

impero
education pro

Group Timetable Guide

Impero learning series

English

© 2015 Impero Solutions Ltd.

power at your fingertips

impero

table of contents

Introduction	3
Configuration	3
Timetable Upload	3
Console Access Rights	5
Personal Groups	7
Group Timetable	8

1 Introduction

The Impero 'Group Timetable' feature is designed to support 'Bring Your Own Device' (BYOD) initiatives by allowing you to automatically populate 'Personal Groups' based on a timetable. This ensures that teachers using the Impero Console will have their 'Personal Group' populated with the correct students at a designated start time, and then emptied at a designated end time.

The Group Timetable feature is only available in Impero Education Pro version 5.1.01 +.

There are a number of steps required to configure the Group Timetable feature, in both the Impero Server and Console. These steps will be covered within this manual.

2 Configuration

Initial configuration of the Group Timetable feature must take place on your Impero Server. Access the machine that the Impero Server runs on, and double-click the 'Impero Server' desktop icon to access the application.

2.1 Timetable Upload

The Group Timetable feature is disabled by default. The first step to configure this feature is to enable it.

In your Impero Server application, click the '**Settings**' tab, followed by the '**Group Timetable**' sub-tab. Tick the option to '**Enable the Group Timetable feature**' (Image 1).

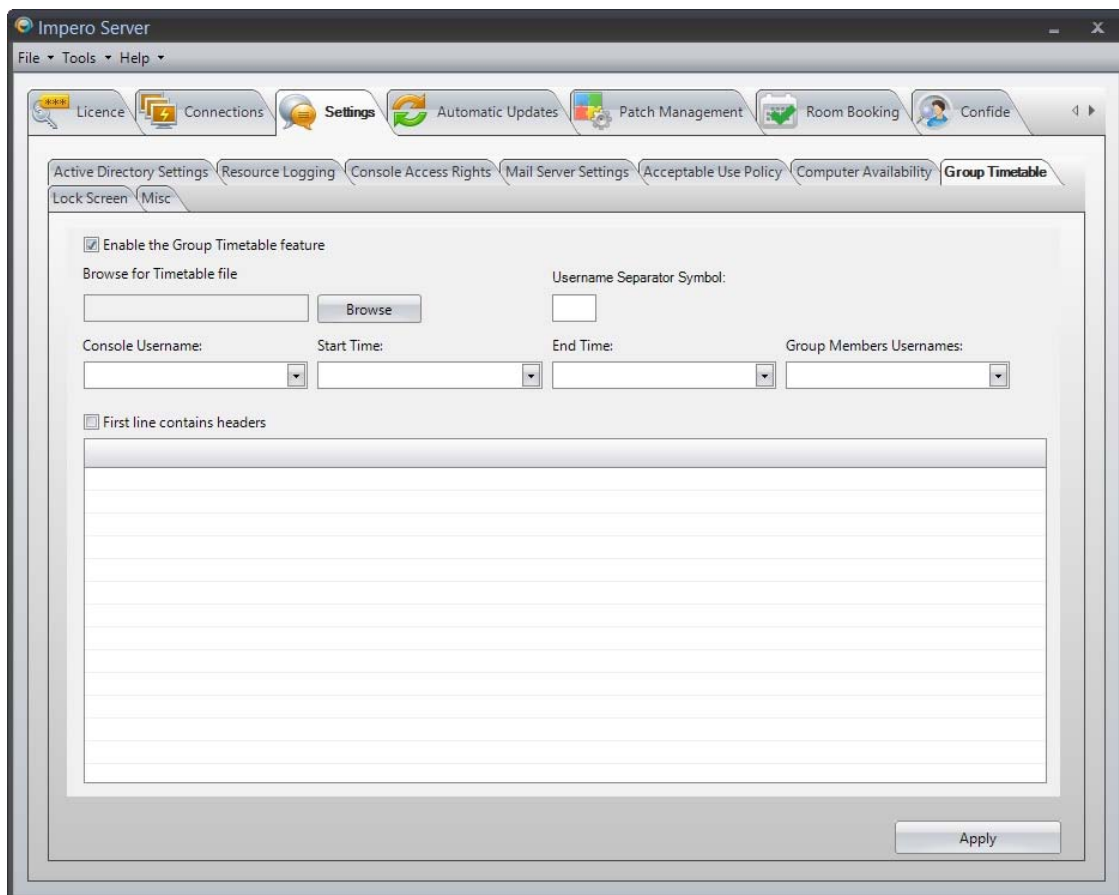


Image 1 - Group Timetable

The Group Timetable will be populated by importing a CSV file, which can be exported from your MIS. There are four pieces of information that this CSV file must contain - the username of any Impero Console user that will use this feature, the start and end times of their lessons, and the usernames of the students that belong to that lesson (Image 1.1).

	A	B	C	D	E	F
1	Teacher	Lesson	Start	End	Students	
2	bmatthews	Yr7 English	09:05	10:00	oedwards;ldavid;sallen;pjohnson;ppatel;phanlon;jdays	
3	sjones	Yr8 Maths	09:05	10:00	fphillips;ohanlon;bfoster;tsingh;kshaw;hpaterson;akerslake	
4	jsmith	Yr9 Double Science	09:05	10:45	ddavis;dparkes;jvalence;hpotter;mhughes;bbeard;sahmed;gmcallister;	
