

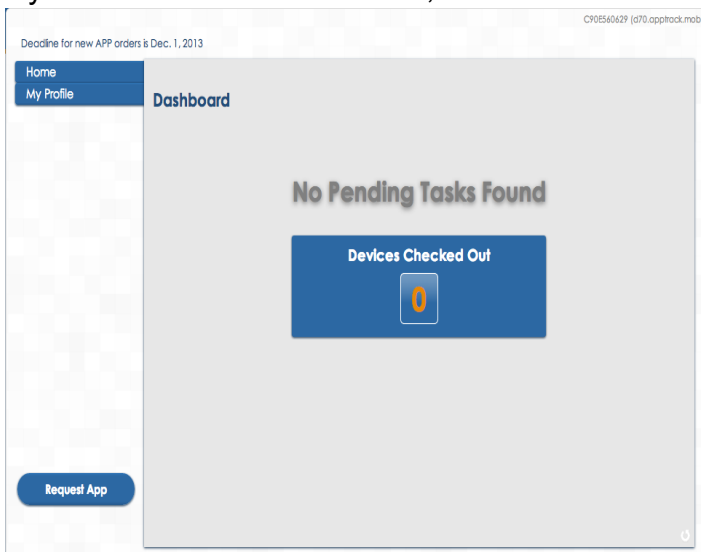
AppTrack Teacher Management

The teacher role for AppTrack allows specified users to maintain a personal collection of materials and settings that reflect the teacher's class and curricular needs. Teacher settings can be applied to any mobile devices that have been checked out to them. Then, the teacher can send webclips (links to websites) restrict app usage, send pictures, pdfs, and movies to the devices. (Note, when sending pictures, pdfs and movies - these are weblinks of the original.)

1. Access Apptrack - <https://d70.apptack.mobi>

How To Check Out Devices

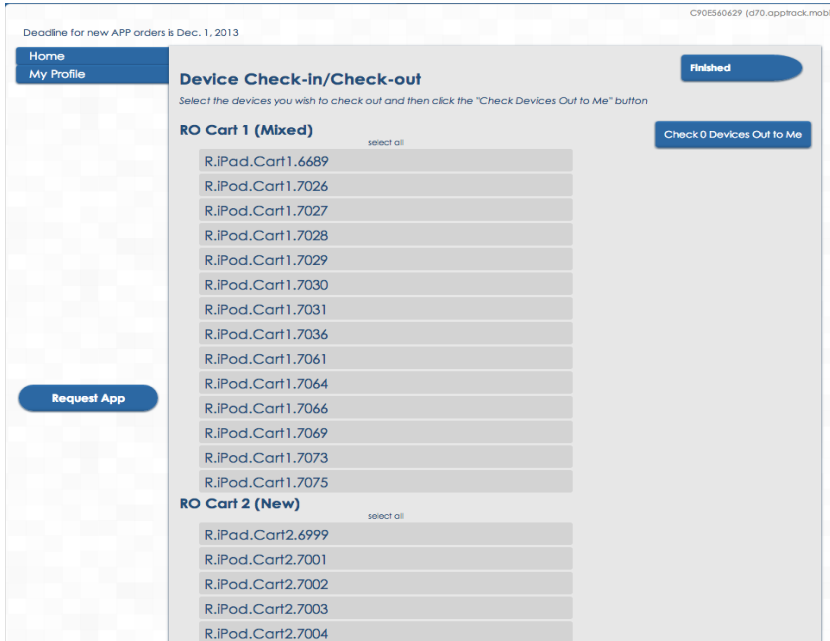
2. Click on Devices Checked out button. If you have zero (0) devices checked out, it will state zero. If you have some checked out, there will be a number there.



3. On the next screen, you will need to check out the actual devices. In the right hand column, click on Check Devices Out.



- Find the Pool (we call them carts) that you are going to use. Next, find the devices that you will want to check out and be able to push information to.

