

Leader Cheat-Sheet



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Connecting Your Class

Before you use LeadMe on your devices for the first time, please see our First Time Setup Guide.

Leader Login

- Shake your device or choose **Quick Login**
- Login to your account, or if already logged in, input your nickname and teacher code and hit Enter to connect

Learner Login

- Learners will need to select the **Learner** tab down the bottom to browse leaders
- Once they've selected your Leader name, they can input their name and connect

Troubleshooting



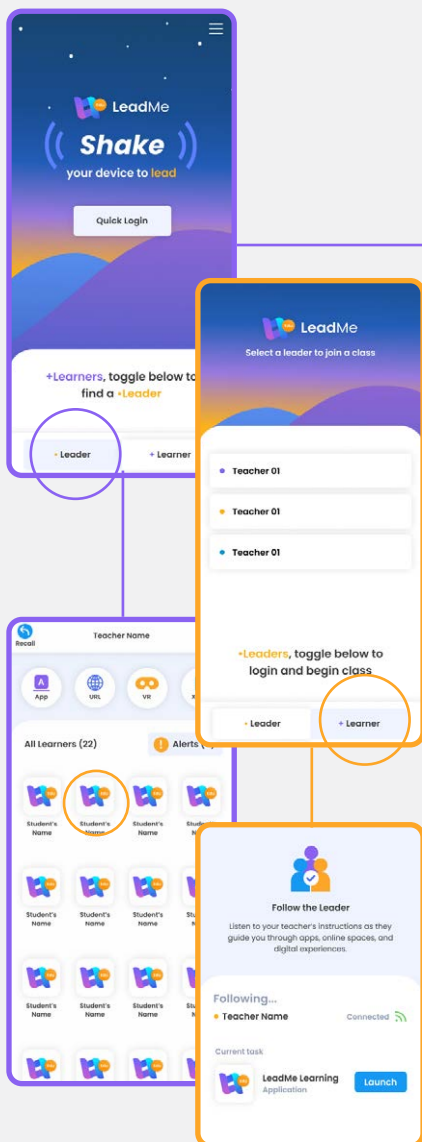
Learners can't find Leaders

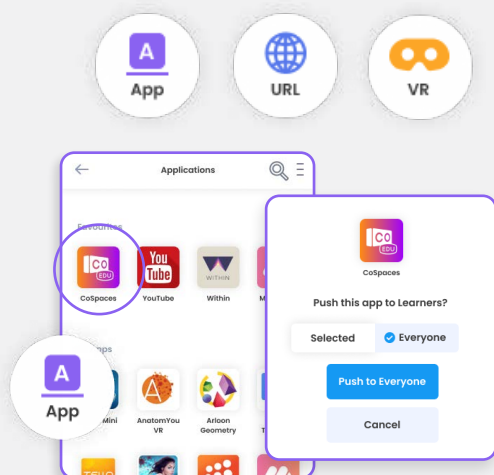
- Make sure the Leader device and all Learner devices are connected to the same network. This could be a wifi network or a Google router.
- Check the network connection



Learners have selected a leader, but can't connect

- If you're connected to a restricted network, it may be preventing the devices from connecting
- You may need to connect devices via a Google router, rather than directly with the restricted wifi network



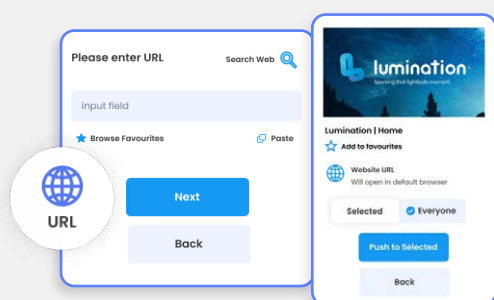


'Push' Actions

'Push' actions are listed at the top of the Leader dashboard. They allow you to launch apps, URLs and VR Videos on student devices.