5	sjones	Yr7 Maths	11:00	12:00	oedwards;ldavid;ppatel;phanlon;lsmall;athompson	
6	bmatthews	Yr9 English	13:05	14:00	ddavis;dparkes;jvalence;mhughes;sahmed;gmcallister;kpearson;emcarthur	
7	jsmith	Yr8 Science	13:05	14:00	ohanlon;bfoster;tsingh;hpaterson;akerslake;rgomes;fknight	
8	bmatthews	Yr8 English	14:05	15:10	ohanlon;bfoster;tsingh;akerslake;rgomes;fknight;kshaw	
9	sjones	Yr9 Maths	14:05	15:10	ddavis;dparkes;jvalence;mhughes;sahmed;emcarthur;bbeard;hpotter	
10	jsmith	Yr7 Science	14:05	15:10	oedwards;ldavid;ppatel;phanlon;lsmall;athompson;sallen;jdays	
11						
12						

Image 1.1 - Timetable CSV

On the 'Group Timetable' tab on your Impero Server, click the **'Browse'** button. Navigate to your timetable CSV file and click on **'Open'**. Please ensure the CSV file you have chosen stays in this file location once selected.

The content of the CSV file will then display in your Impero Server (Image 1.2).

Teacher	Lesson	Start	End	Students	
Teacher	Lesson	Start	End	Students	
bmatthews	Yr7 English	09:05	10:00	oedwards;ldavid;sallen;pjohnson;ppatel;phanlon;jdays	
sjones	Yr8 Maths	09:05	10:00	fphillips;ohanlon;bfoster;tsingh;kshaw;hpaterson;akerslake	
jsmith	Yr9 Double Science	09:05	10:45	ddavis;dparkes;jvalence;hpotter;mhughes;bbeard;sahmed;gmcallister;	
sjones	Yr7 Maths	11:00	12:00	oedwards;ldavid;ppatel;phanlon;lsmall;athompson	
bmatthews	Yr9 English	13:05	14:00	ddavis;dparkes;jvalence;mhughes;sahmed;gmcallister;kpearson;emcarthur	
jsmith	Yr8 Science	13:05	14:00	ohanlon;bfoster;tsingh;hpaterson;akerslake;rgomes;fknight	
bmatthews	Yr8 English	14:05	15:10	ohanlon;bfoster;tsingh;akerslake;rgomes;fknight;kshaw	
sjones	Yr9 Maths	14:05	15:10	ddavis;dparkes;jvalence;mhughes;sahmed;emcarthur;bbeard;hpotter	
jsmith	Yr7 Science	14:05	15:10	oedwards;ldavid;ppatel;phanlon;lsmall;athompson;sallen;jdays	

Image 1.2 - Imported Timetable

Complete the fields above the timetable area to define which columns and settings to use from the CSV file:

Username Separator Symbol

Enter in here the symbol that is used to separate student usernames in your CSV file, i.e. '|' or ';'. This allows Impero to differentiate between usernames in the CSV file. Please do not use a comma ',' as the separator symbol.

