READYTECH

Instructor-Led Training Portal:

Instructor Guide

www.readytech.com
Get-info@readytech.com
1 (800) 707 - 1009

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Introduction

The ILP is a web page that allows you to deliver an online class, similar to teaching in a physical classroom. The ILP provides remote tools that eliminate the need to be in the same physical location as the students. You can live view or control all of the student systems, broadcast audio directly to the students, or share materials.

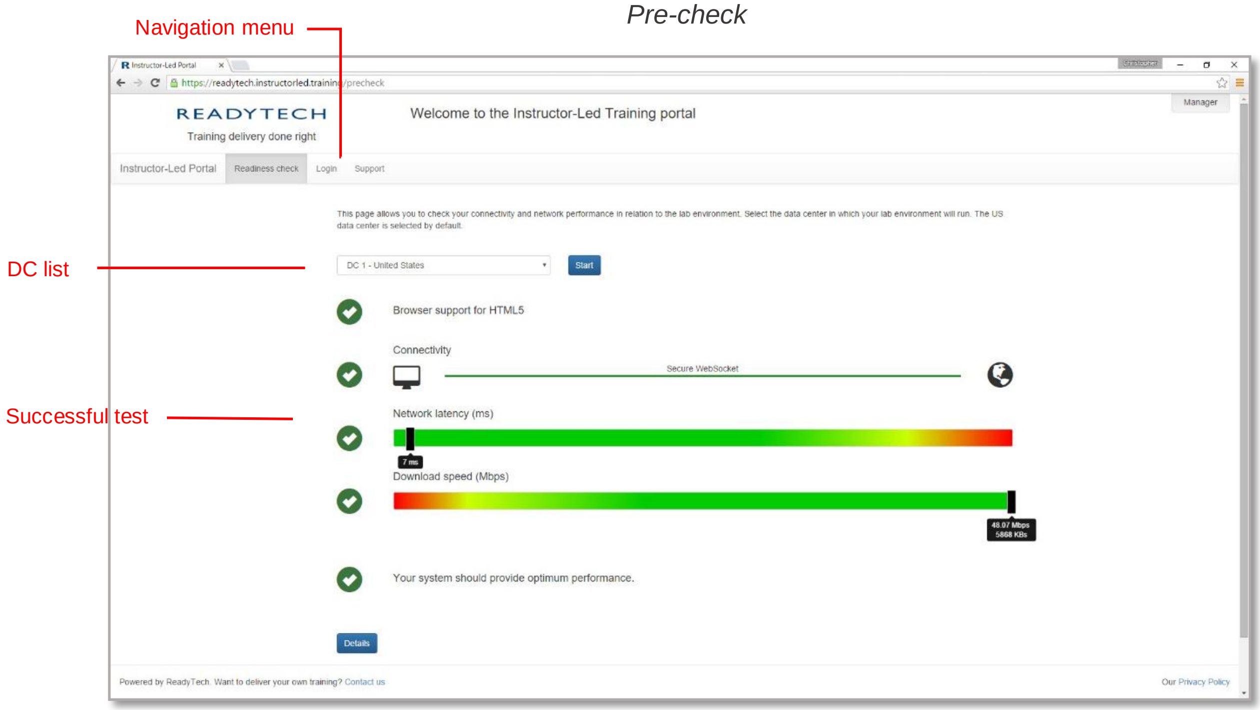
Whether you are new to ReadyTech or more experienced with our teaching tools, this guide will help you deliver training effectively using the Instructor-Led Training Portal. Refer to this guide for an overview of the ILP interface, and learn how to connect to a remote system, how to manage student systems, and how to share lab materials. You will also find infor-mation about using optional features and troubleshooting connectivity issues.

Check if your browser is compatible with ILP

HOLDER PARAGRAPH

1. Go to web address https://<companyname>.instructorled.training. Replace <companyname> with the name of the company your training was purchased from.
2. At the top of web page, on the **Navigation** menu, click **Readiness check.**
3. In the **DC** list, select the nearest data center to your location, then click **Start**.

Pre-check



Log in to the Instructor-Led Training Portal (ILP)

To login to the ILP, you will need an Access Code. The instructor will assign you an access code by email before or on the start day of class. If you have not yet received an Access Code, contact your class instructor.

On the start day of class, go to the ILP web address provided by your instructor. The first page you see is the Log in page. If English is not your primary language, you can set a different language.