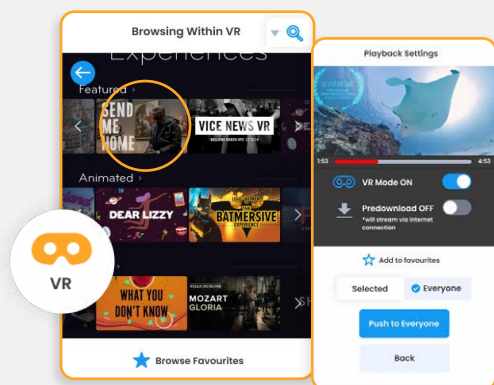
Push an App

- Select **App** to open the app list, and tap the app you'd like to push
- Press and hold an app from the list to add it to your favourites



Push a website URL

- Select URL, and input a website address or select Search Web to find a website via Google search
- A preview window will show, allowing you to confirm the web address is correct and Add to favourites for quick future access



Push a VR Video

- Select VR, and browse the Within VR video library, or tap the search dropdown in the top right to search a specific YouTube or Within VR video
- Select a video to enter the 'Playback Settings' window. Adjust settings, add to favourites for quick future access, and push to learners.
- Pushing to learners will bring up the 'Current Task' control window. You can close this window to manage individual learners, and re-open it by selecting VR again

VR Video Controls

'Playback Settings'

- For YouTube videos, you can select a video starting point
- For Within videos, you can enable or disable VR mode, and select whether the video streams over an internet connection or *pre-downloads

*(for offline functionality, download videos via an internet connection before class, then make sure 'Pre-download' is switched on when you push them out again in class).

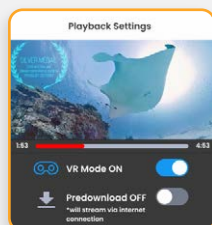
'Current Task' Controls

- For YouTube videos, you can play and pause (whilst VR mode is disabled), mute and unmute, toggle VR mode ON or OFF, and toggle *View Only ON or OFF
- For Within VR videos, you can mute and unmute (video playback is only a preview, as Learners need to look at the starting

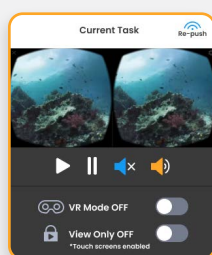
YouTube



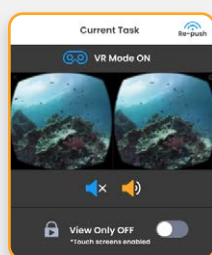
Within



YouTube

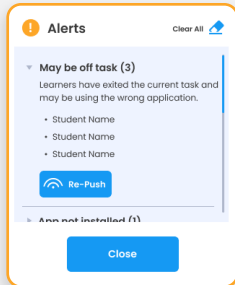


Within





Student's
Name




Manage Students

Alerts

- If a learner is off task for any reason, an orange alert icon will appear
- To find out the cause of the alert, tap the Alerts button to open the Alerts window
- The alerts window will provide more information and a recommended action based on the alert type

Repush

- A learner is off task, you can quickly get them back on task with Re-Push
- Simply select the off task learner from the list, and select Re-Push

Re-push 

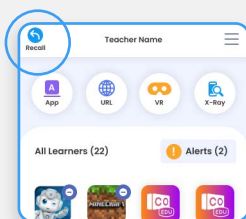


Block

- The block function will black out a Learner's screen and disable touch interaction
- Simple select a learner and tap Block to block specific Learners. If no one is selected, Block will affect all Learners
- Tap Unblock to return Learners to normal



Recall



Recall

- To finish a task, you can recall Learners to the LeadMe app by tapping Recall in the top left corner



Student's
Name

Troubleshooting

Learner has disconnected

- There may have been network connection issues which have caused the Learner device to disconnect from LeadMe
- The Learner will need to re-open the LeadMe Learning app and re-connect with the Leader
- Check network connection is reliable to prevent Learners from disconnecting

Learner device seems frozen

- If there is a small 'locked' icon appearing in the top left corner of the Learner device, the Learner is probably in view only mode
- To disable 'View Only' mode for a single learner, simply press and hold the learner, select Settings, and toggle View Only to OFF



Student's
Name