The following four drop-down lists will contain all column headings found in your CSV file:

Console Username

Select which column displays teacher usernames. Impero will use this information to select which Console user Personal Groups are populated.

Start Time

Select which column displays the start time of the lesson. Impero will use this information to select the time at which the Personal Group is populated.

End Time

Select which column displays the end time of the lesson. Impero will use this information to select the time at which the Personal Group is emptied.

Group Members Usernames

Select which column displays the usernames of the students belonging to this lesson. Impero will use this information to populate the members of the Personal Group.

If you have any column headings that do not relate to any of the four settings above, these can be left alone.

First line contains headers

This option is purely aesthetic. If the first row of the imported CSV file contains the column heading, tick this option to remove the column headings to avoid duplication (Image 1.3).

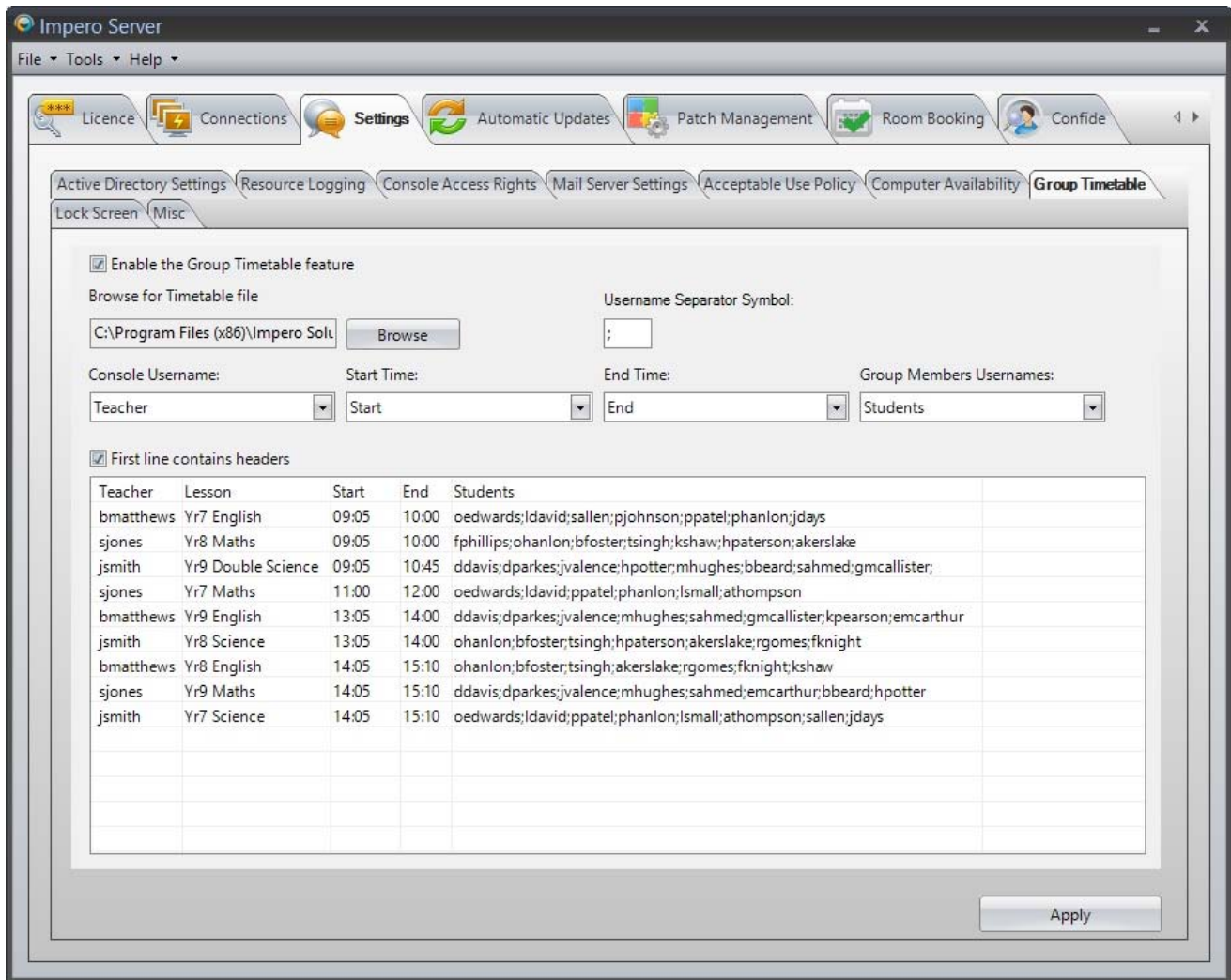


Image 1.3 - Group Timetable

Once your timetable has been imported and the correct settings been applied, click the **'Apply'** button to save your changes.

You now need to set up the users that will have access to their Personal Groups.

2.2 Console Access Rights

The Group Timetable feature populates user 'Personal Groups' based on your timetable. In order for users to use this feature, you must ensure that they have access to their own Personal Group. In order to set this, on the Impero Server application click on the **'Settings'** tab, followed by the **'Console Access Rights'** sub-tab.

If you have the 'Only allow the following users, computers and Active Directory groups to access Impero' option unticked, and have the Impero Console simply password protected, you will need to tick this option in order to make use of the Group Timetable feature.

Once the option has been ticked, you can add members to the 'Access Rights List' on the left-hand side of the window. These are the users, computers or Active Directory groups that will be permitted access to the Impero Console, while all other users are not permitted (Image 2).

