
EducateMe Workstation

User Guide



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Version History

History

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1. Introduction

1.1 Getting Started

EducateMe is a powerful application designed to allow parents to balance their children's educational and recreational use of a PC.

1.2 Computer Requirements

EducateMe requires Windows XP or higher, 256 MB of RAM, 6 MB of free hard disk space, and a 800x600 monitor (1024x768 recommended), together with a connection to the Internet for the completion of installation and configuration. EducateMe can integrate with school portals and external educational content. A list is available on request. Please email partner@123educateme.com.au for a complete list

2. Installation and Setup

2.1 Installation

The EducateMe installation program can be downloaded from <http://www.123educateme.com.au/> after registration. To begin the installation process, locate the **setup_educateme.exe** file that was downloaded to your hard drive. Double-click the file to start the EducateMe installation program and follow the instructions on the screen. Once EducateMe is installed, the 'first time setup wizard' will run. This process requires an internet connection to complete successfully. If for any reason you are disconnected from the internet or you cancel 'first time setup', the wizard will attempt to restart each time you login to the PC.

2.2 First Time Setup Wizard

2.2.1 Country and Licence Server

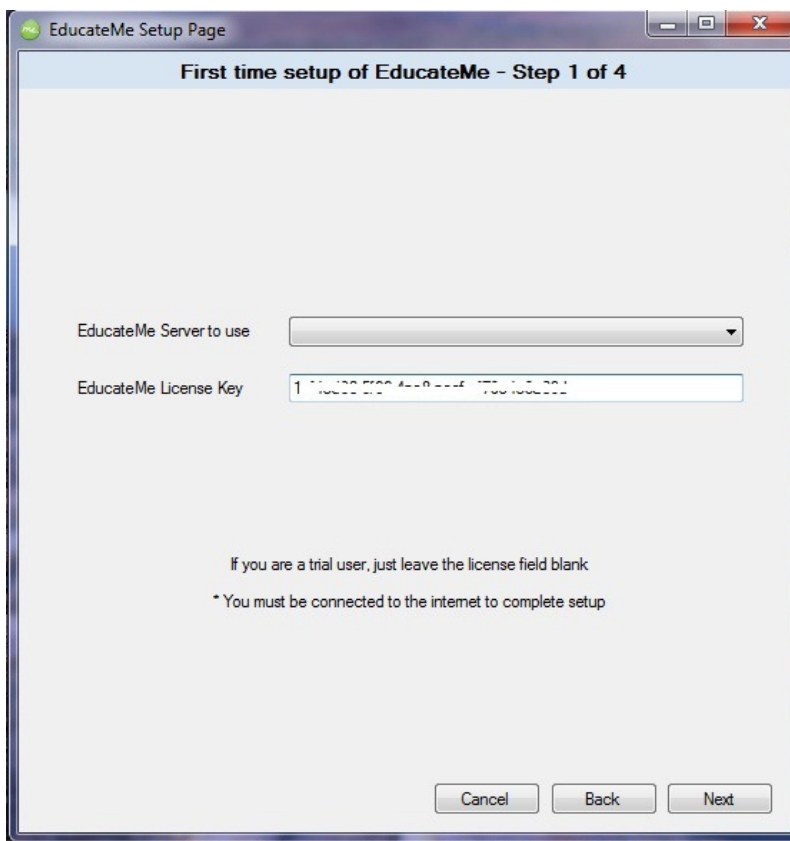


Figure 1

The software will select the nearest 123educateme Server to connect to and ask you to enter your licence key if you have already purchased one.

2.2.3 User Accounts

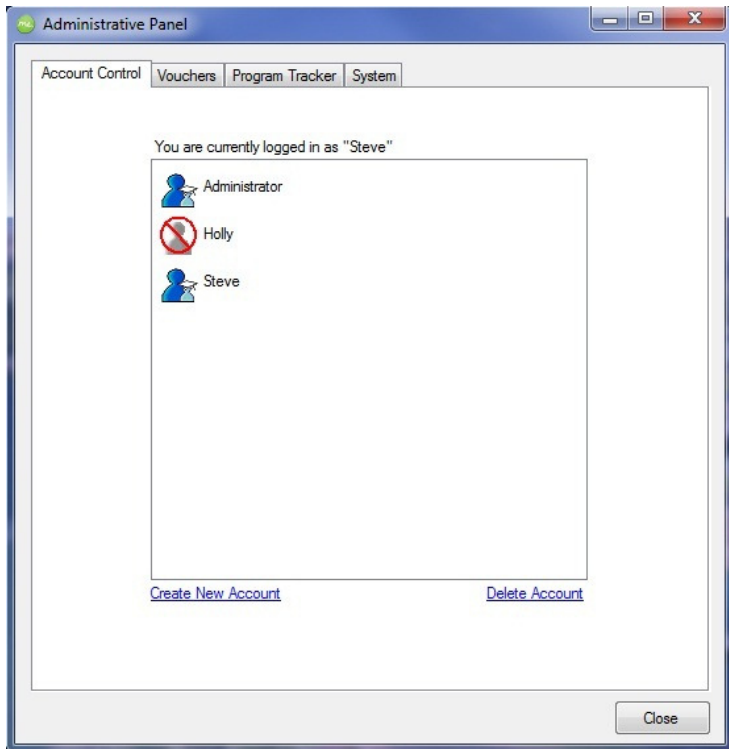


Figure3

You now need to tell EducateMe about the users of this computer (so that it can manage them properly).

For the software to work effectively, every user of the PC needs their own windows account. All accounts but especially parent and adult accounts need a password.

The screen above shows you which accounts already exist on your computer. If there are not enough you can easily create more.

User Account creation is covered in more detail in the Administration Section 4.3.

When you have finished creating or changing accounts (or if you want to do that later), click next and then finish to complete the installation process.

EducateMe report centre will automatically load each time a parent logs onto the computer. Or you can start the program at any time, whilst logged in as a parent by double-clicking the EducateMe Report Centre icon that appears on the Windows desktop.

During the trial period for this software, you will be presented with a daily option to purchase the software or continue to trial it.

