

### Impero Education Pro Console

The Education Pro Console is split into three main panels, each containing various tools to help you administer Impero users.

The toolbar area along the top groups similar features together to allow you to perform similar tasks from just one view.

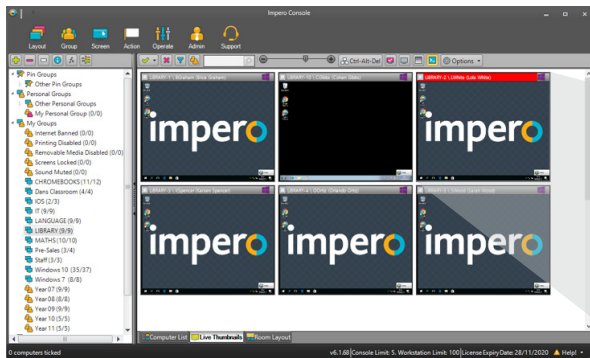
Click on the toolbar icons to see more tools open in the ribbon below.

The Groups view on the left allows you to switch between the different groups that you have access to.

The tabs located at the bottom of the console allow you to switch between different user views.

User Activity will report various information regarding user activity during their session including the user account turning red for quick identification of users for whom a 'Capture' has occurred.

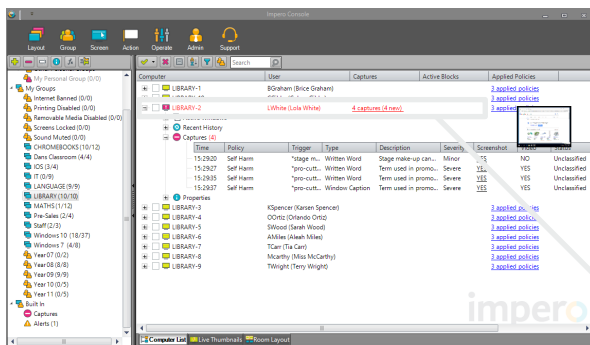
### Impero Education Pro Console – Thumbnail View



Console users are alerted to captures in several ways. These alerts include a red bar at the top of Thumbnails within the Console as well as the separate 'Captures' option at the bottom of the left-hand pane.

### Impero Education Pro Console – Computer List View

The computer list view helps to explore additional context for when a capture occurs. Users can identify whether there is a trend in the users behaviour as well how and possibly why a capture has occurred. Impero Education Pro can log all Windows, Websites, Applications, Printed Documents and deleted files.

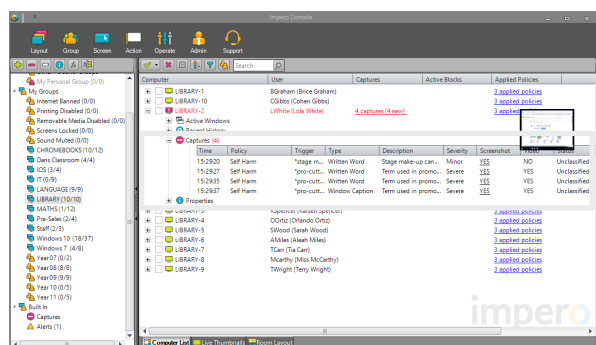


A comprehensive view of student devices enables online behaviour to be managed in real time, prevent exposure to indecent content and proactively identify vulnerable students at risk from harm. Specific flagged incidents can be automatically sent via an email alert to designated staff members so an immediate response can be actioned.

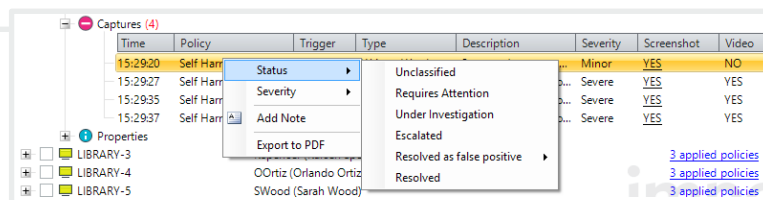
+ LIBRARY-2 LWhite (Lola White) 2 captures (2 new)

## Impero Education Pro Console – Capture View

The capture view gives immediate access to captures which have occurred during the current user session, with the option to view screenshots, apply immediate actions if appropriate, amend the status of the capture, add notes and export a capture to PDF.



- > Scroll down to the bottom of the Left hand Pane
- > Select the 'Captures' option under the 'Built in' option
- > Expand individual users to explore their 'captures'



## Impero Education Pro Console – Screenshots

For each capture Impero automatically collects a screen shot for review (stored on the Impero Server). Screenshots are also attached to the email notifications of captures (Except for our 'Illegal Content' keyword policies due to their sensitivity).