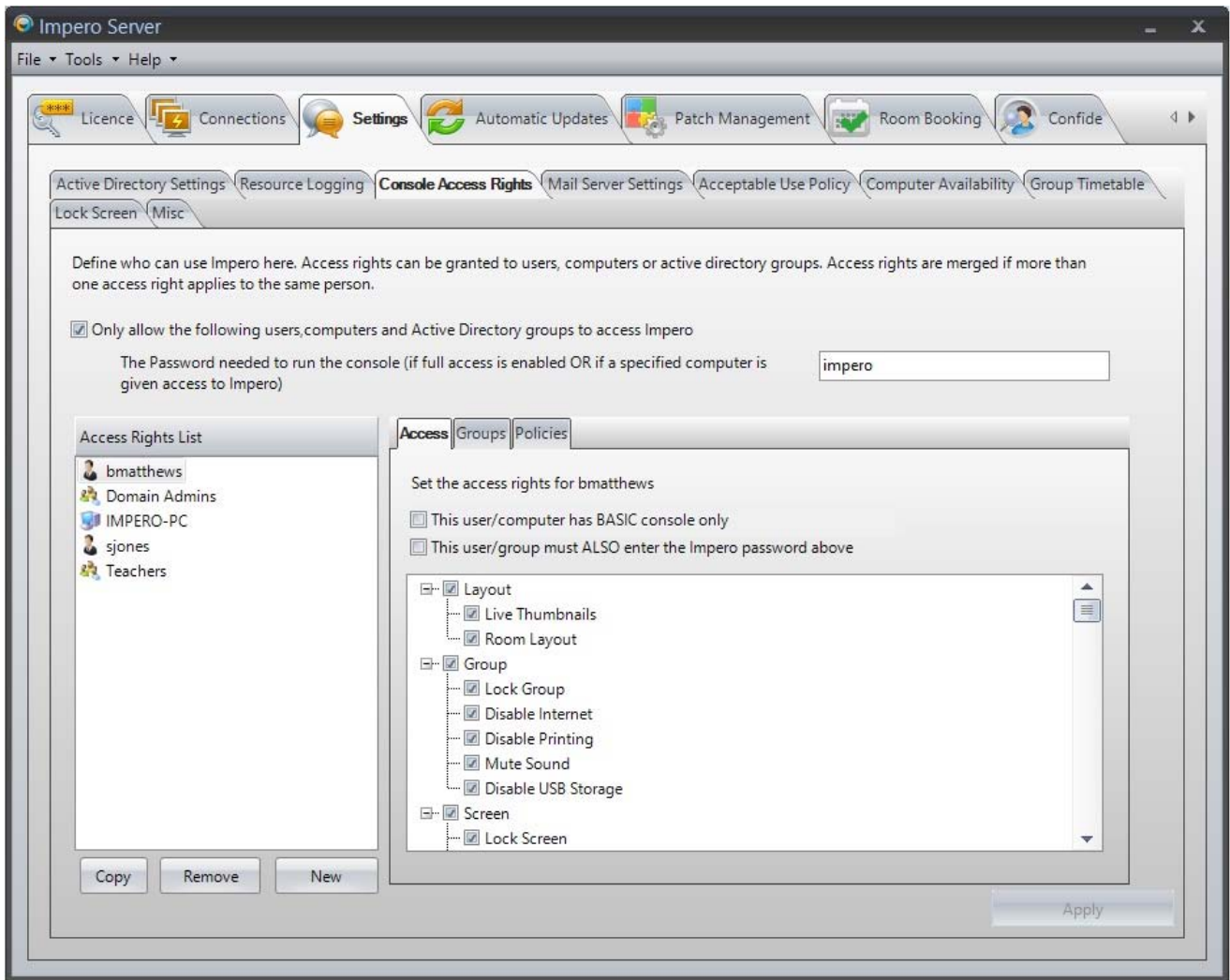


Image 2 - Console Access Rights

Select a user in the 'Access Rights List' that will use the Group Timetable. On the right-hand side, ensure you have the 'Access' tab selected, and scroll down until you see 'Personal Groups' (Image 2.1).

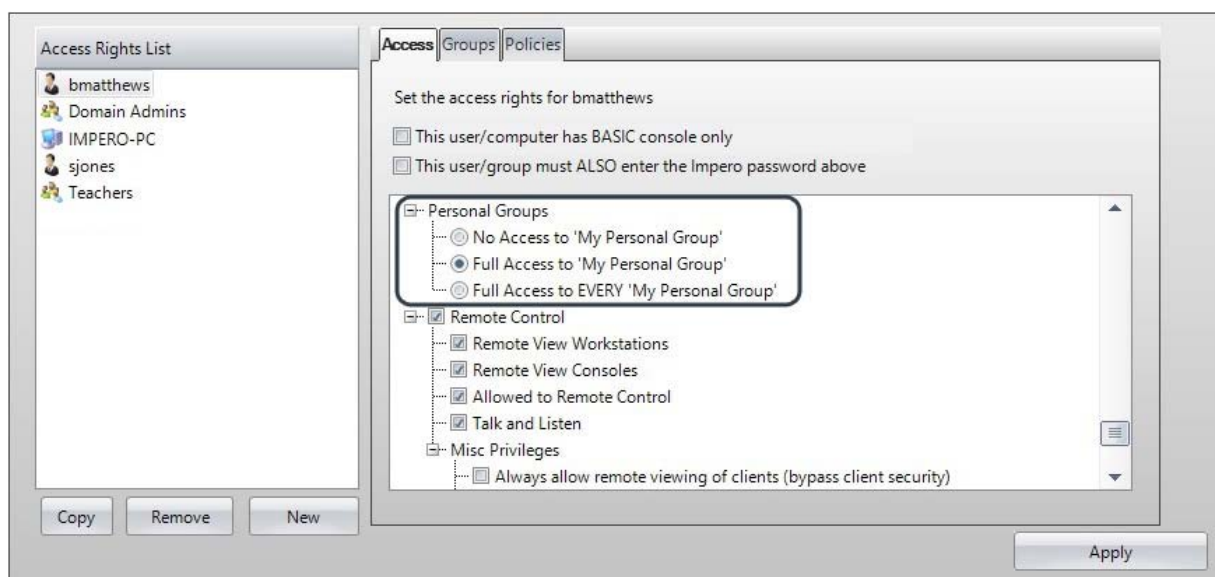


Image 2.1 - Console Access Rights - Personal Groups

There are three options that are available under the 'Personal Groups' option here:

No Access to 'My Personal Group'

Any member of the Access Rights List that has this option selected will not have access to any Personal Group from the Impero Console, and therefore will be unable to use the Group Timetable feature.