3. Report Centre

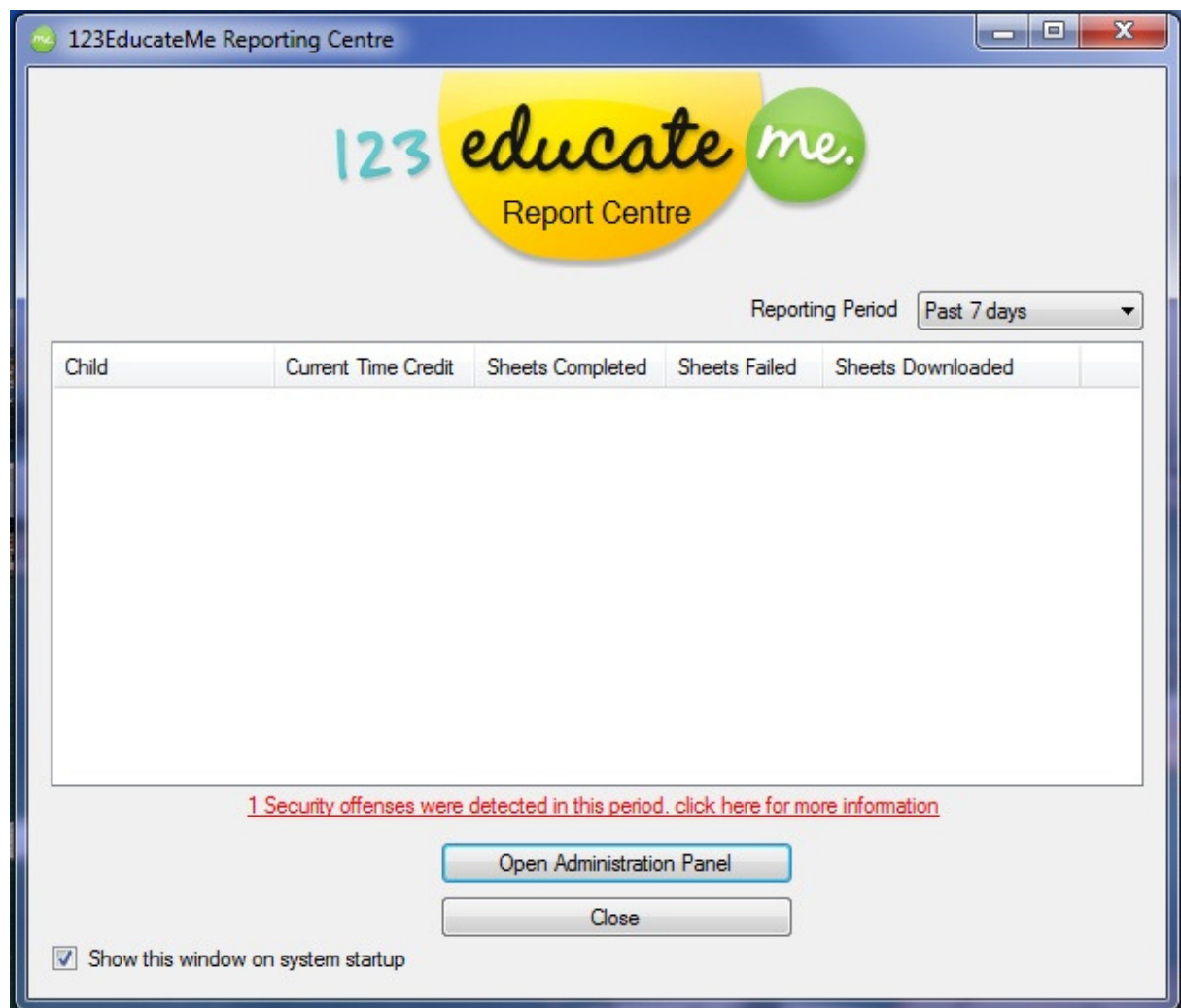


Figure 4

3.1 Report Centre Menu

The report centre screen is the parent’s primary interface to the EducateMe system on the computer, although most settings can also be accessed from the 123educateme website.

3.2 Summary Screen

This summary screen shows the status of every child account setup on the computer; how much time they currently have left on their clock; the number of content worksheets they have successfully completed, the number they have failed to complete and also the total number that have been downloaded by the system for their use. The reporting period in the top of the screen is set by default to 7 days. Changing this value by using the pull down menu, will give you historical information over a longer time period.

3.3 Security Offences

The security Offences status highlights any attempts to circumvent the EducateMe system and which user account was responsible for the attempt.

3.4 Administration Mode

Selecting Administration mode will take you to the Administrative Panel

4. Administration/Parent Mode

4.1 Overview

The administration panel is the place to configure the EducateMe system. You can get to it by

- a) Selecting the Administration Panel from the Report Centre.
- b) Selecting Admin mode from a child account below the clock. You will be asked for the administration password, (which is the same password you use for the 123educateme website.) This password can be changed via the Administration panel, please see the section below.

4.2 Account Control

This is where all user accounts are managed for the EducateMe system. This page also allows the creation and deletion of windows accounts.

4.3 Account Types

EducateMe has three types of user.

Child Account – To be used by children whose computer usage is to be managed by EducateMe. These are linked to standard windows user accounts removing system control from the child.

Parent Account – To be used by parents to manage their children computer usage using the EducateMe system. These accounts are linked to Windows administrative accounts on the computer. The account used to install the software plus the Administrator or Owner account on your computer are automatically set to Parent Accounts by the system.

Adult Account – To be used by other adult users of the computer or older children who do not need access to the EducateMe system.

4.4 Create New Account

When you click on the Create New Account option the following screen is displayed

The screenshot shows a window titled 'Administrative Panel' with a tabbed interface. The 'Account Control' tab is active. The form contains the following elements:

- Windows Account:** A text input field containing 'New User'.
- Account Type:** A dropdown menu with 'Child' selected. Other options are 'Parent (Admin)', 'Adult', 'Missing', and 'Blocked'. A graduation cap icon is positioned to the right of this field.
- Full Name:** An empty text input field.
- Password:** An empty text input field.
- School Year:** A dropdown menu.
- School Name:** A radio button labeled 'Select' is selected, followed by a dropdown menu showing 'Loading...'. There are also radio buttons for 'Other' and 'Home Schooled'.
- Maximum Worksheet Rewards:** Two pairs of dropdown menus. The first pair is for 'Daily Allowance' (set to '15min') and 'No Maximum'. The second pair is for 'Weekend Allowance (Sat/Sun)' (set to '15min') and 'No Maximum'.
- Buttons:** 'Cancel', 'Save', and 'Close' buttons are located at the bottom of the form.