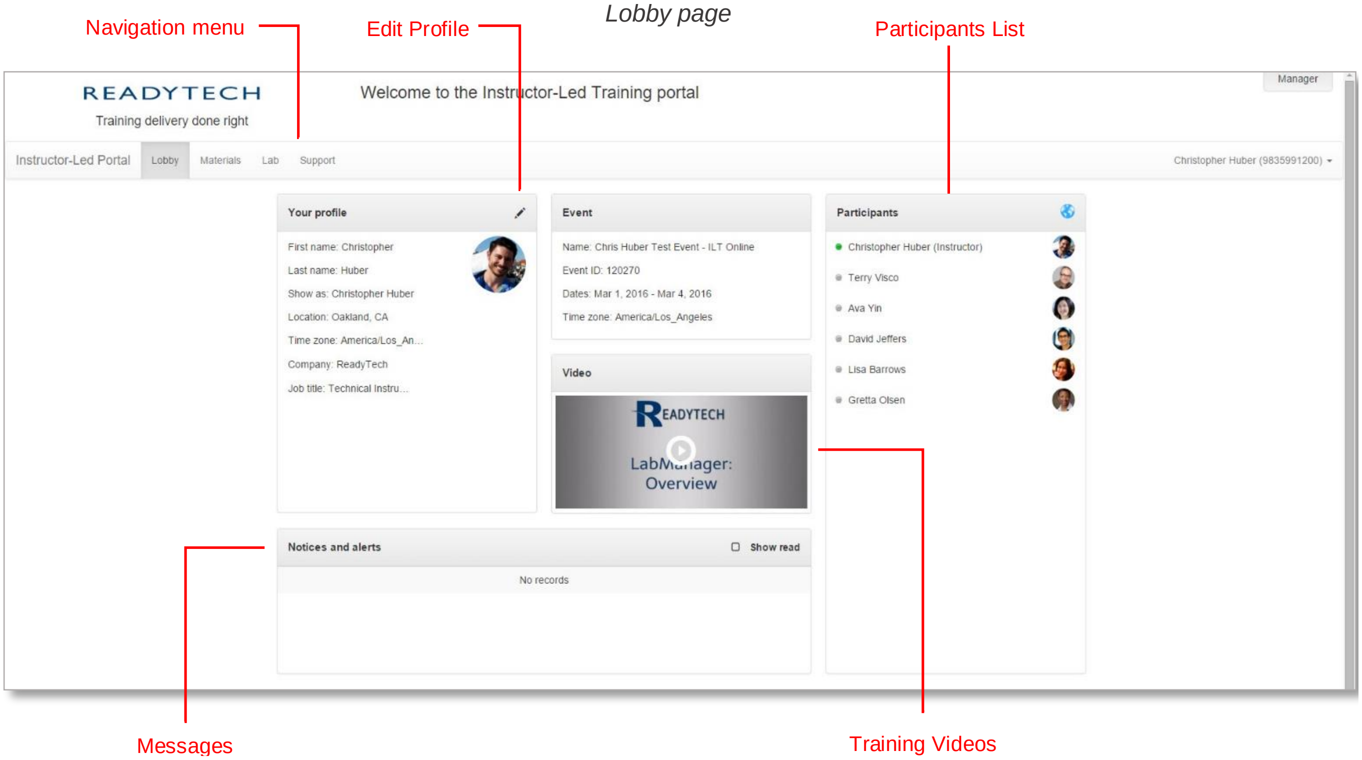
- Enter your Access Code, then click **Log in**.

You will be prompted to activate your Access Code by entering your first and last name. Optionally, you may choose to associate a password with your Access Code. This password will be required to log in to your Access Code.

The Lobby Page

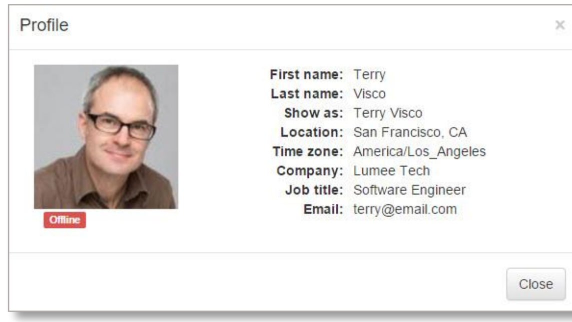
After you sign in to the Instructor-led Training Portal, the first page displayed is the Lobby page. Here, you can see a list of participants attending the class, read messages from ReadyTech, and find Event information.

