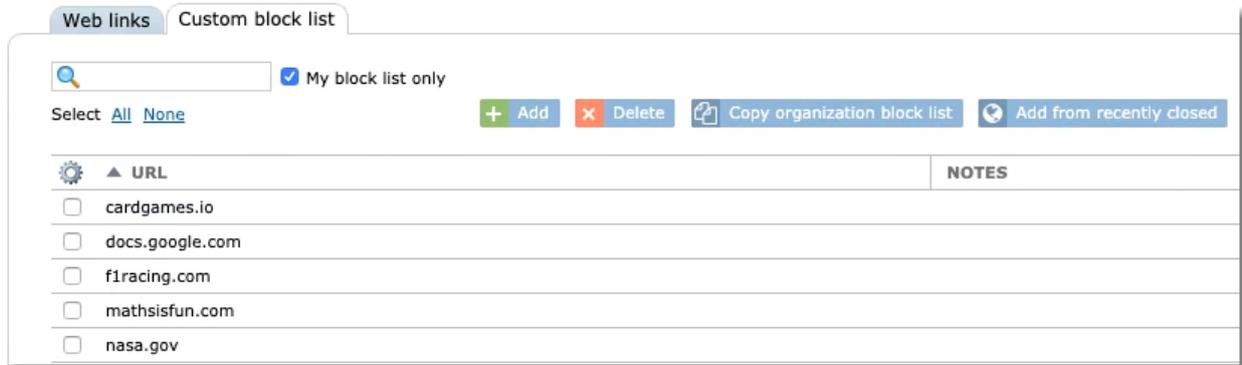
**NOTES ABOUT COLLECTIONS**

- When deleting a collection from the web links list, the individual sites in the collection are not deleted.
- Sites can belong to more than one collection.

## 8 Custom Block list

Teachers can create a custom block list of web sites that can be enforced during a class session.

To access the custom blacklist, choose **Web links** from the menu then switch to the **Custom block list** tab.

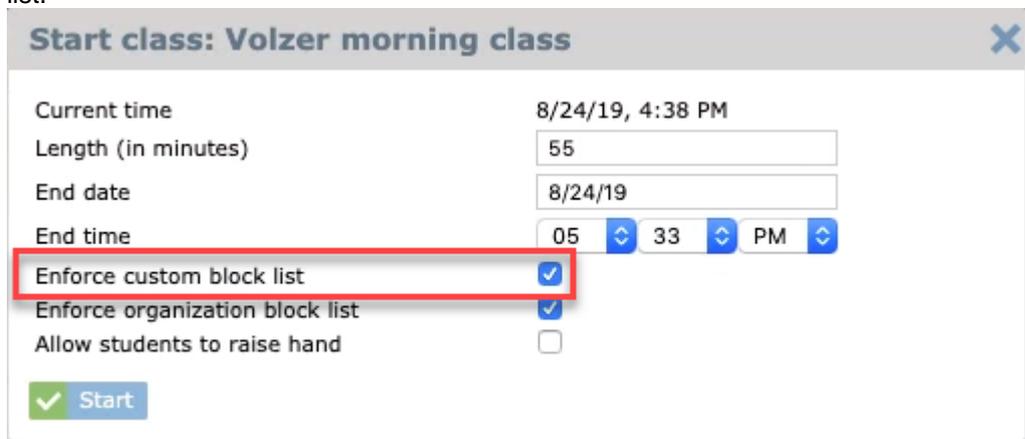


Use the **Add** button to add a URL to the list.

Use the **Delete** button to delete a URL from the list.

Use the **Copy organization block list** to copy all sites from the organization block list to the custom list. This is useful for creating a list that includes most, but not all of the sites from the organization block list by pulling in all sites, then removing the ones that are unwanted.

The custom block list is enforced when a class is started with the "Enforce custom block list" option selected. When this option is used, the custom block list will be enforced instead of the organization block list.



Use **Add from recently closed** to add a site to the block list that was recently closed by the teacher on a student device using the close tab function in tab view or thumbnail view.