Figure5

Windows account: This is the username the person will use to logon to your pc.

Account Type: Please Select Child, Parent or Adult from this dropdown menu. Blocked is a category used for special system and windows accounts and should be avoided.

Please enter a password for the user. For a parent or adult account, please choose a difficult password with both letters and numbers in it.

Where a school uses the EducateMe system to deliver homework to it's pupils, the information entered into the year and school name boxes help the school identify the correct pupil to deliver the homework to.

If your children's school does not currently subscribe to this service, this information is optional.

The Daily and Weekend allowance fields allow you to choose how much computer recreational time each child has before being logged of from the computer. The Maximum rewards fields allow the parent to decide how much additional recreational time they can earn by completing markable educational content.

When you've completed the account setup please click Save. **Please wait for a confirmation message before closing this screen.**

4.5 Delete Account

To delete a user account please, highlight the account you wish to delete and then click delete account in the bottom right of the dialogue box. You will be asked to confirm the deletion and then receive a confirmation message.

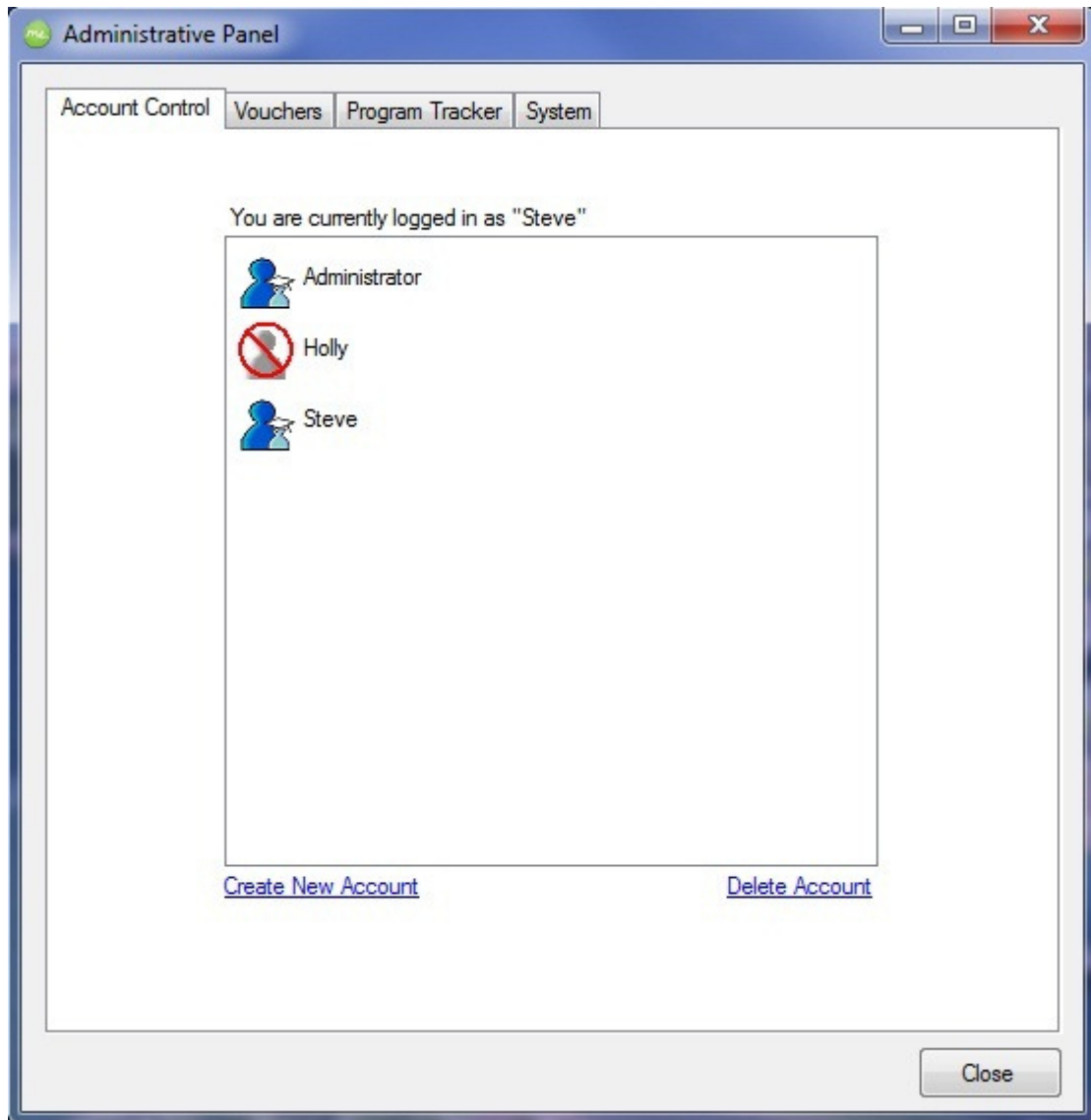


Figure6

4.6 Modify a User

To modify any users settings, please select the account by double clicking on the selection. When you have completed your changes and click save. **Please wait for a confirmation message before closing this screen.**

5. Vouchers

5.1 How Vouchers Work

Vouchers are the currency of the EducateMe system. They are created by the parents to allow a child extra recreational time on the computer. They can be used for additional research time, or to reward an offline sporting, academic, or domestic activity, For example, doing some exercise, practicing a musical instrument or emptying the dishwasher.