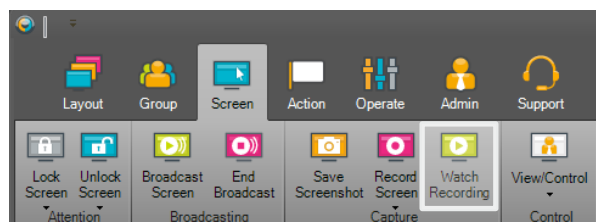


Date: 14 September 2019  
Time: 15:28:19  
Username: LWhite  
Full Name: Lola White  
Computer: LIBRARY-2  
Type: WrittenWord  
Trigger: \*pro-cutting\*

Every capture has a corresponding screenshot which contains a watermark in the top right hand corner stating the Who, What, When, and Where of the capturing.

## Impero Education Pro Console – Screen Recordings

For 'Severe' keyword terms, abbreviations or phrases contained in Impero's Managed Keyword policies, a 30 second screen recording is triggered by default. These invaluable Screen recordings help provide additional context as to how the Keyword is being used, as well as helping identify whether it's an isolated or innocent trigger.

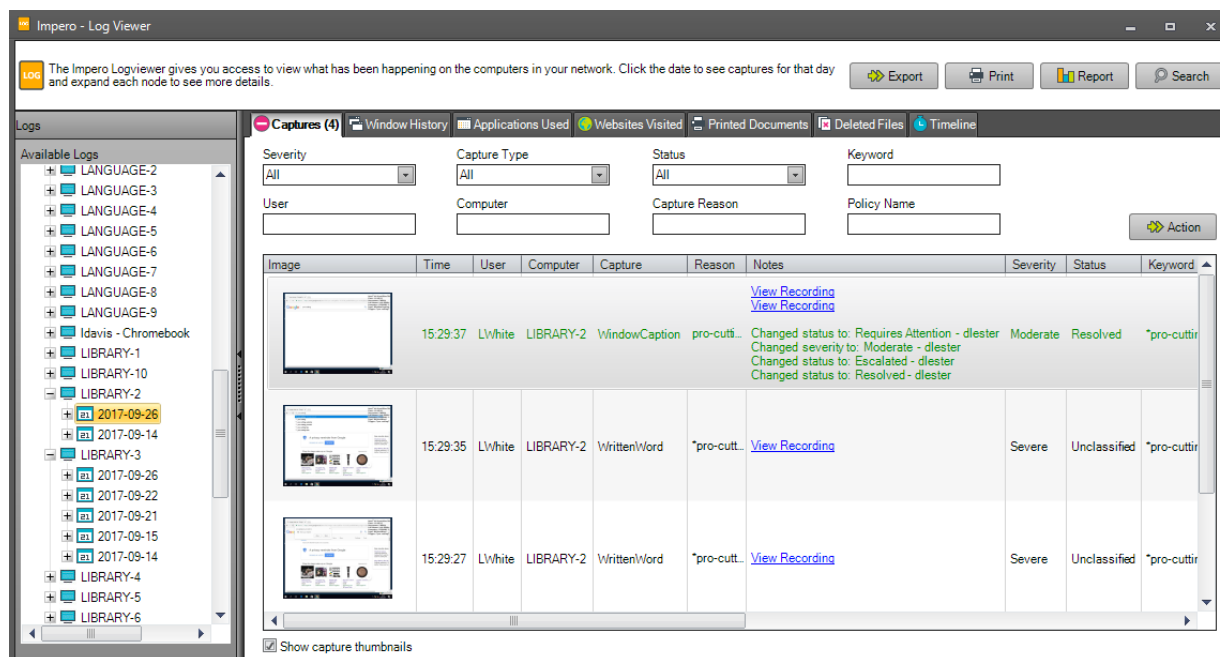


Playback previously recorded screens.  
Public Recordings are available for any console user to view and only you can view private recordings.

- > Select the 'Screen' Tab at the top of the console
- > Select 'Watch Recording' from the Ribbon bar
- > Select the 'Recording' you wish to view