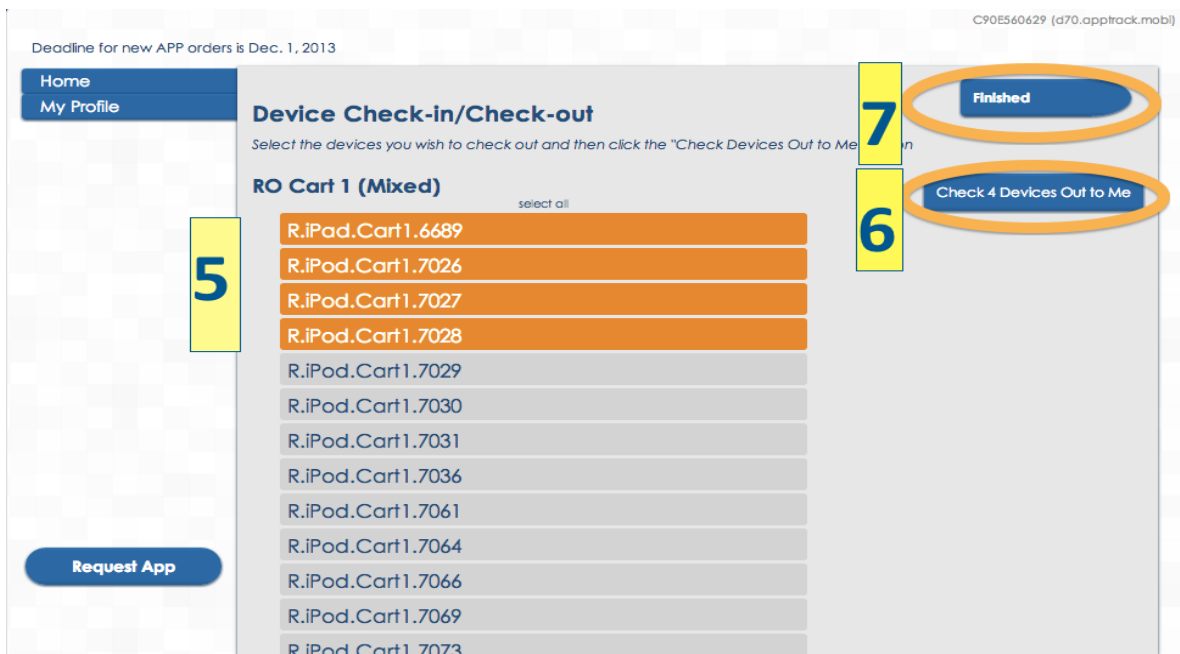


- Click on the devices that you want to check out. If you want to check out a group of them, click the first one you want and drag your mouse to the last one.

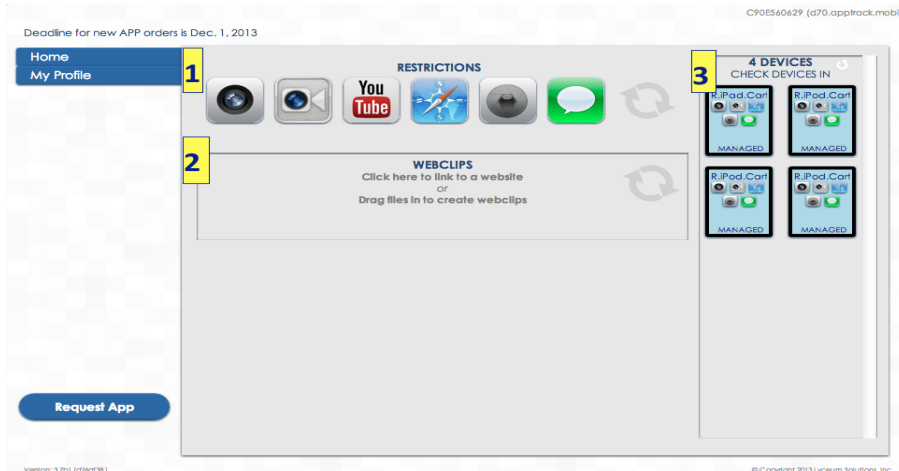
If you want a few of them and they are not in a row (together), hold the command key (⌘) and click on the ones you want to check out.

If you want all of them, above the list of the names of the devices, there is a small link called "select all."

- When you are finished selecting the devices you want, the button that states "Check # Devices Out to Me".
- Click Finished.




Interface of Checked Out Devices to Manage



1. **Restrictions** - Device Restrict Settings - This area allows the teacher to apply and remove restriction: on the devices that are checked out to them.
2. **Webclips** - This area will contain any webclips (websites, pdfs, documents, movie files, audio files, etc) that will be uploaded by the teacher.
3. **Devices Section** - This area displays a representation of the devices checked out to the teacher as well as their current state of management and status.