Full Access to 'My Personal Group'

Any member of the Access Rights List that has this option selected will have access to only their own Personal Group. If you wish for a user to use the Group Timetable feature, ensure this option is chosen for them.

Full Access to EVERY 'My Personal Group'

Any member of the Access Rights List that has this option selected will have access to their own Personal Group, and all other user's Personal Groups. Only set this option if you do wish for a user to have access to everyone's Personal Groups, i.e. all their timetabled groups.

Please note - if you select an Active Directory group in the Access Rights List, and assign 'Full Access to My Personal Group', all members of this Active Directory group will then have access to their own Personal Group.

Once you have assigned Personal Group access to all relevant users in the Access Rights List, click the **'Apply'** button in the bottom right corner to save your changes.

You can now move onto the Impero Console for the final configuration.

2.3 Personal Groups


'Personal Groups' within Impero Education Pro allow further support for BYOD. A Personal Group can be populated in a variety of methods, and are automatically cleared out when a Console session is ended. With the Group Timetable feature, these Personal Groups are automatically populated and cleared based on the timetable you have [uploaded](#). However, you must first ensure your Personal Group is enabled for this to take place.

Open the Impero Console, ensuring you are logged in as a member of the [Access Rights List](#) that has been granted access to their Personal Group.

You should see **'My Personal Group'** in the top left of the Console above any other Impero groups that you have access to (Image 3).



Image 3 - My Personal Group

The  symbol indicates that this Personal Group is currently disabled. Right-click on 'My Personal Group', and from the **'Actions'** contextual menu select **'Enable Group'** (Image 3.1).

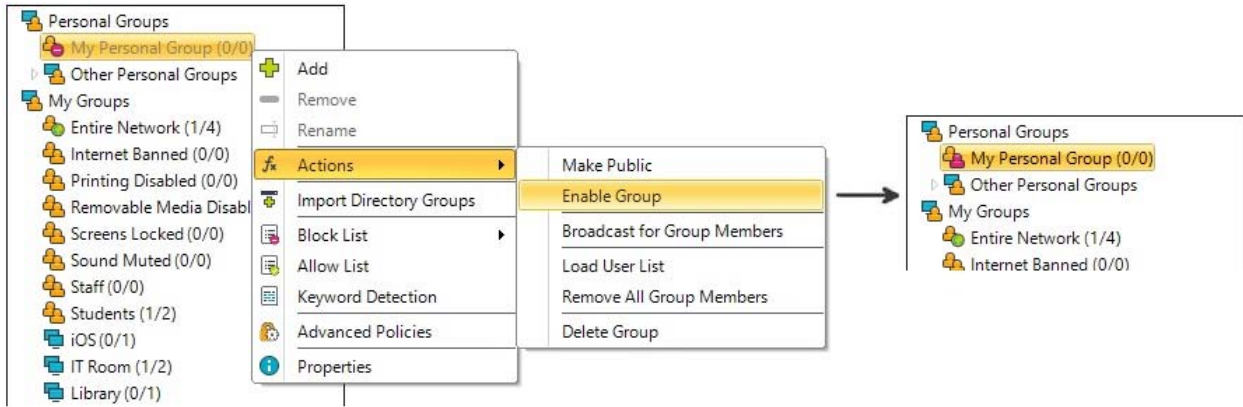


Image 3.1 - Enable Personal Group

The icon for an enabled personal group will change to . Once the users Personal Group is enabled, your configuration for Group Timetable is complete; the Personal Group will now automatically populate for the user as defined by the [timetable](#).

3 Group Timetable

Once you have completed the configuration steps for the Group Timetable feature, Impero will automatically populate and clear user Personal Groups based on the [timetable](#) you previously uploaded.