**Recently closed tabs** ✕

↻

Select [All](#) [None](#) 1-9 of 9

 ▲ URL	TITLE
<input type="checkbox"/> <a href="http://abcya.com">abcya.com</a>	ABCya! • Educational Computer Games and Apps for Kids
<input type="checkbox"/> <a href="http://b.socrative.com">b.socrative.com</a>	Socrative
<input type="checkbox"/> <a href="http://cdc.gov">cdc.gov</a>	Centers for Disease Control and Prevention
<input type="checkbox"/> <a href="http://epa.gov">epa.gov</a>	United States Environmental Protection Agency   US EPA
<input type="checkbox"/> <a href="http://games.usatoday.com">games.usatoday.com</a>	Online Games Portal   USA Today
<input type="checkbox"/> <a href="http://mathplanet.com">mathplanet.com</a>	Study math for free - Mathplanet
<input type="checkbox"/> <a href="http://mlb.com">mlb.com</a>	MLB.com   The Official Site of Major League Baseball
<input type="checkbox"/> <a href="http://nfl.com">nfl.com</a>	NFL.com - Official Site of the National Football League   NFL.com
<input type="checkbox"/> <a href="http://uniontestprep.com">uniontestprep.com</a>	Union Test Prep

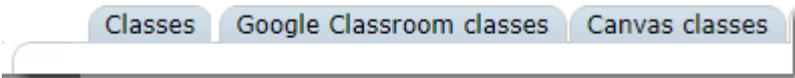
+ Add

## 9 Classes

Teachers manage Chromebooks in Teacher Tools by selecting a class. Classes can be created from a variety of sources:

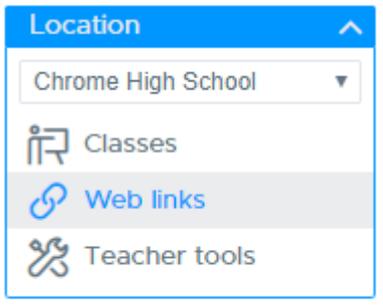
1. Google Classroom Sync
2. Schoology Integration
3. Canvas Integration
4. Manual / ad-hoc class creation

The administrator may enable one or more of these options. The first three provide automatic daily synchronization for all teachers. Classes will automatically appear in the class selection list in Teacher Tools. Class rosters can be viewed by selecting **Classes** from the main menu, then choosing the appropriate tab.

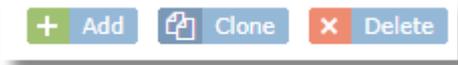


### 9.1 Managing Manual Classes

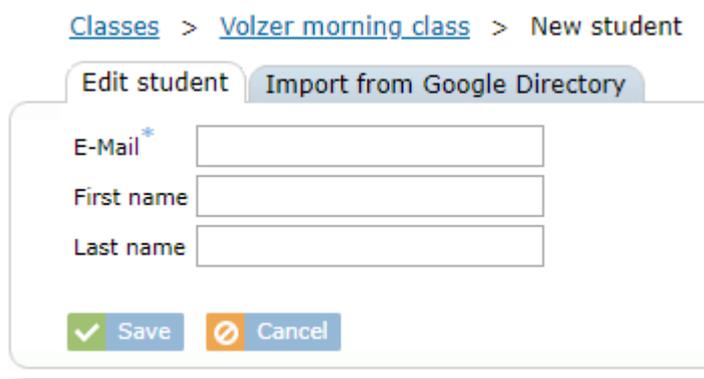
Access classes from the main menu.



