Quick Guide

Mythware V2.7
Classroom Management
Chapter 1
Preparation Before Class

1.1 Create Account
1.2 Teacher Login
Create an Account

1. Double click the Classroom Management software shortcut on desktop

2. Input **User Name** and **Password**

3. Click **OK** button
Teacher Login (Two Modes)

- Select teacher to login
  1. Input Teacher name, Login password and select Class name
  2. Click Login button
  3. Accept or deny students in the waiting list
Teacher Login (Two Modes)

- Automatic login
  1. Input Teacher name, Login password and select Class name and Channel ID
  2. Click here to edit the name for the selected channel
  3. Students in the same channel will be connected to the teacher automatically
Chapter 2

Interactive Teaching

2.1 Screen Broadcast
2.2 Student Demonstration
2.3 Net Movie
2.4 Camera
2.5 Interactive Whiteboard
2.6 Chat
2.7 Group Teaching
2.8 Response & Competition
• How to launch Screen Broadcast

1. Click **Screen Broadcast** button to launch

2. Use floating toolbar to assist

3. Click **Cancel** to exit the function
• **How to launch Student Demonstration**

1. Select one student in the class model

2. Click **Student Demonstration** button, and select the students to receive the demonstration

3. Click **Student Demonstration** again to stop
How to use Net Movie

1. Click Net Movie button
2. Add or delete media files in the list
3. Control the playing progress of the media files
How to use Camera

1. Click **Camera** button
2. Click **Properties** to select audio and video device
3. Click **Broadcast** to broadcast the image from teacher's camera or other connected devices
• How to use Interactive Whiteboard

1. Click Interactive Whiteboard button
2. Click New to create a new drawing board
3. Click Share to display teacher's drawing board on students' screens
How to interact with students

1. Click **Co-draw** to invite students to draw on the same drawing board
2. Click **Draw Individually** to ask students to draw on their own drawing boards
• **How to launch Group Chat**

1. Click **Chat - Group Chat** button
2. Select grouping mode
3. Edit the content and click **Send**
• **How to launch Topic Chat**

1. Click **Chat - Topic Chat** button
2. Create new topics
3. Edit the content and click **Send**
• How to launch Group Teaching to all groups

1. Click Group Teaching – All Groups

2. Select a leader for each group to manage activities

3. Click Stop to end group teaching
• **Launch Group Teaching to part of groups**

1. Click **Group Teaching – Part of Groups**.
2. Select the group and click **OK**.
• **How to launch Response & Competition**

1. Click **Response & Competition** button

2. Click **Question** button

3. Select question type, set think time and answer time, and click **Start**
3 Chapter Effective Management

3.1 Manage Class
3.2 Student Sign in
3.3 Monitor & Control
3.4 Remote Command
3.5 File Distribution
3.6 File Collection
3.7 Student Policy
3.8 Silent/ Silent off
3.9 Message
• How to manage class model

1. Click Manage Class

2. Create, edit and activate class here
• **How to manage student name list**

1. Click *Manage Name list*

2. Click *Import* button to import the list

3. Edit and manage the name list
• How to implement student Sign in

1. Click Sign in

2. Set the option and click Start
• How to check signed information

1. Click Signed Information
2. Click Sign Out to return anonymous mode
3. Click Compare to compare the signed information with name list
Monitor & Control

• How to monitor students

1. Click Monitor & Control button

2. Click this button to set the number of students' screens that are displayed at one time
• **How to monitor a single student**

1. Double click the student's thumbnail in class model to monitor the individual student
Remote Command

• How to launch applications remotely

1. Click **Launch Application** button
2. Select the application and click **Launch Remotely**
• How to open websites remotely

1. Click **Open website** button

2. Edit the website address and click **Launch Remotely**
How to launch Remote Settings

1. Click **Remote Settings** button

2. Set the properties of Windows and Android students separately and click **Apply**.
• **How to startup student PC remotely**

1. Click **Remote startup** button

![Remote Command](image)
• **How to shut down student PC remotely**

1. Click **Shut down** button
Remote Command

• How to reboot student PC remotely

1 Click Reboot button
How to close application remotely

1. Click Close Application button
• How to help students login remotely

- This function can only be used when teacher select Auto Login mode

1. Click Remote Login button

2. Input the User name and Password and click OK
How to distribute files to students

1. Click File Distribution button
2. Add files and click Send
• How to collect files from students

1. Click File Collection button

2. Check the file submission request from students and choose the operation accordingly
• **How to set web policy**

1. Switch to policy view and click **Web Policy**
2. Click **Advanced** to set white or black list
3. Set the policies for students
• How to set application policy

1. Switch to policy view and click Application Policy
2. Click Advanced to set white or black list
3. Set the policy for students
• How to set USB disk policy

1. Switch to policy view and click USB Disk Policy
2. Set the policy for students
• How to set CD policy

1. Switch to policy view and click **CD Policy**
2. Set the policy for students
How to set printer policy

1. Switch to policy view and click Printer Policy
2. Set the policy for students
• **How to get students’ attention**

1. Click **Silent** to blank the screen of students’ devices

2. Click **Silent Off** to go back to the original screen
• How to send messages to students

1. Click Message button
2. Edit the message and click Send button
Chapter 4
Teaching Evaluation

4.1 Quiz by Answer Sheet  
4.2 Survey
Quiz by Answer Sheet

• How to create answer sheet

1 Click Create Answer Sheet

2 Click Import Quiz Paper to import documents as quiz paper
• How to edit answer sheet

1. Import quiz paper first

2. Edit the answer sheet with five different question types
• How to start a quiz by answer sheet

1. Click Start Quiz
2. Select the type of the question and click OK
How to grade quiz by answer sheet

1. Click Grade button
2. Grade on answer sheet directly and send the results to students
• How to conduct a Survey

1. Click Survey button

2. Edit the question and click Start
Chapter 5: Functions for Students

5.1 Raise Hand
5.2 Message
5.3 File Submission
5.4 View Files
• How to raise hand

1. Click Raise Hand button on the floating toolbar

2. Show the request on teacher's screen
• **How to send messages**

1. Click *Message* button on the floating toolbar
2. Edit the message and click **Send**
• How to submit files to the teacher

1. Click **File Submit** button on the floating toolbar

2. Add files and click **Submit**
• **How to view files**

1. Click **View File** button on the floating toolbar

2. Select the type of files