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
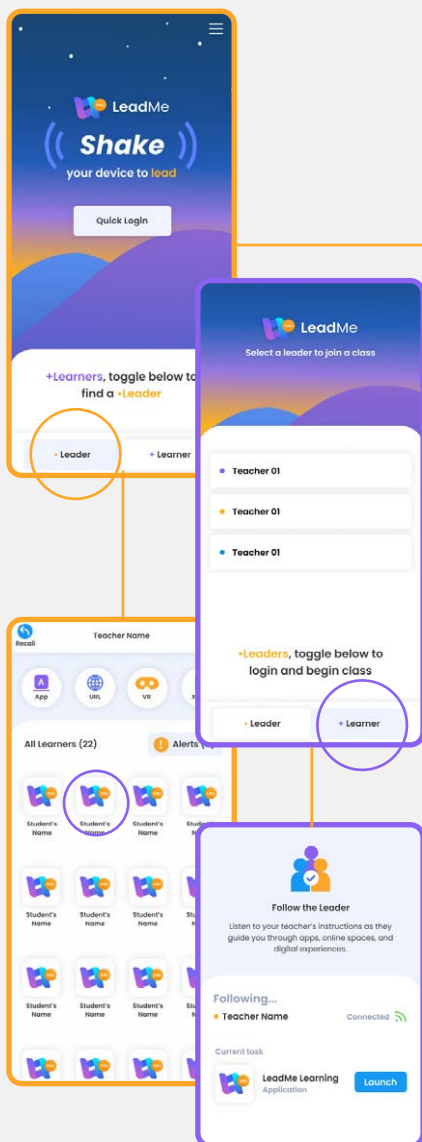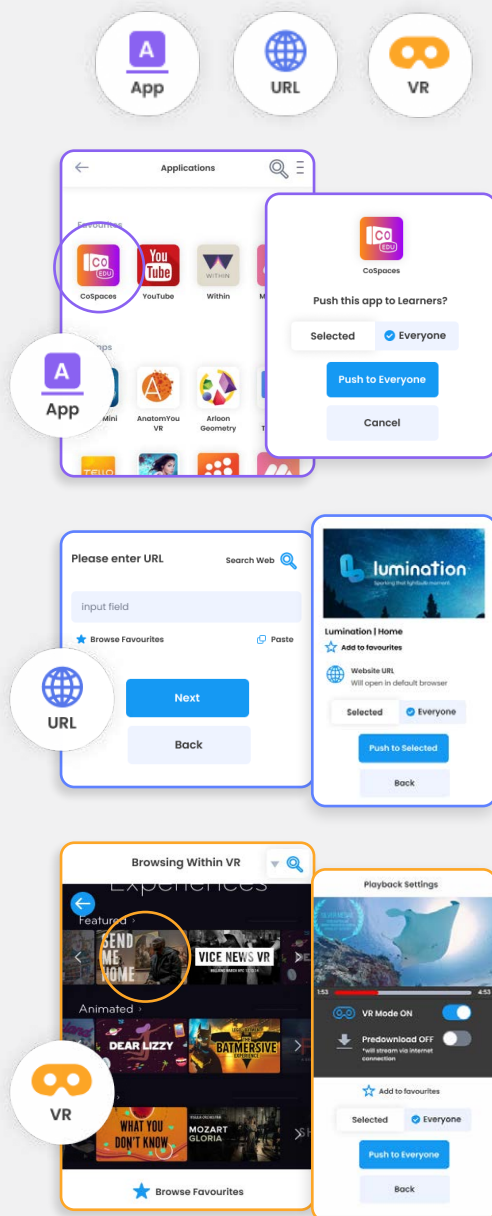
'Push' Actions

'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, select an app, and **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 confirm the web address, and allow you to '**Add to Favourites'** for quick future access. '**Push'** to learners.

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 if desired, 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).
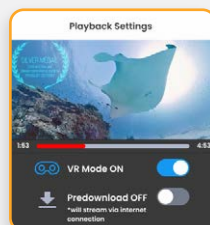
'Current Task' Controls

- 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
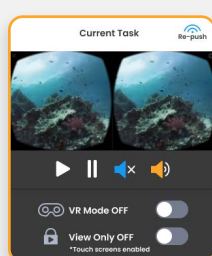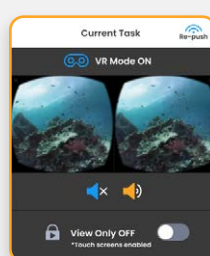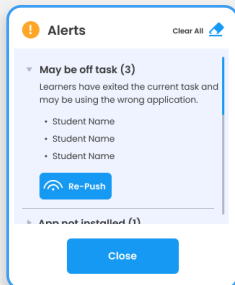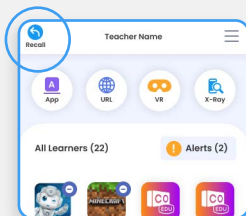
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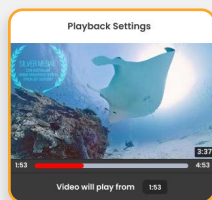
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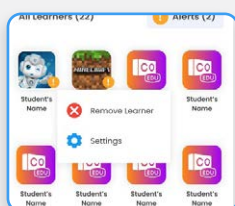
Manage Students

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

- You can quickly get off task Learners back on task with **'Re-Push'**

- Simply select the off task learner from the list, and select **'Re-Push'**

Block

- The **'Block'** function will black out a Learner's screen and disable touch interaction

- Simply 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

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

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 Edu 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