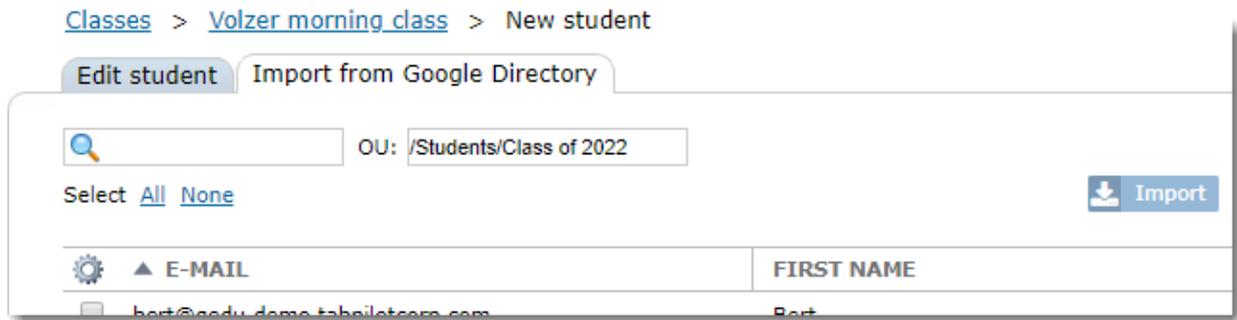
Use the buttons at the top of the table to add, clone, or delete a class.



Students can be added manually by entering an email address and optional first and last name. This should be the same address the student uses to login to the Chromebook.

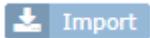


Students can also be added by selecting them from Google Directory.



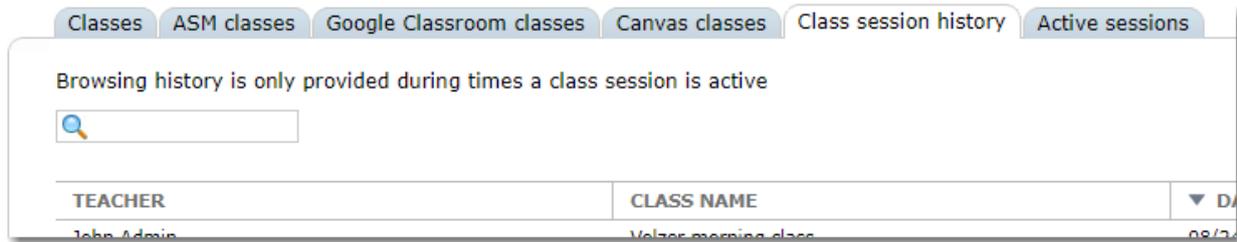
When adding from Google Directory, the search box allows for easy searching on all or part of a student's name. The OU selector allow the list to be narrowed to show only students in the selected OU.

Students can also be added to classes through a CSV import by using the **Import** button at the top of the student list for a class.