Lobby page



View a student's profile information

User Profile



When a student has activated their Access Code, their name will appear in the Participants list. A green circle to the left of the users name indicates that user is currently logged in to the ILP. Click on a user's name to view their profile information.

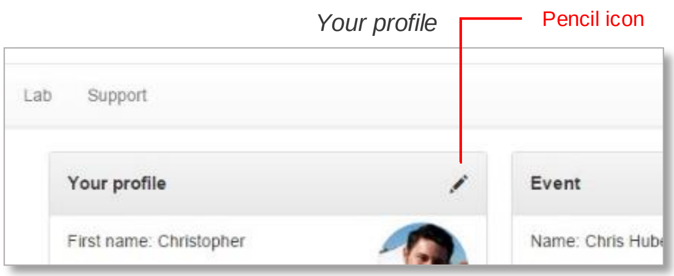
Update your profile information

Students may also view your profile information. It's always a good idea to have your information readily available for students so they can identify who you are.

To update your profile information:

- On the **Your profile** panel, click the **Pencil** icon.

Your profile



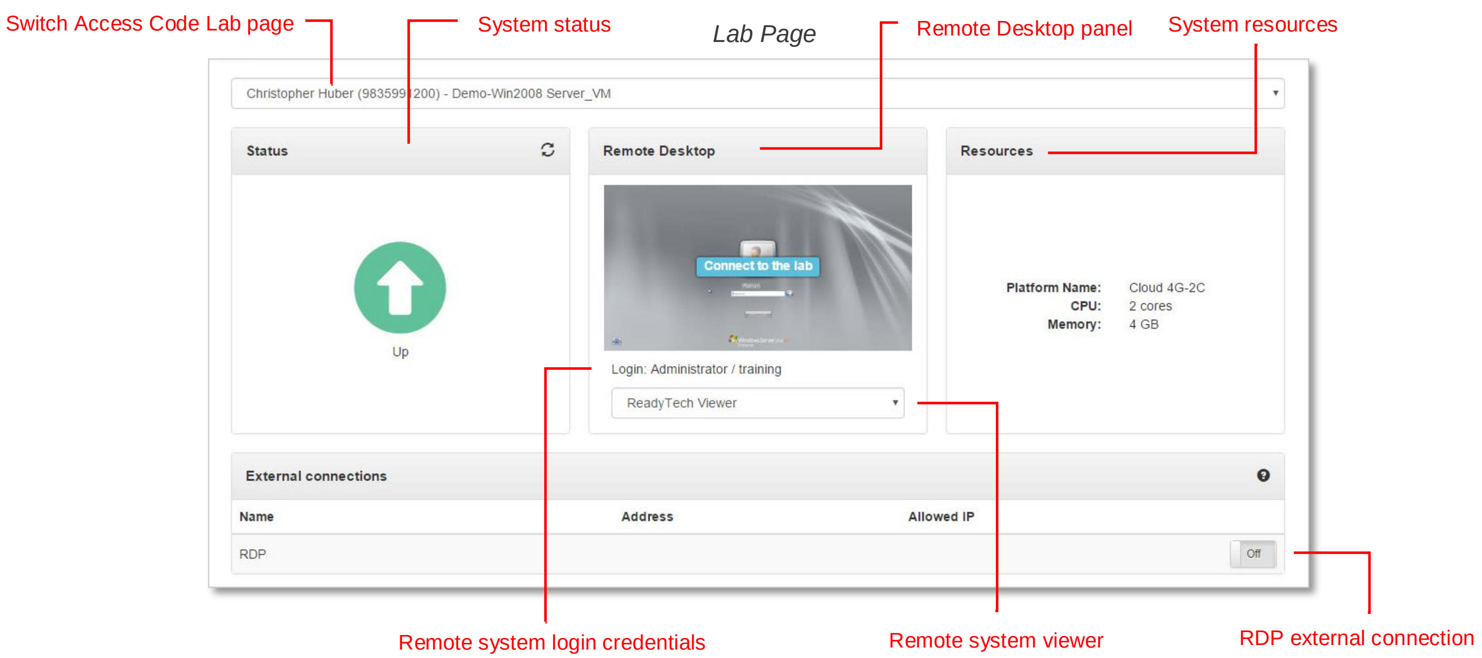
The dialog box's Company, Jog title, Phone, and Email are all set to hidden by default. If you want this information public to students, select the check-box next each field you want public.

