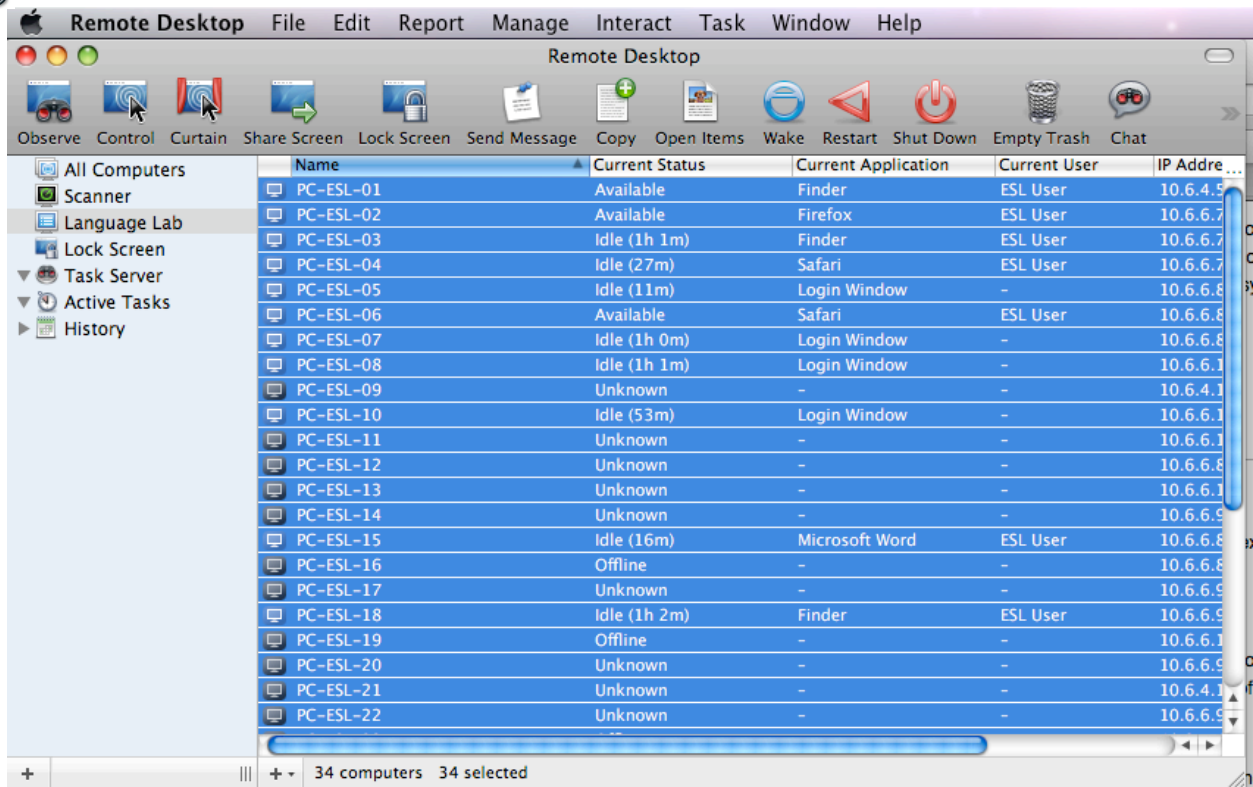


Apple Remote Desktop 3(ARD)



Open the Remote Desktop application. Once you have done this, a screen opens which should look something like the picture below.



In the main part of the window you'll see all 34 Stations (e.g. *PC-ESL-01*). It tells you their Status (which application is currently open) the User (usually *ESL User*) and the IP address. At the top of this window are the various commands that you can use to control and administer your users' computers. Let's go over these one-by-one to discover how you can use each of them in a classroom situation.



Observe: This command can be used to observe the screen of any computer in the lab, without the student knowing.

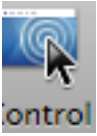
1. Highlight the computer(s) that you want to observe and click the button.
2. To stop using, click the small black box in the upper left corner of the screen.



Share Screen: Using this command, you can share any student's screen (or your own) with any or all of the screens in the lab.

1. Highlight the computer(s) you want to see the shared screen and click the button.
2. If you select more than one computer, you will have an option of which computer's screen to share. If you only select one computer, you can only choose your own screen.
3. While sharing, you cannot perform any actions on the computers receiving the shared screen.
4. One nifty trick: if you are sharing your screen and you Control or Observe a computer not currently receiving the shared screen, all the computers you are

- sharing with will see the Controlled/Observed screen just like you do.
5. To stop using, highlight the computer(s) that you want to stop sharing with, and confirm the “Stop sharing” window that pops up.



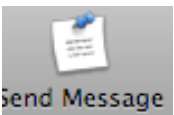
Control: Similar to Observe, this command will allow you to not only observe what the student is doing, but control their computer remotely, as well.

1. Highlight the computer that you want to control and click the button.
2. Unlike Observe, you can only control one computer at a time. You will take complete control of the user’s computer.
3. To stop using, click the small black box in the upper left corner of the screen.



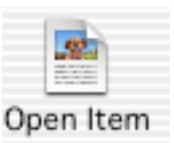
Lock Screen: This command locks the screen of any chosen computer, leaving the screen black with a message of your choosing.

1. Highlight the computer(s) you want to lock the screens of and click the button.
2. It will ask for a message to enter on the screens. Choose something you wish to be displayed to the students, such as, “Not able to be used right now,” or “Locked until further notice – Pay attention to your teacher!”
3. Using Observe, Control, or any other command will unlock the screen immediately.
4. To stop, highlight the computer(s) that you want to unlock, and click the button again.



Send Text Message: This allows you to send a text message to one or all of the computers in the lab.

1. Highlight the computer(s) that you want to send the text message to and click the button.
2. The text message will be displayed on each screen over all other applications or windows.
3. If the administrator tries to Observe or Control the computer, the text message will disappear while being Observed or Controlled, but reappear once that command has stopped.
4. The text message can only be closed by the user of the computer pressing the “OK” button in the window.



Open Item: You can use this command to open an item on users’ computers.

1. Highlight the computer(s) you want to open the item on. This can be a document of an application, but it *must be on both your computer and the users’ computer(s)*.
2. Click the Open Item button and search to find the item you want. Now click the flashing Open button.
3. This will open the item and get out of the dialogue box, and you’re done.

Other commands include: Wake, Restart, Shut Down, Empty Trash, as well as a number of more advanced commands.

Adapted from a tutorial created by: Johnathan Shaw, May 20, 2003 Last modified by: Johnathan Shaw, April 30, 2004