Providing you are logged in with the same username that appears in the timetable view in your Impero Server, your Personal Group will become populated at the defined [start time](#) (Image 4).

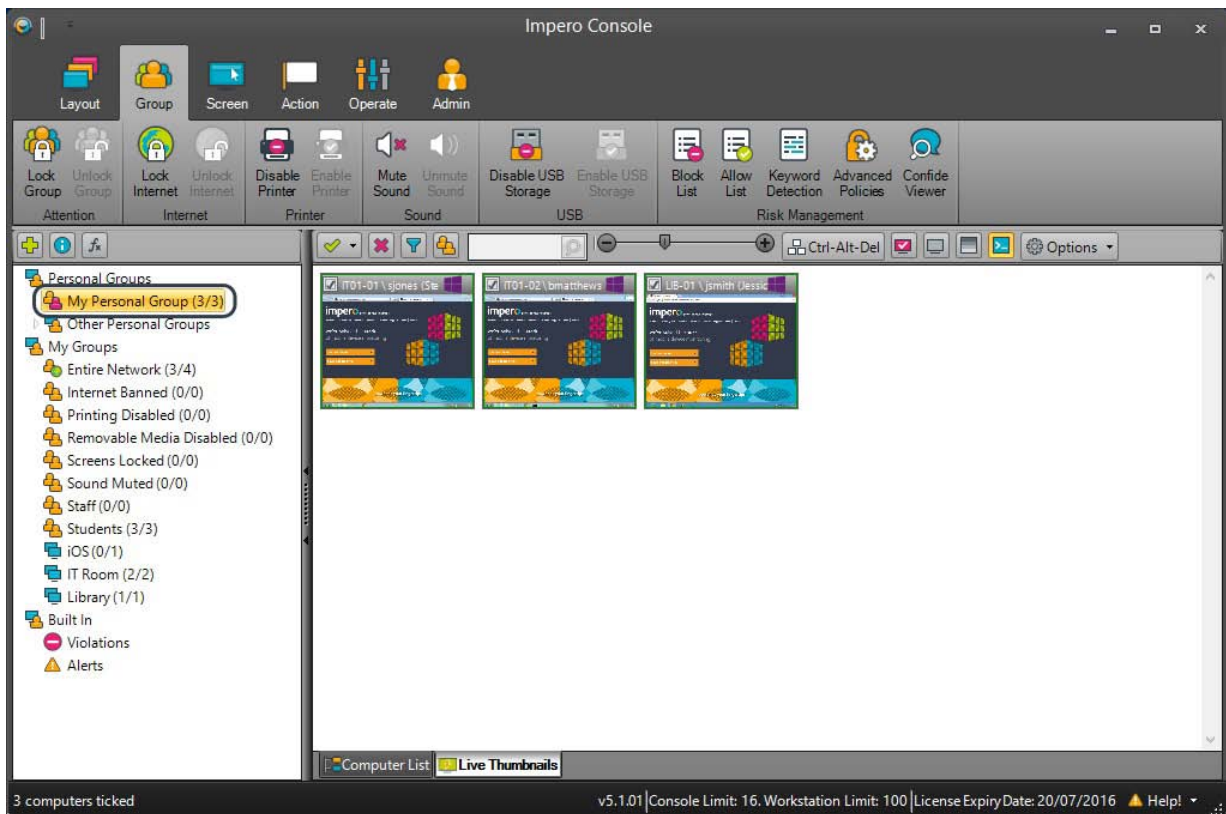


Image 4 - Populated Personal Group

Your Personal Group will be cleared at the end time that is defined in the timetable you uploaded to Impero. You can right-click on 'My Personal Group' and select '**Properties**' to view details on your Personal Group (Image 4.1).