You may also set a profile picture. While it's optional, setting a profile pic can be a good ice breaker for students and help the class feel more personal. You can either browse for a picture on your local system, or if use a Gravatar. Gravatar is a globally recognized avatar that follows a user from site to site. Use the email associated with your Gravatar in the email field. Your Gravatar will appear as your profile picture. If you do not have a Gravatar, you can sign up for one at www.gravatar.com.

Connect to the remote system from the Lab page

On the Navigation menu, click the Lab tab. The Lab page is where can connect to the remote system, check the status of your system, and view system resources. By default, our ReadyTech Viewer software will be used to display the remote system. If you wish to use other software such Microsoft Remote Desktop, you can setup an RDP external connection on your Lab page. Request our guide on how to use a RDP External Connection.

Alternatively, you can use VNC to connect to the remote system. Unless you specifically need to, it's best to use the default ReadyTech Viewer.



To connect to the remote system:

1. In the **Remote Desktop** panel, click the **Connect to the lab** image.
2. Enter the login credentials for the remote system.

The remote system desktop will display in your browser window. In the next section, you will learn how change the display of the remote desktop in your browser window. After you establish a connection with your remote system, a Desktop tab appears on the Navigation menu. You can switch between other ILP pages such as the Lobby while you are connected to your remote system. To return to your remote desktop, click the Desktop tab.

In the next section, you will learn how to modify the display of the remote desktop.

Change the remote desktop display

There are several ways you can interact with and change the remote desktop display. You can change the display to Full screen, or detach the remote display to floating window that can be moved to a second monitor.

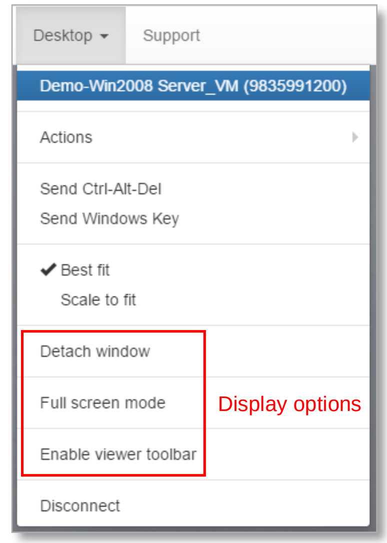
To set the remote desktop display to Full screen mode:

1. On the **Navigation** menu, click **Desktop**, and select **Full screen mode**.
2. Press the **ESC** key to exit Full screen mode.

To detach the remote desktop display:

1. Click **Desktop**, and select **Detach window**.
2. On the **ILP** page, click **Attach window** to revert to the original display.

Display options



Annotate on the remote desktop display

Use the Drawing tools to annotate directly on the remote desktop display. This is useful for taking quick notes.

To access Drawing tools, enable the viewer toolbar by:

1. Click **Desktop**, and select **Enable viewer toolbar**.
2. Select a tool from the Drawing panel.

On the right-hand side of the Navigation menu, use the Hide/Show button to toggle the viewer toolbar. If you want to save your screen drawings or notes, use the Screenshot tool located on the viewer toolbar. Next, you will learn how to manage the remote systems.

Manage the remote systems

This section discusses the various ways to interact with the remote systems such has rebooting, transferring files, and changing the image deployed.

Reboot the remote systems

An instructor and student both have the ability to reboot their remote systems. Rebooting would be useful in situations where a software install or Operating System (OS) update requires a system reboot. However, the instructor may reboot multiple systems.

To reboot the remote systems:

1. Click **Lab**, select **Actions** and then select **Soft reboot**.
2. Select the check-box next to each system you want to reboot and then click Ok.

A soft reboot is similar to using the restart command in Windows. It will wait for the software and OS to gracefully shutdown. The Hard reboot option should only be used in extreme circumstances where the remote system is not responding to a soft reboot. Hard reboot is similar to turning the power off on your remote system. There is a small chance it may corrupt your remote system data.

It will take approximately 3-5 minutes for the remote system to reboot. The Status icon on the Lab page will appear as down

while the reboot takes place. When the icon appears as an up arrow, you may reconnect.

Transfer files to or from the remote systems

Only the instructor has the ability to transfer files to the remote systems. In many situations, an instructor may need to add files to the remote systems such as an executable for a software update or retrieve files such as completed student work.

