

Use Teacher Commands During Class Sessions

Teacher commands can be used to interact with your students during active classroom sessions.

- [Lock / Unlock Screen](#)
- [Open / Close Tab](#)
- [Take a Screenshot](#)
- [Exclude and Include Students](#)
- [Annotate](#)
- [Issue Individual Commands from a Student's Tile](#)

Lock / Unlock Screen

The lock screen command will **mute** and **disable all Chrome windows** on your student's device. The command is designed to unlock at the end of the session, but if a student joins a new session before the first session ends, they will remain locked.

To lock a student's screen:

1. Select one or more students using the checkbox to the left of each student's name
2. Click the **Lock / Unlock device** button
3. (Optional) enter a custom message to be displayed on the locked screen
4. Click **Lock** devices on the **Lock / Unlock** Devices confirmation popup window


The screenshot shows the classroom management interface. At the top, there are navigation tabs: Screens, Timelines, Screenshots, Call Students, Pear Deck, and Check-Ins (NEW). Below these is a blue command bar with the text "Choose an action to guide students (2 selected)". Two buttons are visible: "Open Tab" and "Lock/Unlock device", with the latter being highlighted with a red border. Below the command bar, there are filters for "Select students", "Sort By: Custom", and "Tile size: max per row". The main area displays four student tiles. The first two are "Student Offline" and "No Active Tab". The last two are active browser windows: "Khan Academy | Free Online ..." and "Organization Management manage.goguardian.com". A blue arrow points from the "Lock/Unlock device" button to the "Organization Management" tile.

Devices may also be locked or unlocked by clicking the Lock / Unlock device button on the command bar and then making lock / unlock selections.

Lock/Unlock Devices

×

 Lock

 Unlock

Select the students you want to lock a device for.

Sort By: First Name ▾

1 student selected

<input type="checkbox"/> Select All	<input type="checkbox"/> ● Student 3	<input type="checkbox"/> ● Student 5
<input checked="" type="checkbox"/> ● Student 6		

Enter a lock screen message (optional)

e.g. "Eyes up front"

Cancel




Lock devices

To unlock a student's screen:

1. Select one or more students using the checkbox to the left of each student's name
2. Click the **Lock / Unlock** device button
3. On the **Lock / Unlock** devices popup window, click the **Unlock** button
4. Confirm by clicking the **Unlock** devices button

Lock/Unlock Devices



 Lock

 Unlock

Select the students you want to unlock a device for.

Sort By: First Name ▾

1 student selected

Select All

● Student 6

Cancel



Unlock devices

If the student's device does not unlock after 30 seconds, reboot the student's device, wait for the student to connect to the session, and then issue the unlock command again.

Open / Close Tab

The Open Tab command allows teachers to direct students to any web page by entering a URL to be opened on the selected student's screens.

Opening a Tab for Multiple Students

1. Click the **Open Tab** button
2. Check the boxes next to **Select All** or choose specific students and click **Next**
3. Enter a URL in the Open Tab interface and click **Open Tab**

Opening a Tab for One Student


1. Click the 3 dots button in the corner of a student's tile
2. Select the **Open Tab** button
3. Enter a URL in the Open Tab interface and click **Open Tab**

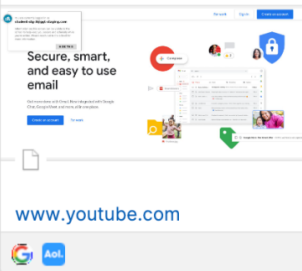
[Classrooms](#) > [Example Class](#) > Live Session

Screens Timelines Screenshots Call Students Pear Deck 😊 Check-Ins **NEW**

Choose an action to guide students Open Tab


Select students ▾ Sort By: First Name ▾ Tile size: max per row ▾


Student 3 



Secure, smart, and easy to use email


www.youtube.com

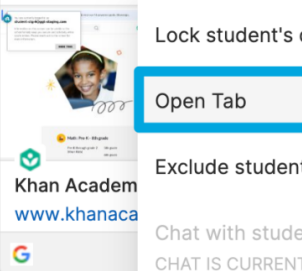
Student 5 



ABCya! • Learning Games an...

www.abcya.com

Student 6 



Khan Academ

www.khanaca

Lock student's device

Open Tab

Exclude student

Chat with student

CHAT IS CURRENTLY DISABLED

Open Tab



Enter the new tab URL

Open Tab

[Check if this website is blocked by your Administrator](#)