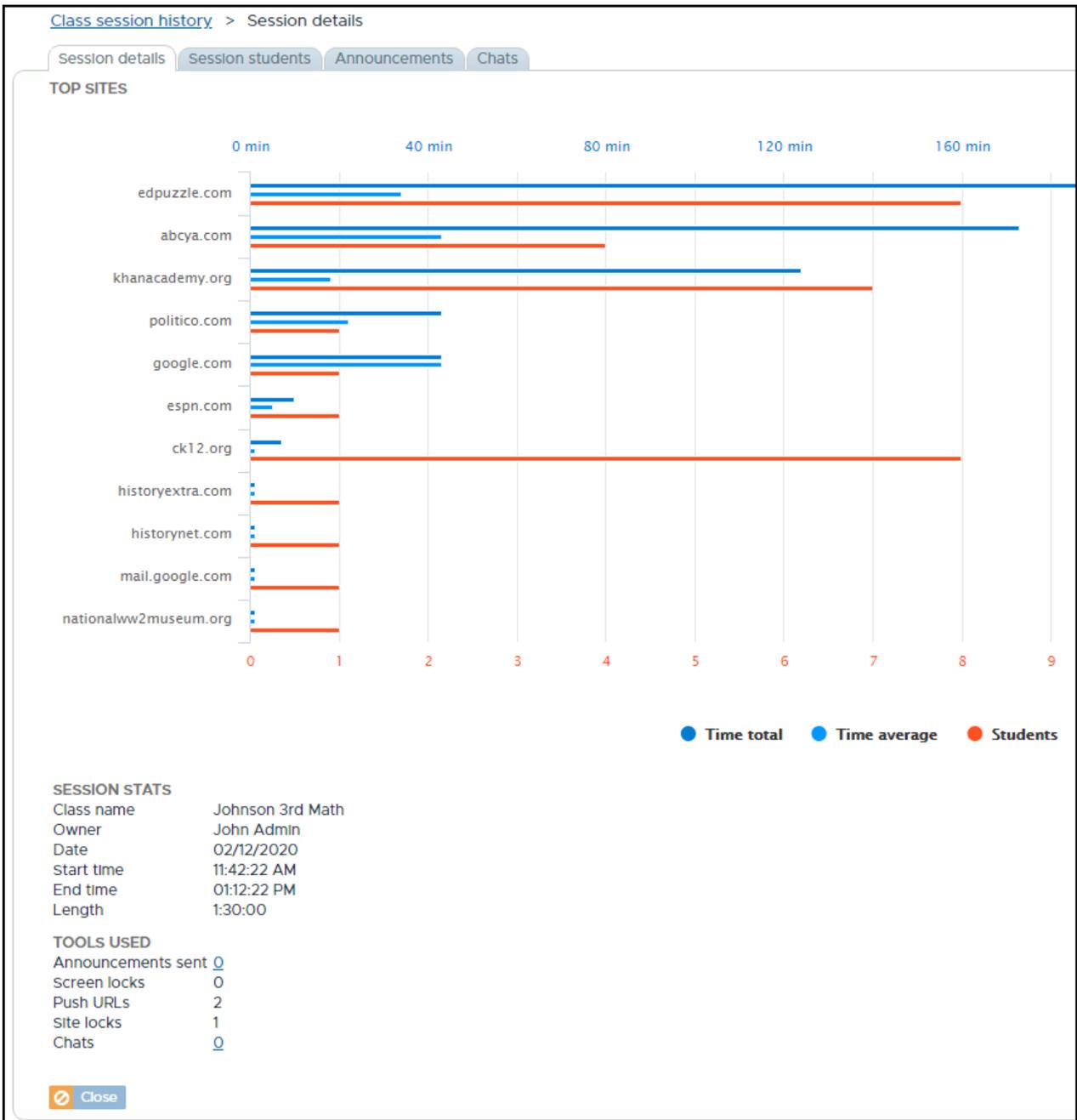


## 9.2 Viewing Class Session History

Class session history shows a list of all completed class sessions. Administrators will see classes for all teachers. Teachers will see only their own classes. The search box can be used to search for classes by just a specific teacher or class name.



Click any class from the list to view the class session details.



### 9.3 Viewing Active Class Sessions

Administrators can view a list of all currently active classes from the Active sessions tab. Teachers can also use this tab, but will only see their own classes.

Classes | Google Classroom classes | Class session history | Active sessions

Browsing history is only provided during times a class session is active

CLASS NAME	TEACHER	STUDENTS	START TIME	END TIME
Class A Block	jarrett@tabnpilot.com	1	09:52:03 PM	10:52:03 PM

### 9.4 Scheduling Classes

Classes can be scheduled to automatically start.

In order to schedule classes, the administrator must enable class scheduling from the *Settings > System* menu with the setting "Allow Scheduled Class Sessions."

When enabled by the administrator, class schedule options appear on the Class Details tab for each class.

The screenshot shows the 'Class details' tab with the following configuration:

- Name:** Class A Block
- Description:** (empty)
- Type:** Chrome
- Teachers:** Adam Teacher (with an 'Add' button)
- Scheduling:**
  - Automatically start class on schedule
  - Monday
  - Tuesday
  - Wednesday
  - Thursday
  - Friday
  - Saturday
  - Sunday
  - Start time:** 09:00 AM
  - Length (in minutes):** 45
- CLASS OPTIONS:**
  - Enforce organization block list
  - Enforce custom block list
  - Allow students to raise hand

Buttons at the bottom: Save, Cancel

To schedule a class, check the box for "Automatically start class on schedule," select the days and time for the class and choose the class options.

Note: When scheduling a class, there is no option to exclude absent students from class since the class starts automatically. If a student needs to be excluded, the class must be stopped, the student excluded, then class started again.