To add files to the remote systems from your local system:

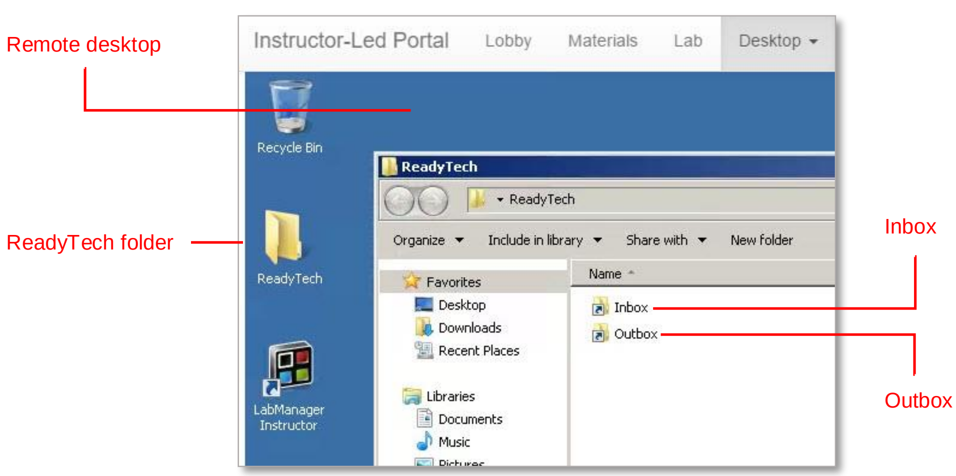
1. Click Lab, select Actions and then select File transfer from local to remote.
2. Select each user you want to receive the file(s).
3. Select a file to upload and then click Ok.

Files added to remote systems can be found on the remote system Desktop, in a folder called ReadyTech/Inbox.

To retrieve files from the remote systems:

1. First have users place files to be retrieved from the remote system on the Desktop in folder **ReadyTech\Outbox**.
2. Click **Lab**, select **Actions** and then select **File transfer from remote to local**.
3. Select each user you want to retrieve files from then click **Ok**.

Inbox/Outbox folder



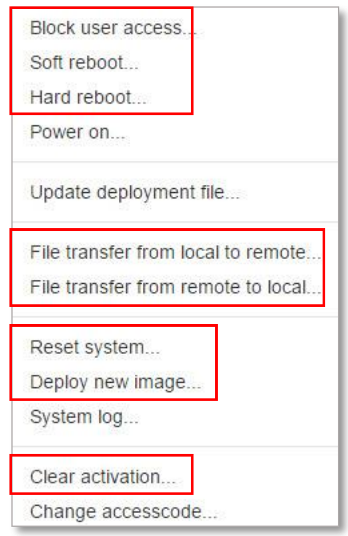
Reset the remote system images

Resetting a remote system image is like wiping it clean and starting over. This is useful in situations where a student has done work on a remote system, but a new student joins and takes over that remote system. You can reset it so the current work is wiped out for the new student. The systems are not accessible while deploying.

To reset the system images:

1. Click **Lab**, select **Actions** and then select **Reset system.**
2. Select the check-box next to each system you want to reset and then click **Ok**.

Actions menu



Resetting a cloud image can take approximately 5 – 15 minutes. Hardware images may take longer, up to a couple of hours depending on the size. The Status icon will indicate when an image has finished deploying.

Change the remote system images

Changing the remote system image allows you to select a different image and deploy it to a single or multiple systems. An instructor might do this for several reasons, such as teaching a different module that requires an image with more advanced software.

To Deploy a new image:

1. Click **Lab**, select **Actions** and then select **Deploy a new image.**
2. Select the check-box next to each system you want to change the image.
3. From the drop-down box, select a new image to deploy then click Ok.

The time to deploy a new image is similar to resetting an image. The Status icon will indicate when the image has finished deploying.

Block a user's access

In some situations an instructor might want to block or limit a user's access to certain features of the ILP. You block a user from accessing the Portal itself, the Materials page, or the Lab page.

To block access:

1. Click **Lab**, select **Actions**, and then select **Block user access**.
2. Select what access you want to block next to each user, then click **Save**.

Clear user activation

Clear a name associated with an access code. Once cleared, the access code can be re-activated with a new name. Useful when a used access code needs to be given to a new student.

To clear activation

1. Click **Lab**, select **Actions**, and then select **Clear activation.**
2. Select the **users** you want to clear activation for, then click **Save**.