5.2 Create Vouchers

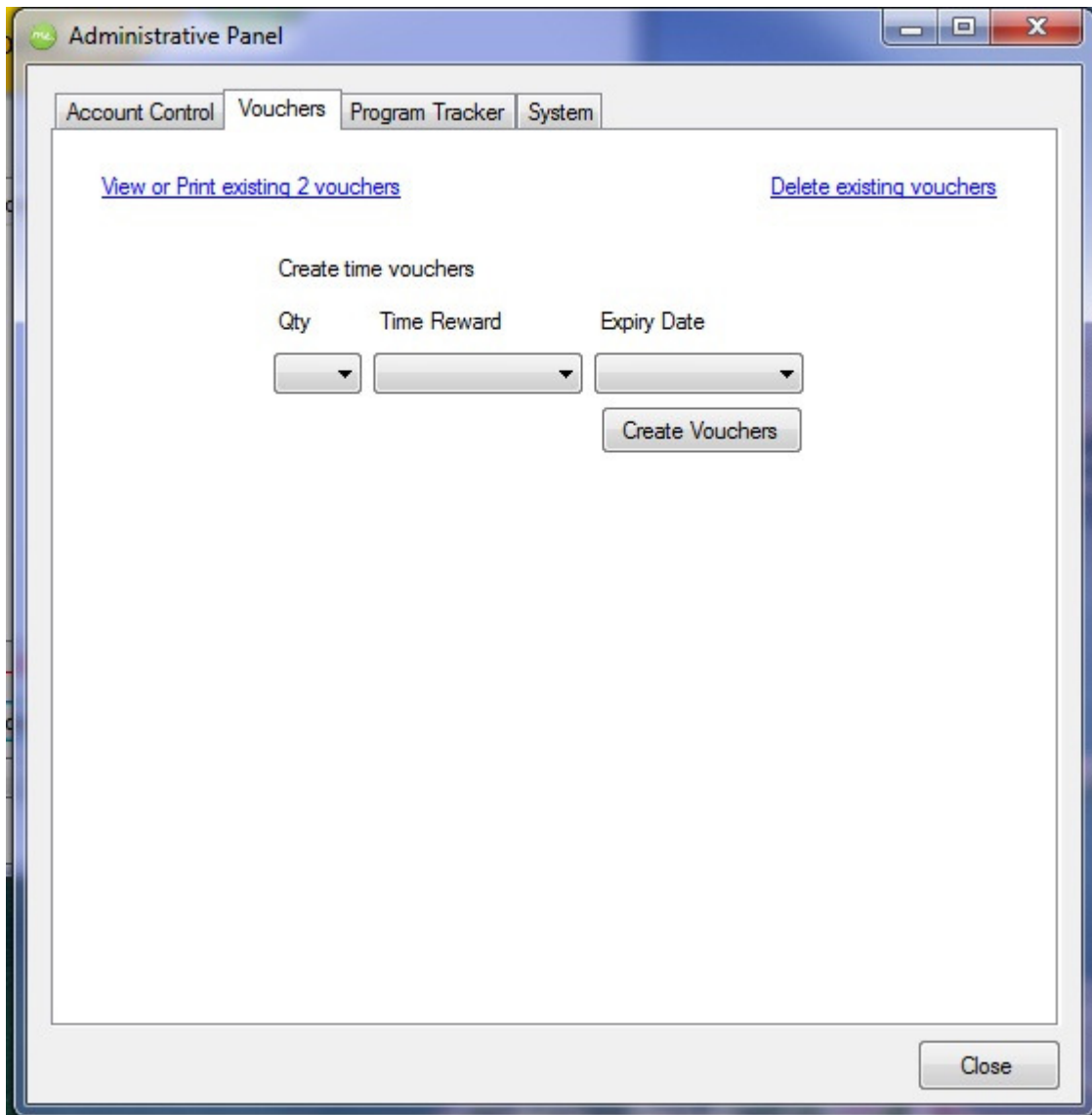


Figure7

To create vouchers, please select the vouchers tab from the administration panel. Using the pull down menus you can select the quantity, time duration and validity of vouchers you need. Parents often find it useful to have prepared vouchers of two different durations and to print them. Treat these vouchers like currency and keep them in a safe place because your child can use them to gain more internet time.

Once you have selected the vouchers you need, please click create. A notepad will pop up on the screen with the voucher codes you requested. These codes are randomly created so they can't be guessed or generated except from within the EducateMe system, and each voucher only works once so a child cannot re-use a voucher code that worked previously

5.3 View or Print Existing Vouchers

The view or print existing vouchers link at the top of the vouchers tab will pop up the notepad on screen with all remaining codes that have not yet been used. This can again be printed and kept in a safe place.

5.4 Delete Existing Vouchers

If vouchers become lost or you think your children have gained access to them you can use the delete existing vouchers link to remove all existing codes and then start again by creating a new set.

5.5 Redeem a voucher

The redeeming of vouchers is explained in the child mode of the user guide in Section 8.5.

6. Program Tracker

6.1 Overview

Whilst EducateMe is designed to regulate computer usage with its countdown timer, one of its key features is to allow parents to choose applications which they feel are educational and which will pause the clock whilst the child is 100% focused on performing that educational task.

