Collaborative Learning & Teaching Software

Student Activities/Functions

User Guide

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Installing the Client Process

To download the Tidebreak software:

Step 1. In a browser window, type the URL address as displayed on the TeamSpot screen. The installation page will appear (see figure below).

![Welcome to “B108-GREEN” TeamSpot.](image)

Step 2. Select “Get the Software” option. The download of the software will commence.

Connecting as the Client Process

On completion of the installation open the Tidebreak Client Control application (see figure below).

![Tidebreak Client](image)
The Tidebreak Client Control Panel will open (see figure below).

To join a TeamSpot session for the first time:

Step 1. Type or verify your name in the ‘This Machine’ area. This identifies you within the session.

Step 2. Select New Location

Step 3. Enter the URL of the TeamSpot screen to join

Step 4. Select Join.

Step 5. An authorization code for the username you entered will appear on the TeamSpot main screen. Enter the code on your laptop.

Step 6. If you have successfully joined the TeamSpot session you will be able to drag your mouse off the top of your laptop onto the TeamSpot screen.

If you are joining a TeamSpot which you have joined in the past, instead of using “New Location” you can select the TeamSpot’s name from the Location to Join drop-down list, then select join.
An authorization code for the username you entered will appear on the TeamSpot main screen. Enter the code on your laptop.

**Connecting to a TeamSpot Session via a Smart Phone or Tablet:**

Step 1. Type the IP address displayed on your wall screen using your iPhone, iPad or Android device’s browser. This will load the mobile client application into the browser.

Step 2. In the “Nickname” section, enter your name. Your name uniquely identifies you in the session.

Step 3. Click “Join” then enter the 6 digit authentication code displayed on the wall screen. Press Ok.

**Note:** This application offers basic functionality, such as viewing the archive, sending website links to the wall screens, and adding comments to the session archive.
Sharing File, Folder & URL - CrossWarp Process

The Mini-Panel allows you to share files or websites with others utilising the CrossWarp functionality.

To share a file:

Step 1. Select CrossWarp > Send to within the TeamSpot menu as indicated below:
Step 2. Click on the File button, Select Browse, select the file you wish to share (see figure below).

![CrossWarp Send](image)

Step 3. Select on the name of the participant to whom you wish to send the file from within the Destination area, select Send.

**To share a website:**

Step 1. Select CrossWarp > Send to within the TeamSpot menu

Step 2. Click on the URL button, type or copy in a URL (see figure below).

![CrossWarp Send](image)
Step 3. Select on the name of the participant to whom you wish to send the URL from within the Destination area, select Send.

Drag & Drop Process

The Drag & Drop process is a simple way to move digital objects from the control station to a wall screen (or between two public computers) participating in the session.

To Drag and drop a file (Word, Excel or PowerPoint), or folder onto the Participants list in the mini panel:

Step 1. Select on the file, folder, or a URL (depending on the browser you are using, you can drag from your browser’s address bar, from a link on a page or both) on the host computer.

Step 2. Drag the document over to the Participants button & release the mouse button.

A copy of the file, folder or URL will be sent to the recipient’s computer. For common file types like Word Documents, Images and URLs, the received content will be opened automatically. Other content will prompt you as to whether you wish to open it.
Executable files that could potentially contain viruses will never be opened automatically. At the same time, 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 the participants 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.)

**PointRight Process**

PointRight starts automatically when you join the TeamSpot. To take control of a public screen, 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 wall screen.

**To define your cursor options:**

Step 1. Select PointRight from the Mini Panel menu (see figure below).
Step 2. The PointRight Configuration window will appear (see figure below).

A colour and users initials are assigned to each cursor to identify each participant within the TeamSpot session.

Step 3. Select a colour and assign your initials to your cursor.

Step 4. Select Ok. Your initials and colour choice will persist when you restart the client and as you join new TeamSpots or ClassSpots.

Show Received Process

To view the objects that you have received:

Step 1. Select Show Received from the Mini Panel (see figure below).
The Received folder is where items sent via CrossWarp are stored on your laptop.

Clear Received will clear all files you have been sent from the received folder including any Archive snapshots you may have saved there.

**Copying & Pasting Process**

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 onto another.

Simply open an application while joined to the TeamSpot, select some text or an image and copy it to the clipboard the way you normally would. You or others connected to your TeamSpot can then paste the contents into a target document on any connected machine. You can also use PointRight to control the wall display and copy and paste from a public document there to your own document on your laptop.