## Impero Education Pro Console – Log Viewer

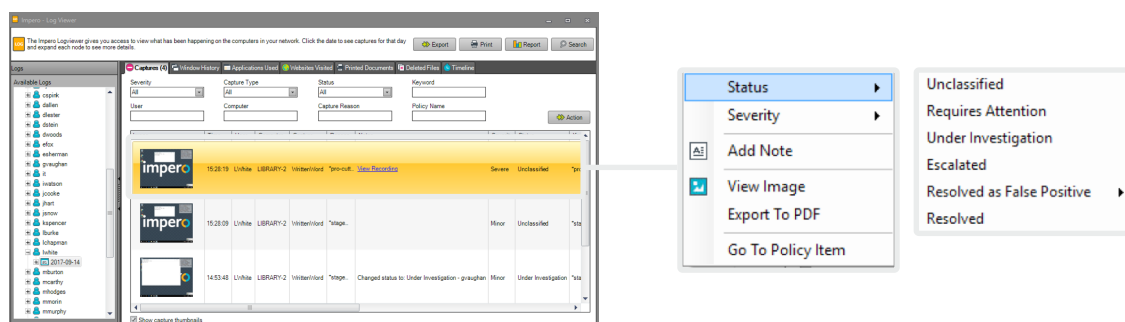
The log viewer provides a complete log of all online activity and includes screenshots and video captures to evidence misuse or potential risk, provides a historical timeline of user activity. A capture management audit log, with capture handling and reporting tools, provides recorded evidence of identified risk, which can be shared with school inspection bodies, Children's Services, Social Care, Police, and other safeguarding agencies where necessary.



## Impero Education Pro Console – Log Viewer (Captures)

The Log Viewer gives you access to all the events that have been captured by Impero. The Log Viewer gives users the ability to get comprehensive, in-depth data and build reports based on various criteria.

The Log Viewer also provides an opportunity to manage the Status of a capture supporting the schools Online Safety and safeguarding policies. Ensuring captures are dealt with in an appropriate manner will also feed into Insight, the Analytics and reporting module available to Gateshead schools.

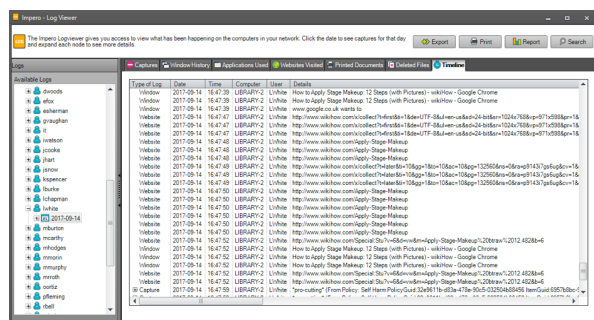


- Select the 'Admin' Tab at the top of the console
- Select 'Log Viewer' from the Ribbon bar
- Select the 'Dates', 'Users', 'Computers' or 'Groups' options from the left hand pane

Please Note: Impero Logs access are permissions based and users will only see the data relating to the groups for which they have access.

## Impero Education Pro Console – Log Viewer (Timeline)

The timeline provides a chronological log of all user activity, including screenshot and video capture links along with all applications launched, websites visited, windows opened and documents printed.

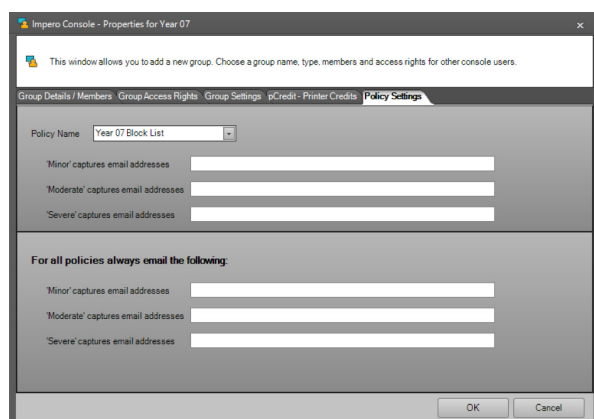


Having an insight into the actions of a students both before and after a capture has occurred can provide invaluable context to help determine the status of a capture.

- Select the 'Admin' Tab at the top of the console
- Select 'Log Viewer' from the Ribbon bar
- Select either the 'Dates', 'Users', 'Computers' or 'Groups' options from the left hand pane
- Select 'Timeline' Tab

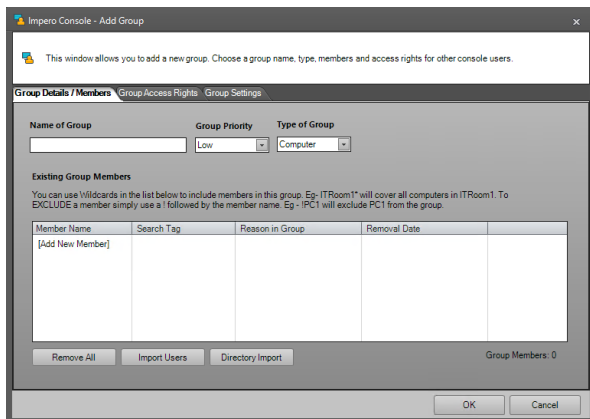
## Impero Education Pro Console – Capture Email Notifications

Using the Policy settings for a specific group, users are able to send members of staff notification emails when a capture occurs. Users have the option to limit this to specific keyword policies and by severity. These settings should only be altered in line with the schools online safety monitoring policies and procedures.