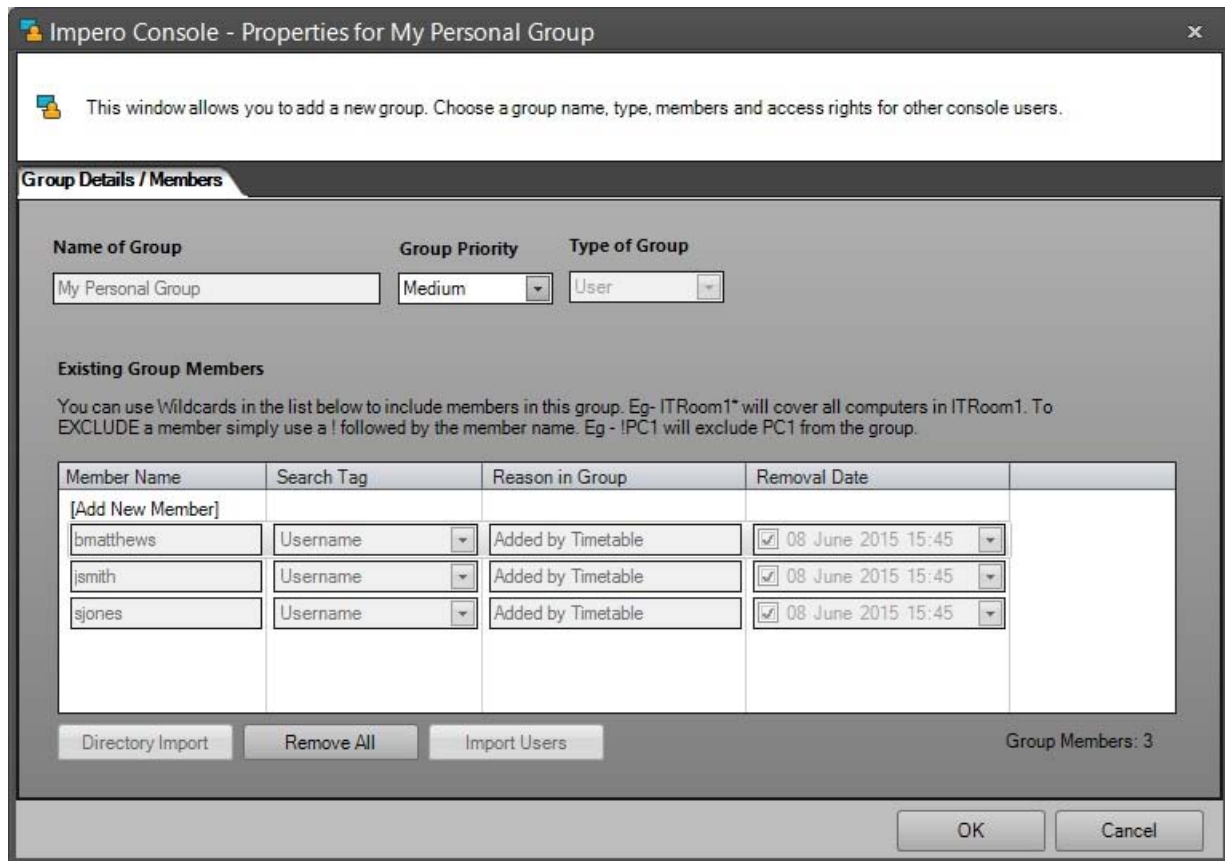


Image 4.1 - Personal Group - Properties

There are four columns of information in this window:

Members Name

This column will list all the member usernames of your currently populated Personal Group, as defined by the 'Group Members Usernames' column in your Impero Server [timetable](#).

Search Tag

This will always display 'Username'.

Reason in Group

When automatically populated by Group Timetable, this field will display 'Added by Timetable'.

Removal Date

This column will display the time at which these users will be cleared from your Personal Group, as defined by the 'End Time' column in your Impero Server [timetable](#).

You are able to manage the members of your Personal Group in the same way as you would with any other user/computer using the Impero Console. You can set your own blocks, filters and policies to your Personal Group without affecting any other user.

info@imperosoftware.com
www.imperosoftware.com

+44 (0) 1509 611 341

imperoThe logo for 'impero' features the word in a white, lowercase, sans-serif font. The letter 'o' is replaced by a circular icon that is split vertically: the left half is orange and the right half is blue.