CrossPaste works between any and all computers within the TeamSpot environment.

The service is compatible with all major applications that support copying/cutting and pasting.

If you do not wish to participate in this shared copy/cut/paste feature, simply stop the CrossPaste With Images service from the TeamSpot Client Control Panel.

When you wish to participate again, click the Start button on the Control Panel to restart the service. (The Control Panel is normally minimized to the Windows system tray or Macintosh dock. Click the icon with the Tidebreak logo to restore the Control Panel.)

Note: CrossPaste only works with text and bitmaps cut from within applications. You cannot copy and paste image or other files from finder or explorer, nor can you copy more complex items like a PowerPoint slide.
Show/Share To Process

Sometimes sending a file won’t work because a specific application is needed which is not on the target machine or perhaps you want to use an application on your laptop with the group that is not available on other machines. In these situations, you can show your own computer’s desktop to the team by “pushing” it to another computer, e.g. a public screen. 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 work surface.

To show your screen:

Step 1. Open the Participants list in the Mini-Panel. Right-click on the name to whom you wish to show your desktop.

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.
Step 2. From the pop-up menu, choose “Show To,” this option will not allow other users to interact with your computer, but they will be able to see your screen on their display.

Step 3. 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. If you are showing to an individual’s computer rather than a wall screen, they will be prompted to accept your screen show before it will appear on their local display.

Step 4. To stop showing your screen, you can either right-click the receiver’s name in the Mini-Panel again and select Cancel from the menu, or someone can simply close the viewing window.

**Share To Process**

‘Share To’ is where 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 work space.

**To share your screen:**

Part 1. Open the Participants list in the mini panel.

Part 2. Right-click on the screen name where you wish to share your desktop.

Part 3. From the pop-up menu, choose “Share To,” this will enable others within your TeamSpot session to both view and interact with your computer (see figure below)
Part 4. 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. If you are showing to an individual’s computer rather than a wall screen, they will be prompted to accept your screen share before it will appear on their local display.

Part 5. To stop sharing, you can either right-click the target wall screen’s name in the mini-panel again and choose Cancel from the menu, or someone can simply close the viewing window on the target computer.

**Annotate Process**

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.
To annotate on a screen:

Step 1. Select the Annotate button in the Mini-Panel (see figure below).

Step 2. The screen will then freeze and a border will appear around the screen (see figure below).

Step 3. Hold down the left mouse button and trace lines by dragging your mouse around.
Step 4. You can right click or left-click-and-hold to trigger the annotation menu. It allows you to change pen color and access other functions. To choose an option, move your mouse from the center circle out through the option you wish to select. This will change the options around the inner circle to sub-choices. You can then mouse back into the circle through the option you wish to pick.

Step 5. Once you have completed Annotating the screen, select Send To Archive. The Annotate session will appear as .JPG file within the Archive area.

Step 6. To exit the Annotate screen, select Exit Annotate. This will end the Annotate screen.

Archive Process

To save a TeamSpot Archive & send it to the ClassSpot on completion of a lesson:

Step 1. Click the Save archive button on the mini-panel at the TeamSpot screen (see figure below).
Step 2. Click No action on CrossWarp File Received prompt (see figure below).

Step 3. Open drop down list on the mini-panel and select Show received.
Step 4. Select the appropriate TeamSpot archive folder(s) in Received folder (see figure below).

Step 5. Add the wall screen colour to the end of the archive name (i.e. archive-2012Jun14-09h48m-yellow).

Step 6. Drag and drop the archive folder to the CLASS-SCREEN participant on the Mini Panel.

To view the Current State of the Archive for a TeamSpot session:

The Archive is a real-time record of all the information transferred between users in a ClassSpot environment. Every time you transfer a file, folder or URL via CrossWarp it is noted in the archive. Files, annotations and comments can also be added directly to the archive for availability during and after a session.
To view the current state of the archive during a session:

Step 1. Select the Archive icon from the Mini Panel (see figure below).

Step 2. The Archive web page will appear (see figure below).

The Archive web page will update automatically whenever the contents of the Archive change.
You can add your own comments into the archive by selecting on the Add Comment to Archive icon within the Mini Panel (see figure below).

The archive is a great way to store documents, web pages etc. that the entire group needs during the meeting or afterwards. Simply drag & drop objects onto Send to Archive in the Mini-Panel.