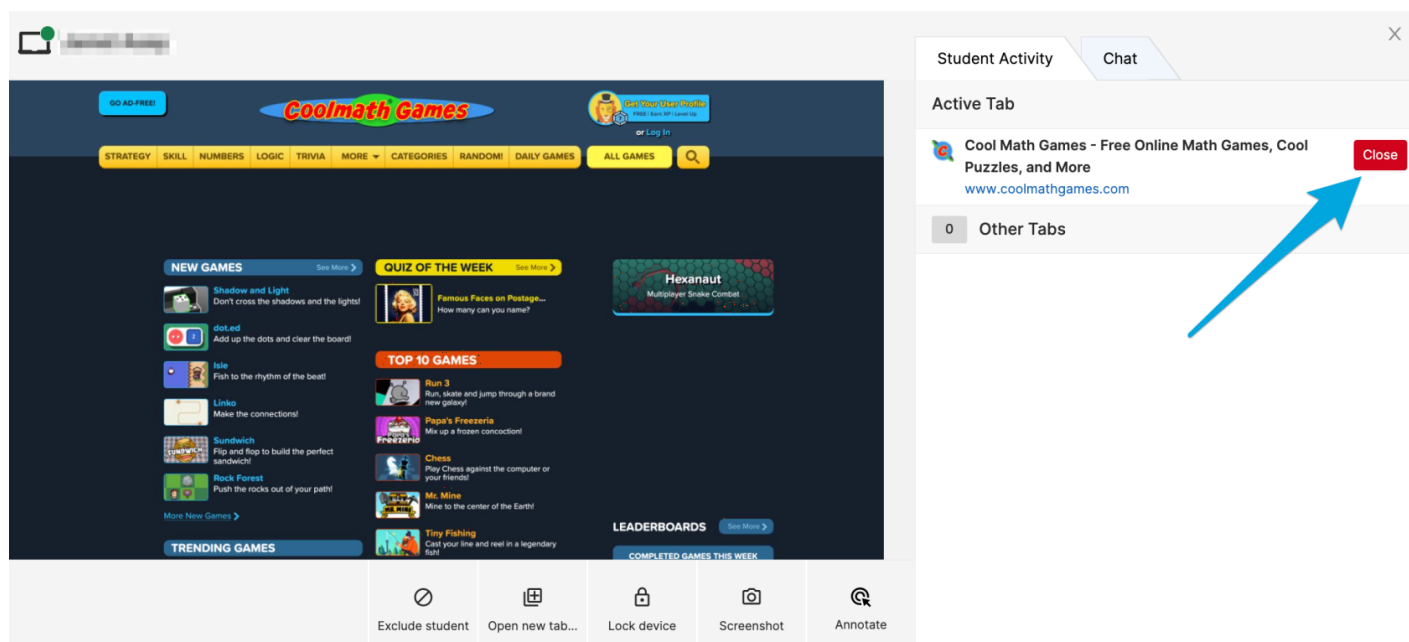
Most recently opened tabs for students

You have no recent tabs

Cancel

To close a tab:

1. Click on a student's tile (their screen view)
2. Identify the tab you would like to close on the list
3. Click **Close** to the right of the URL