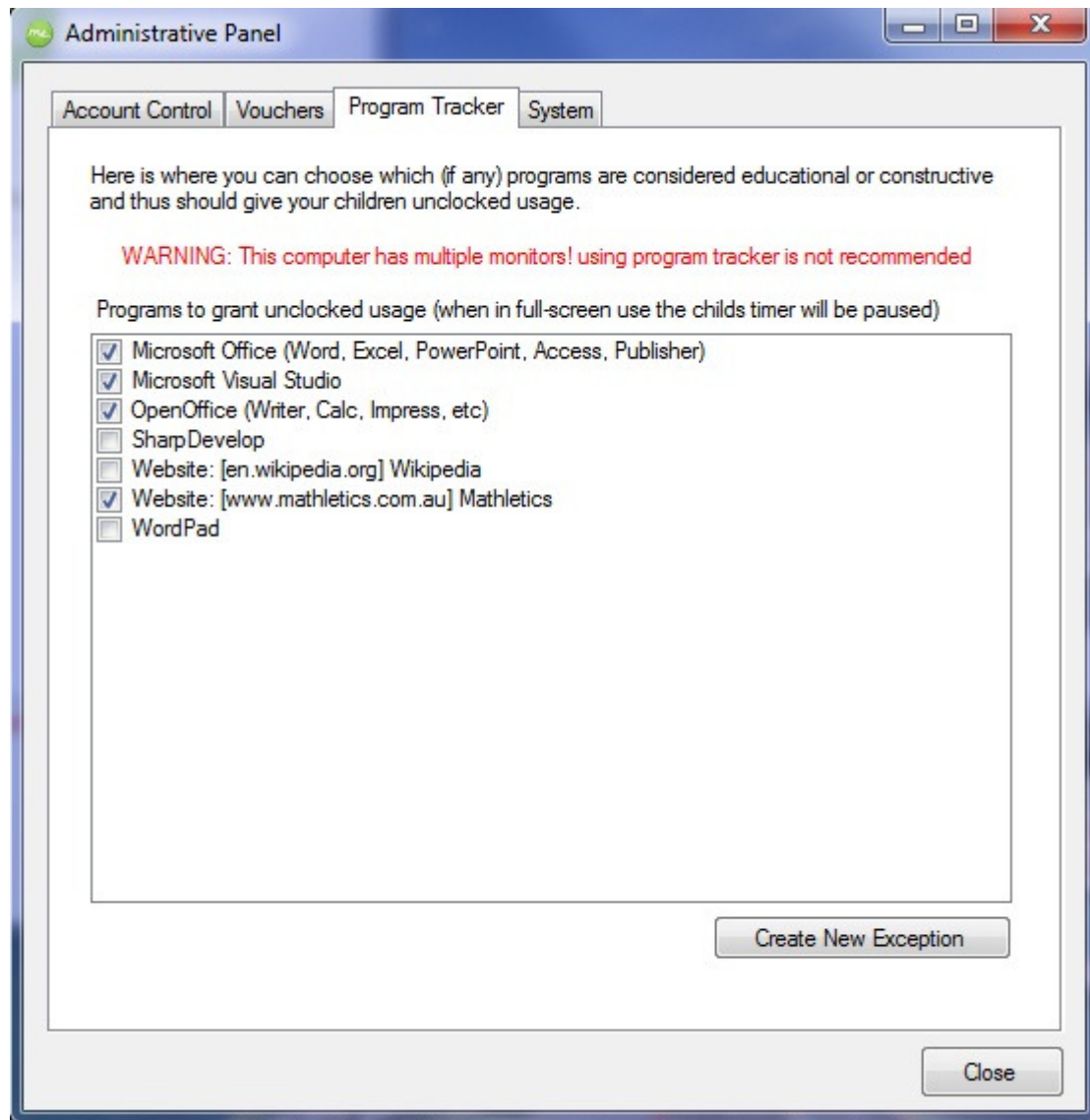


Figure8

6.2 Conditions for Tracked Programs

For a program to pause the clock it must be

- Included in the program tracker list
- Maximized or "Full Screen"
- Being used or "in focus"

If any of these conditions are not met, the clock will continue to tick. This is designed to prevent children from having both educational and recreational content on screen..

6.3 Website as a tracked Program

EducateMe will also allow educational websites such as Mathletics or Wikipedia to be defined as educational. This feature is currently restricted to the Internet Explorer web browser and all of the internet tabs must be using educational content for the clock to be paused. Again this is designed to stop children attempting to simultaneously use mathletics and facebook for example.

6.4 Track a new Program

Defining a new application as educational is a simple process. Open the application or website you wish to make educational and then select the program tracker tab within the administration panel. When you click on the Create New Exception button EducateMe will offer a list of all running programs and websites. Please select the program or website you wish to approve as educational and click ok.

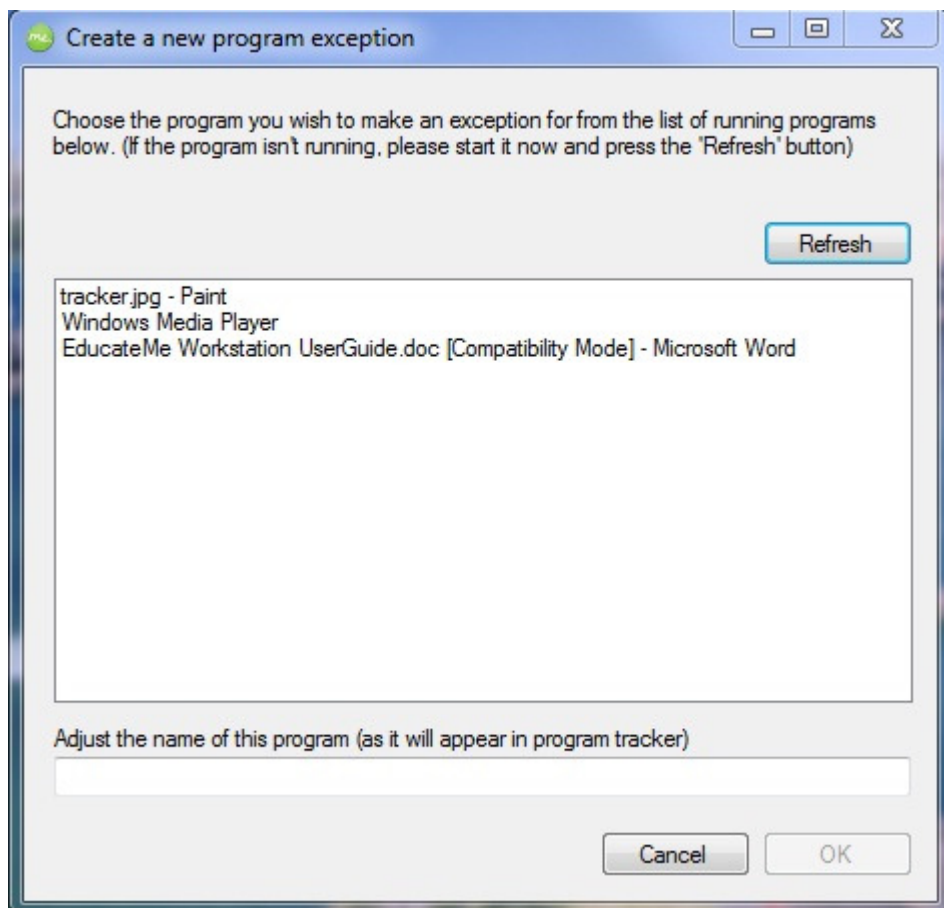
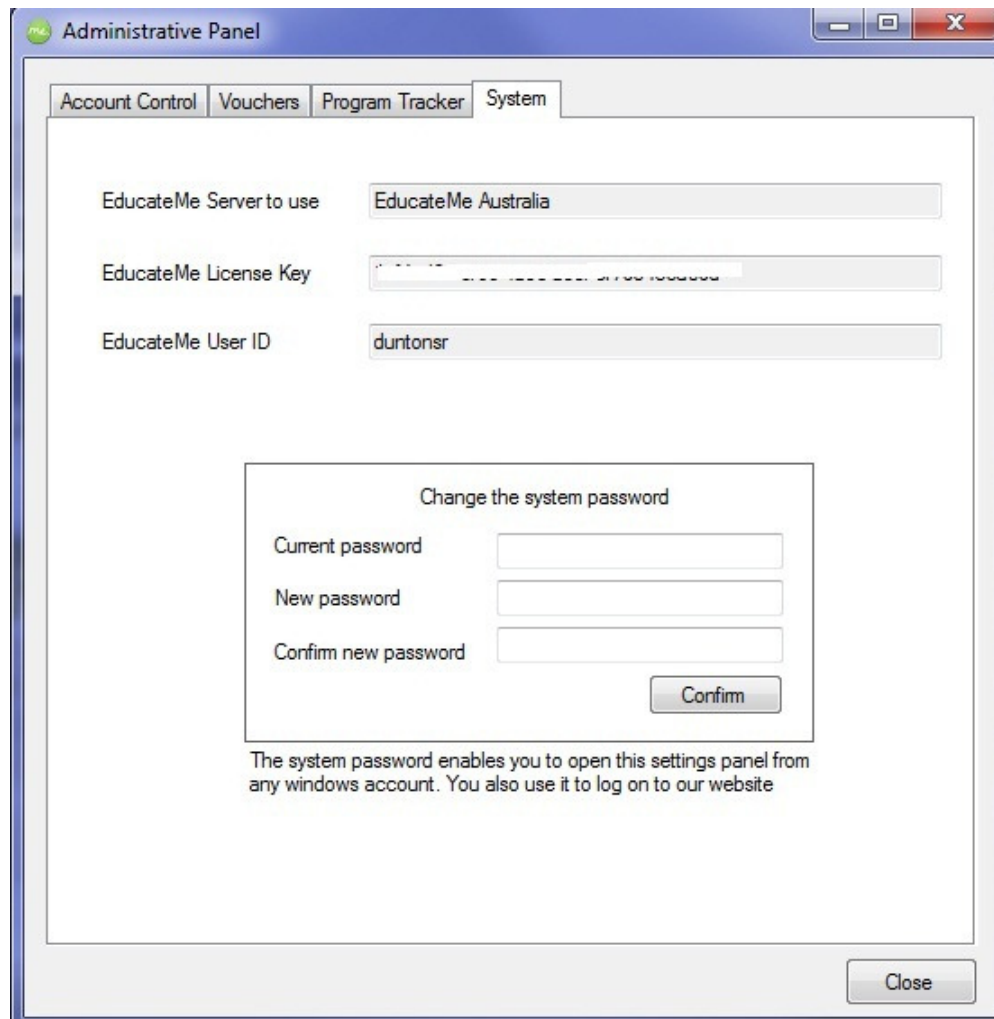