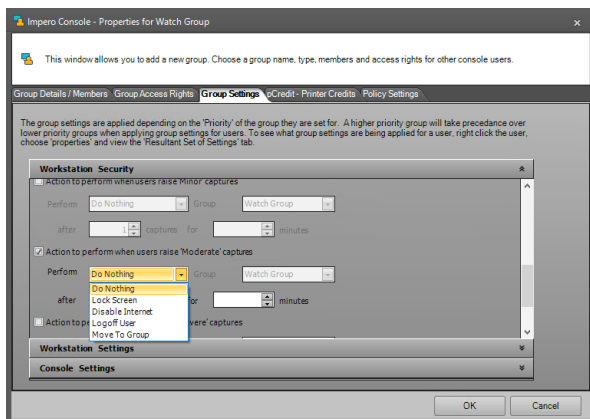
- Right Click on a Device or user group
- Select Properties
- Select 'Policy Settings' Tab

# Impero Education Pro Console – Creating User and/or Device Groups and Actions to Perform



- Right Click on a Device or user group
- Select Properties
- Select 'Group Settings' Tab
- Select Workstation Security

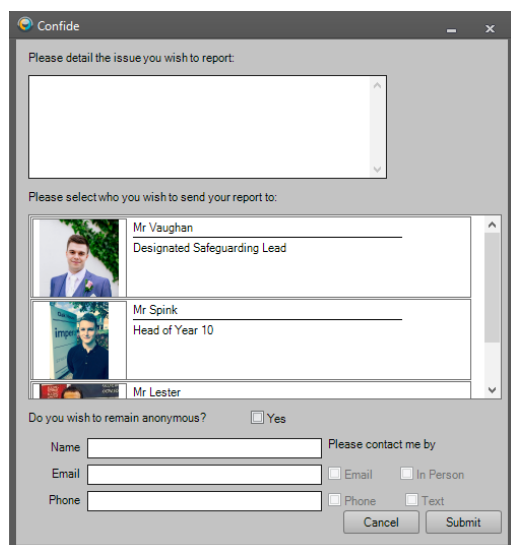
Teachers can create their own dedicated groups where specific criteria can be applied, for example by heightening the monitoring of a group of individuals. For example, many of our customers create a group for vulnerable students who are known to the teacher. In addition we recommend creating a 'Watch Group' used for those where they would benefit from additional scrutiny.



Used in combination with the set 'Action to perform' functionality of 'Move to Group', the teacher can specify when a user has triggered 50 'Severe' captures, they are automatically moved to the 'Watch Group'. This may be an indication of heightened vulnerability or highlight a behaviour challenge or in some cases both.

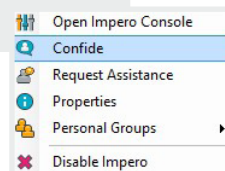
## Impero Education Pro Console – Confide

The Impero Confide system is a confidential reporting service that allows users to send notifications, anonymously if they wish, of any concerns that they may have about themselves or any other person. Initial configurations of the Confide System take place in the Impero Server; from where you can set up which users will have access to see the 'Confide Viewer'. All users will have access to submit Confide notifications, but only specified users will be able to access the Confide Viewer.



The screenshot shows the 'Confide' application window. It has a title bar with the 'Confide' logo and window controls. The main content area is divided into sections: 'Please detail the issue you wish to report:' with a large text area; 'Please select who you wish to send your report to:' with a list of users including Mr Vaughan (Designated Safeguarding Lead), Mr Spink (Head of Year 10), and Mr Lester; and a section for contact preferences with checkboxes for 'Do you wish to remain anonymous?' and 'Please contact me by' (Email, In Person, Phone, Text). There are 'Cancel' and 'Submit' buttons at the bottom.

In order for a user to submit a Confide issue, they can right-click on the Impero icon in their system task tray at the bottom of their desktop and select the 'Confide' option.



Alternatively, in the Impero Server, there is the option to 'Show Reporting Button on Desktop'. If this option is set, then every user will also see a button on their desktop which they can click to submit a Confide notification.



## Additional Training

To help ensure our customers are getting the most out of their Impero Education Pro console, we have scheduled several webinars to run on a weekly basis. These webinars are designed to help educate teachers and safeguarding staff on the features that can help to make their job easier. Whether it's saving time, focusing students' learning, or addressing online behaviour and safeguarding risks, these webinars will aim to address several features that can help benefit staff and schools.



So whether you're a teacher or responsible for safeguarding and want to find out more about how Impero Education Pro can help you or your colleagues, you can register for your place onto one or more of our weekly webinars via the link below.

[imperosoftware.com/uk/training-webinars](https://imperosoftware.com/uk/training-webinars)