Device Restrictions Settings

Restrictions can be applied or removed from devices based on the settings in this area. Icons with a  symbol indicate that the device will not be allowed to use that feature, while Icons without the symbol will have that feature enabled. Clicking directly on the icon for each setting toggles between the enabled and disabled states.



Please note YouTube is **NOT** allowed for any student device due to our content filtering so clicking or unclicking makes no difference.

1. **Camera** - Enables and disables the camera on the device if it has one. Note: If the camera is disabled all other features which rely on it will also be disabled regardless of their setting here. (ie FaceTime, PhotoBook, etc.)
2. **FaceTime** - FaceTime is not enabled.
3. **YouTube** - YouTube is not enabled.
4. **MobileSafari** - Enables or disables the use of Mobile Safari and part of any other apps which include the ability to view web content using Apple's technology. NOTE: Disabling this will prohibit webclips from launching. **You must have this enabled to use webclips!!**
5. **ScreenCapture** - Allows or prohibits the ability to take screen-shots on the device. (Screenshots are saved to the device's photo gallery.).
6. **iMessage** -iMessage is not enabled
7. **Apply Settings** - Click this icon to apply the selected settings to the device.

The Devices Section

The right-hand section of the page displays a representation of the devices which have been checked out to the teacher and their current state. **(They should all be managed.)**





1. **Managed Devices** - These devices have been enrolled in AppTrack's MDM (Mobile Device Management) system allowing a certain degree of control over the device's settings, restrictions and content.
2. **Unmanaged Devices** - These are devices which are no longer under AppTrack's MDM (Mobile Device Management) system's control. This may happen if the management profile is deleted from the device by a student. Unmanaged devices cannot be controlled or affected in any way until they are re-enrolled in AppTrack's MDM system.

In reality, a teacher should never have any unmanaged devices checked out to them, unlike the example. Please submit a tech ticket stating which Pool and asset numbers of the unmanaged device(s).

Webclip Section Overview



Webclips allow a teacher to remotely distribute content to student devices. Webclips can either be a link to content found on the web (e.g. a website address) or any document which can be opened by the device (e.g. Video or audio clips, PDFs, Word/Excel/Powerpoint documents, images, eBooks, etc.)

Webclips with a  symbol will not be sent to the devices (or will be removed from devices if present), while clips without the  symbol will be pushed to the devices. Clicking on the webclip icon will toggle it on or off.

Creating New Webclips

There are two types of webclips: Documents and links.

1. **Documents** include anything the device can open and use such as video or audio clips, PDFs, Word/Excel/Powerpoint documents, images, eBooks, etc. Documents are uploaded to AppTrack by dragging the document from the desktop and dropping it on the “dropzone” indicated below.
2. **Links** are website addresses students should go to such as <http://www.spellingcity.com/JCarlson321/>. Links make it easy for students to quickly go to the correct website without having to type in long URLs. Links are typed or pasted into the “Dropzone” that states “Click Here to Link a Website”.



Adding and Editing Document Webclips

Uploading a document and creating a webclip is as simple as dragging the file (movie, pdf, word/excel/powerpoint, images, eBooks, ePubs, etc.) from the desktop and dropping it over the “drop-zone” pictured above. The document will be uploaded, analyzed and converted to a webclip automatically. The system will assign a default icon and name based on the type of document and the document’s name and extension. **NOTE: Webclip names must be unique for any given teacher!**

Giving a Webclip a Different Name

To change the name of a webclip simply click on the existing name, type a new name in and hit <ENTER> or click elsewhere on the screen. REMEMBER: Webclip names must be unique and short enough to display as a title on the mobile device. (see image below)

Giving a Webclip a Different Icon

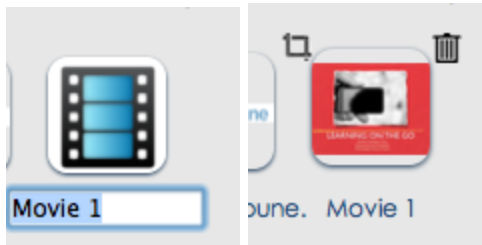
To change the icon for a webclip drag a replacement image over the old icon and release it on top of the default icon that was created. The new image will replace the old one in a few moments. Any JPG, PNG or GIF image may be used. (see image below)