Figure9

7. Settings

7.1 Overview

The Settings tab is used to mainly to provide information to an EducateMe support technician in the event of needing support but the option to change the system password is also contained on this page.



The screenshot shows a window titled "Administrative Panel" with a tabbed interface. The "System" tab is selected. It contains three input fields: "EducateMe Server to use" with the value "EducateMe Australia", "EducateMe License Key" with a masked value, and "EducateMe User ID" with the value "duntonsr". Below these is a section titled "Change the system password" with three input fields: "Current password", "New password", and "Confirm new password", followed by a "Confirm" button. At the bottom right of the window is a "Close" button. A note at the bottom of the "Change the system password" section reads: "The system password enables you to open this settings panel from any windows account. You also use it to log on to our website".

Figure10

7.2 Change the System Password

To change the system password, (which is the password you use for accessing admin mode whilst a child is logged in AND also the password you use to access the 123educateme website,) please key in your old password followed by the new password. The system password is required to be a minimum of 6 characters. Please confirm the new password by typing it into the confirm new password box and click confirm. The software will display a message when the change has been made. **Please wait for a confirmation message before closing this screen.**

8. Child Mode

8.1 Overview

This section of the user guide explains what happens when child is logged on to your computer when EducateMe is installed.

8.2 The clock

Whilst a child account is logged into the computer the clock will always be displayed

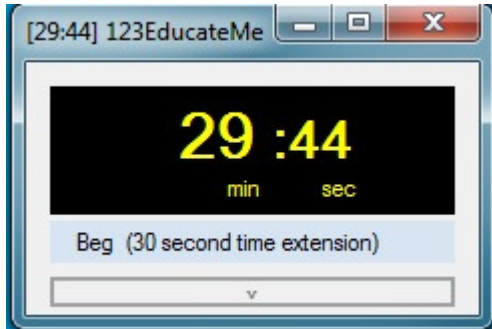


Figure11

The clock displays the amount of time the user has until they are logged off from the computer. The clock will countdown whilst non educational activity is taking place. The digits will change colour from green, through yellow, amber and red to indicate that the time remaining is decreasing. The system will beep to give a warning at 2 minutes and again with 60 seconds remaining on the clock.

If a child needs more time they can click on the down arrow to reveal the rest of the selections

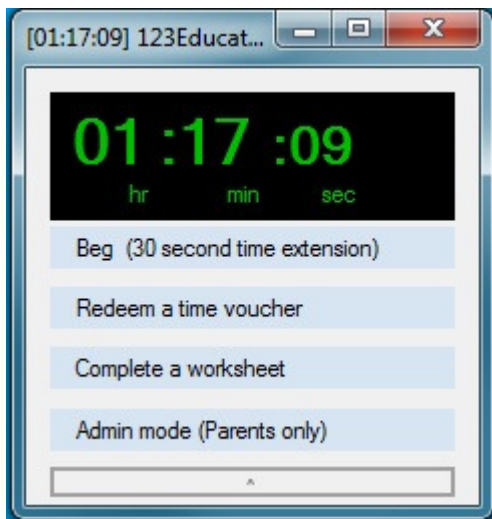


Figure12

Whilst the clock ordinarily counts down, there are three ways to extend the time on the clock. Beg, complete a worksheet and use a voucher

8.3 Beg

At any point during the day, a user can beg for an extra 30 seconds to give them enough time to complete the task in hand or save the activity they are working on. Beg just adds 30 seconds to the time available and then removes itself as an option.