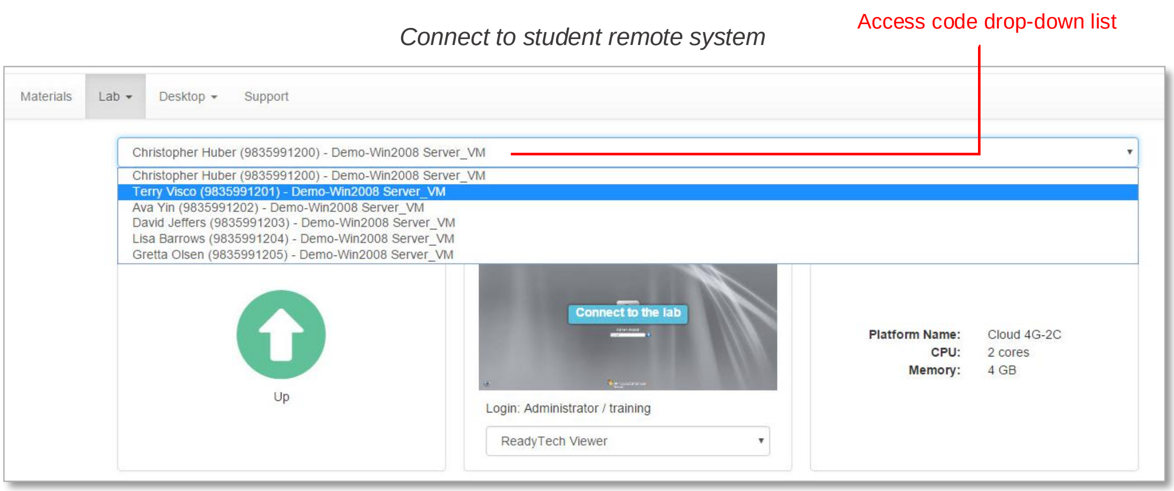
Connect to student remote systems

On the Lab page, the instructor has the ability to switch between the different students labs. When viewing another student's lab, you can connect to their remote system, as if you were logged in to their ILP. This can be useful for setting up a student's remote environment before class, or connecting to a student's environment to troubleshoot a problem.

To connect to a student remote system:

1. On the **Lab** page, from the **access code** drop-down list, select an access code.
2. Click the **Connect to the lab** image.

Connect to student remote system



When you are finished connecting to another remote system, select a different access code to connect to, or your own to return to your Lab page.

Share materials with students

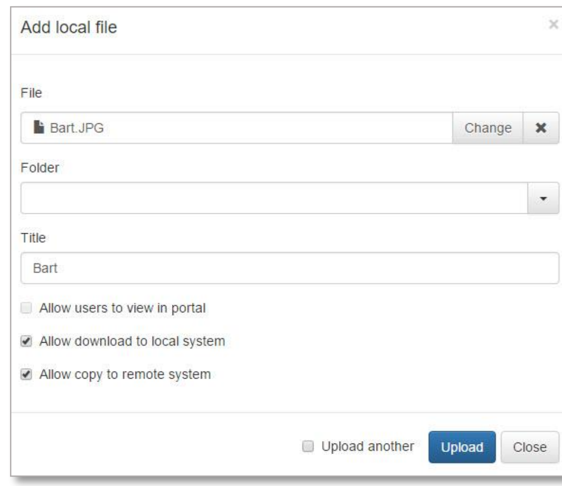
The Materials page is where you can add files and documents to distribute to students. You can specify for each file whether they may be downloaded to the user's local system, copied to the remote system, or viewed directly in the portal.

To add materials:

1. Click **Materials**, select **Add materials**, then select **Local file**.
2. Select a file.
3. Enter a Title.
4. Select the permissions you wish the file to have then click Upload.

> **Note** If the file type is not viewable in the portal, the Allow users to view in portal optional will be unavailable.

Add local file material



Broadcast audio to students

If an instructor and students have microphones and speakers, the instructor can use the broadcast audio feature to talk directly with the students. Request our guide on how to use the audio broadcast feature.

Support

ReadyTech provides **24x7x365** live support.

Email:

get-support@readytech.com

Phone:

Americas: +1 (510) 834 3344 - Toll free: 1 (800) 707 1009
APAC: +61 2 9191 6448
EMEA: +31 858 880632

Live Support:

https://Support.hostedtraining.com