Cropping a Webclip's Icon

If you wish to crop the image being used for a webclip's icon, hover over the webclip and click on the "crop" symbol that appears in the upper-left corner opposite the trashcan icon. Adjust the image cropping in the crop-window that appears and click the CROP button to save the changes. Click CANCEL to revert to the previously saved image. (see image below)

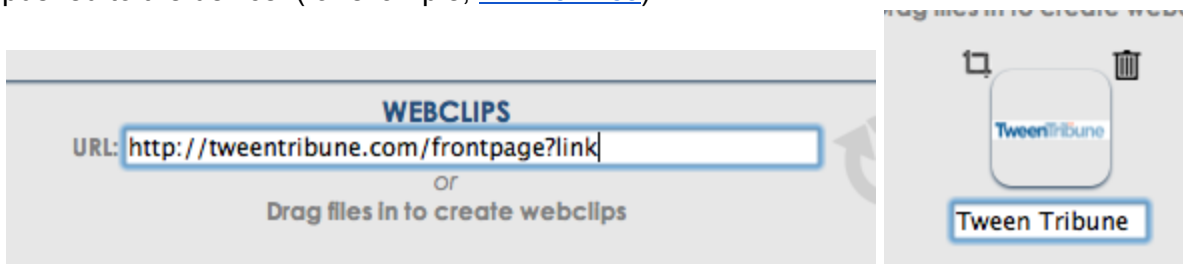
Deleting a Webclip

To delete a webclip from the collection hover over the clip until the "crop" and "trashcan" icons appear. Click the "trash can" icon and the webclip will be removed. NOTE: There will be no confirmation dialog, clicking the trashcan will begin the deletion process immediately. (see image below)



Creating a Webclip That Links to a Website

To create a webclip which links to an online-resource or website, click on the area indicated by "click here to link to a website". Type or paste the address into the field that appears and hit <ENTER> or click elsewhere on the screen. AppTrack will contact the website to ensure it is reachable and attempt to determine if the site has a preferred icon for mobile devices. If it does, it will use it, otherwise it will use a default icon. The webclip's icon can be changed by dragging another image over the clip as detailed in the section "Giving a webclip a Different Icon" above. NOTE: If a website has indicated that it has a custom icon for mobile device the icon may change on the device after visiting the site with the device regardless of which icon it had when pushed to the device. (for example, www.cnn.co)



Adding and Removing Webclips from Devices

After enabling the webclips you wish to push to the devices and disabling webclips you wish to remove or delete from devices (if present and after clicking on the garbage can) click the “apply” icon to begin the push. The icon is the two circular arrows.



The webclips will appear on the devices (usually on the second or third screen if space is available) within a few seconds.

The devices will indicate they are still busy adding and removing the webclips by showing a number of jobs is working on.

Installing a webclip requires two jobs. One to actually install the clip and a second one to report back to AppTrack confirming the clip (or setting) was successfully completed.


Webclips are installed when the devices are back to “Managed”.



After You are Done With the Devices

Clean up your Webclips

Your webclips should be taken off the device before you Check them In. If everyone is putting on their own material and not taking it off, the device can get very cluttered. There are two ways to do this.

1. Click on your webclips to get the red “not” symbol . Then, click the “apply” button. This will take off the webclips.
2. Another way is to delete the webclips altogether. Hover over the webclip until you see a garbage can and click it.

Check In

Make sure when you are done using the devices, that you “Check In” the devices so another teacher can manage them. To do so, on the right hand side, click on “Check Devices In”.



Setting Up Webclips Ahead of Time

You may set up the webclips ahead of time in the “Devices Checked Out” section. However, **do not** apply the webclips to sync until you are in the district and have “checked-out” your devices.

Tips and Tricks

If some devices are checked out by another teacher, their name will appear on the devices checked out. However, you can override the checkout and just highlight those names and check out to your name.

If you have checked out the entire pool (cart) and pushed out webclips, the webclips will not stay on the devices for the next person who checks out the devices. They will be deleted with the next check out.

If you click on the Apply button and want to go back to change the icon picture of the webclip, you must delete it and start again. Before hitting apply, change the icon picture.