8.4 Complete a worksheet

There are two methods to increase the time on the clock. The first is to complete a worksheet. When the child selects complete a worksheet they are presented with the following screen.

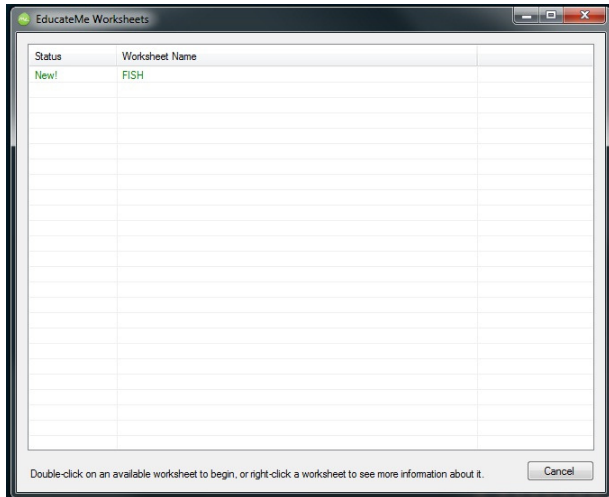


Figure13

Worksheets are made available in the following ways. They can be created by the parent using the Content Creator which is automatically installed with EducateMe. Content Creator has its own user guide which is available from the 123educateme website. Subscribing schools can choose to publish homework to their pupils which will show up on this list. Thirdly a number of free and premium content channels are available on the 123educateme website which parents can subscribe to.

When the child selects a worksheet they are presented with questions or tasks as in the example below.

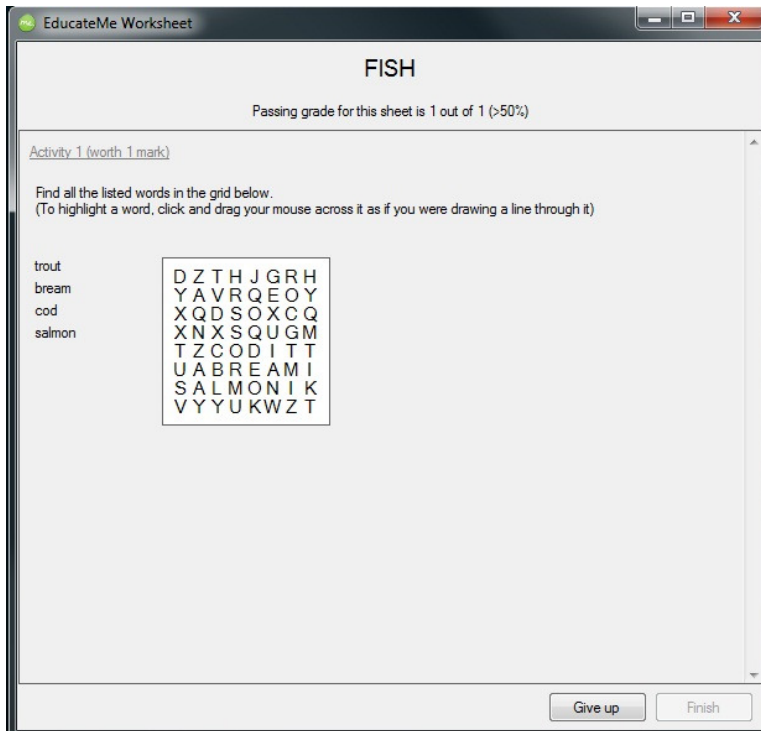


Figure14

When the child has completed the worksheet, they click Finish and the worksheet is graded by the system.

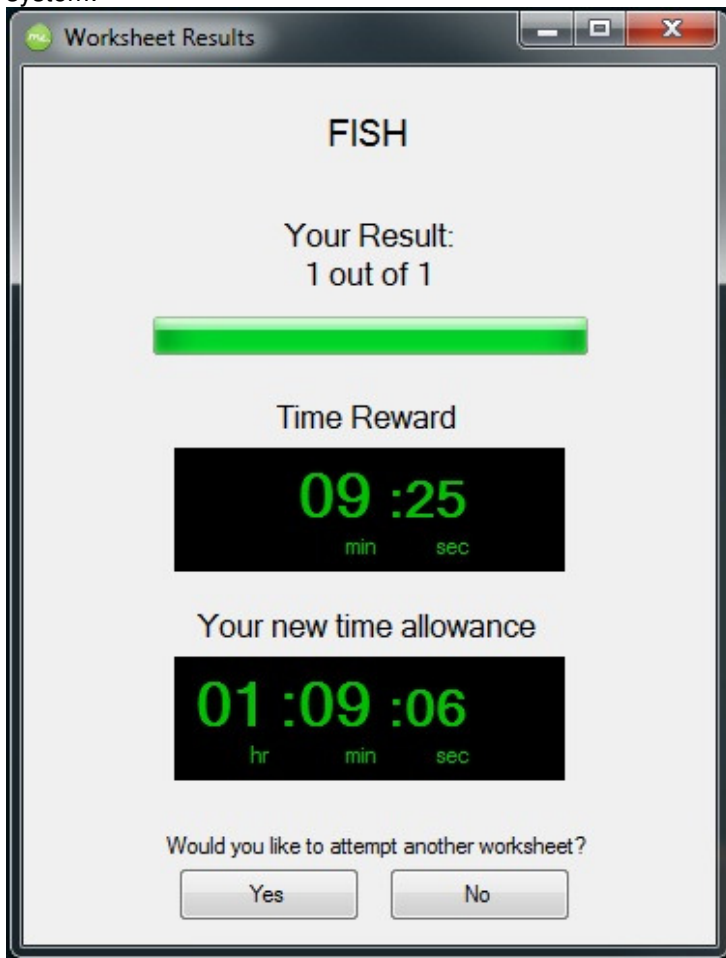


Figure15

The awarded time is assigned to the child up the maximum reward limit as set in the user accounts page.

8.5 Redeem a time Voucher

Vouchers are an often used system by parents to reward offline activity such as domestic chores or the completion of music practice.

When the user clicks on redeem a time voucher they are presented with the following.

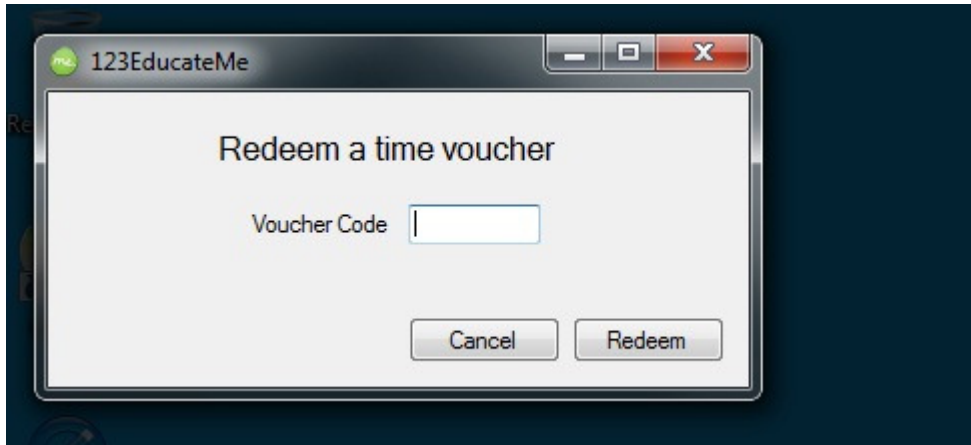


Figure16

The screen is shaded to protect the system from abuse as this process temporarily pauses the clock.

If the user enters a successful voucher code they are presented with the following

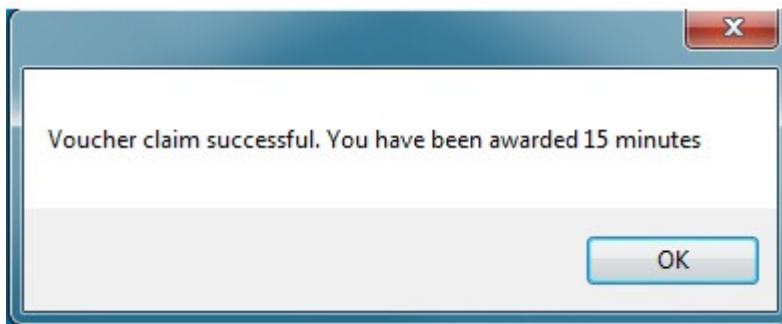


Figure17

However should they attempt to re-use a previous code they will get the following message.



Figure18

8.6 Admin Mode

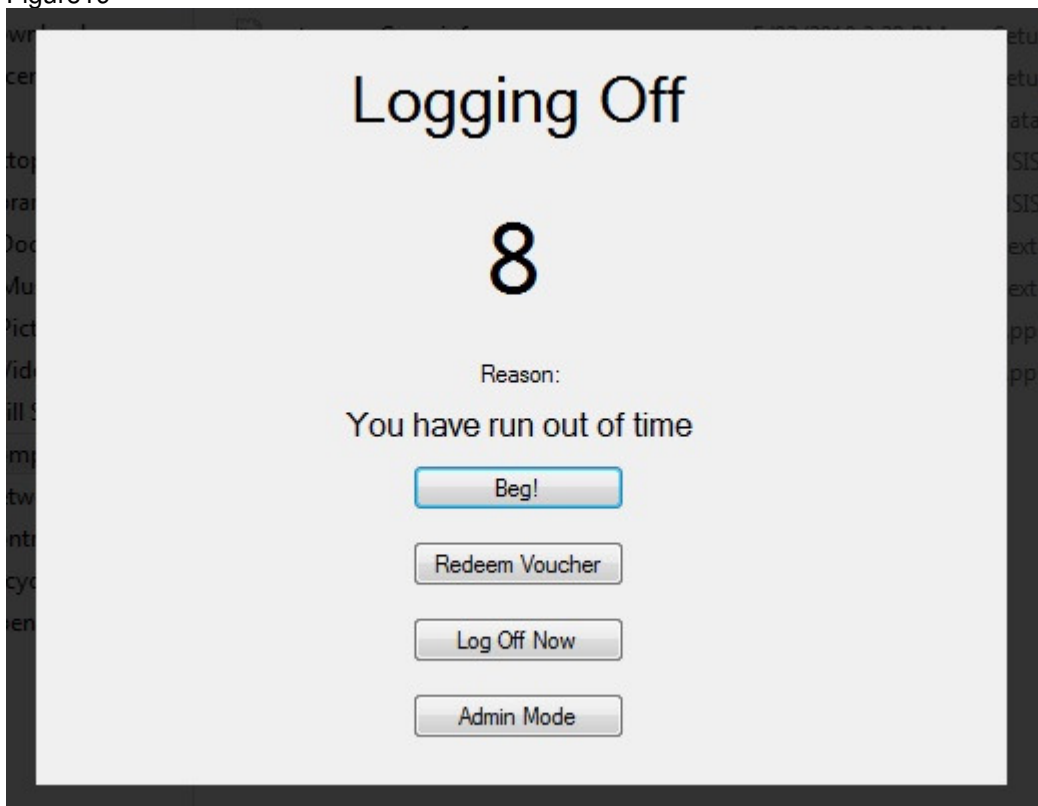
When you Select Admin mode from a child account below the clock, you will be asked for the administration password, (which is the same password you use for the 123educateme website.)

The functions of Admin mode are described elsewhere in this user guide

8.7 Log Off

On completion of a users allotted time they are presented with the following screen.

Figure19



9. 123EducateMe Portal

9.1 *Subscribe to content*

9.2 *Change your settings*

10. Troubleshooting

10.1 Switch User

Windows User switching is not allowed by the EducateMe System. The user will be presented with a message and then logged off.

10.2 Clock Still Ticking

If the clock is still ticking check

- The application is full screen
- The application is selected
- For Internet Explorer, no other tabs with non educational websites are open.

10.3 Out of time

When a child tries to sign in after running out of time, the only option available is completion of a worksheet or the use of a voucher. Educational content which paused the clock is not available at this time as the child has completed their allocation for the day. Should you require the child to have more access to the free content, a voucher will be required.

11. Warranty and Disclaimer

11.1 Disclaimer of Warranty

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