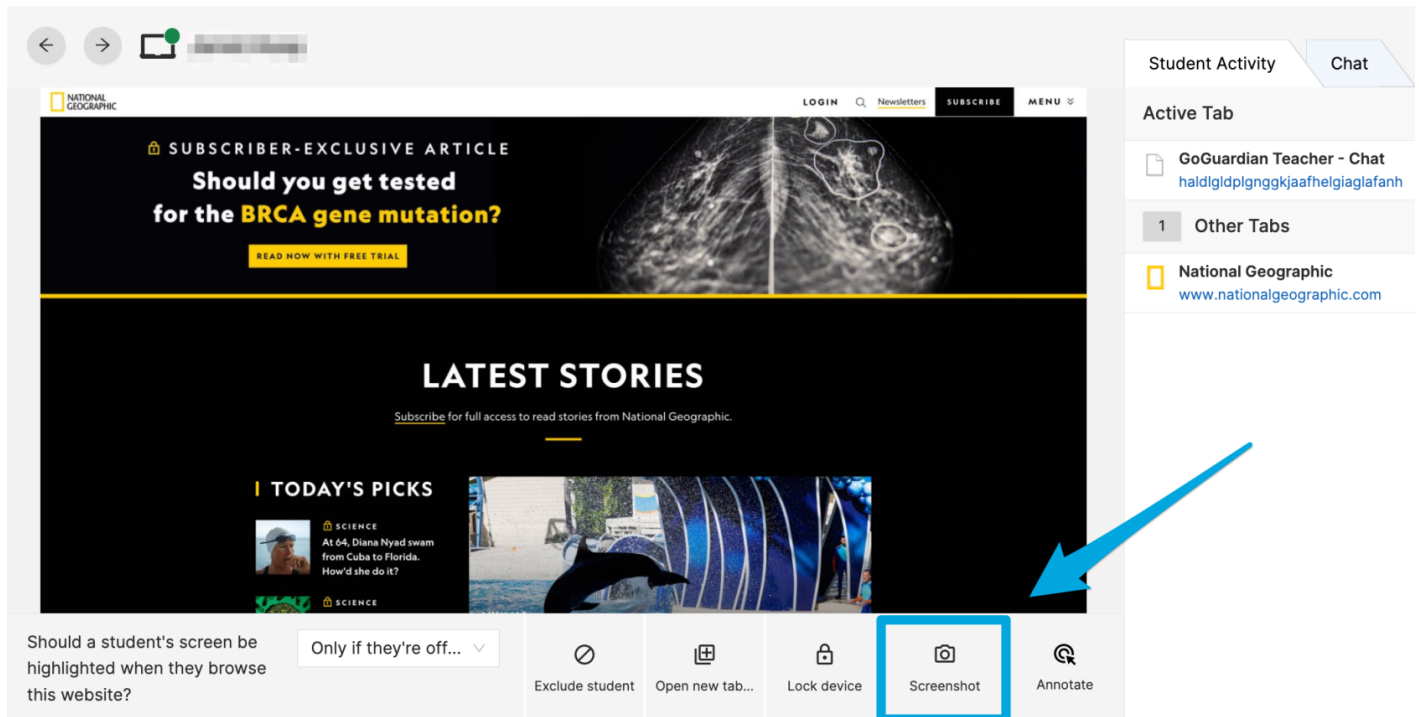
Note: It can take up to 10 seconds for the closed tab to disappear from your Teacher dashboard.

Take a Screenshot

Using **Screenshot**, you can quickly document student screen activity to reference later. Screenshots are saved along with other past session data on the classroom's Sessions tab.

To take a screenshot:

1. Click the screen of the student
2. Click the camera icon on the bottom right corner



To view screenshots from the current session:

1. Click the Screenshot tab under the class name
2. Click Download Screenshot or save to Drive

Exclude and Include Students

Students who are absent can be excluded from your classroom session with the **Exclude** command. This command will temporarily hide the student from your Screens and Timeline views. Students can be excluded and re-included at any time during your session. Excluding a student will not delete them from your roster.

To Exclude One Student:

1. Click the 3 dots button in the corner of a student's tile
2. Click the **Exclude student** button

To Exclude Multiple Students

1. Click the **Exclude from session** button
2. Select All or check the boxes next to specific students
3. Confirm by clicking the **Exclude students** button

The screenshot shows a classroom session interface. At the top, there is a breadcrumb trail: [Classrooms](#) > [Example Class](#) > Live Session. On the right, a timer shows 253 mins remaining. Below the breadcrumb, there are navigation tabs: Screens, Timelines, Screenshots, Call Students, Pear Deck, and Check-Ins (NEW). On the far right, there are toggle switches for Chat (OFF) and another Chat (OFF). A blue action bar contains the text "Choose an action to guide students" and three buttons: "Open Tab", "Lock/Unlock device", and "Exclude from session" (highlighted with a red box). Below the action bar, there are filters: "Select students" (dropdown), "Sort By: First Name" (dropdown), and "Tile size: max per row" (dropdown). The main area displays three student tiles: Student 3 (IXL | Math, Language Arts, Sc...), Student 5 (Website Blocked by Administr...), and Student 6 (Kid Rock | Fa...). A red arrow points to the three-dot menu icon on Student 6's tile, which is open, showing options: "Lock student's device", "Open Tab", "Exclude student" (highlighted with a red box), and "Chat with student" (with a sub-note "CHAT IS CURRENTLY DISABLED").

Exclude students from this session



You won't see their activity for the rest of the session (244 mins). Select the "Re-include student" button on the student tile to include them back in the session.

Sort By:

First Name ▾

2 students selected


<input checked="" type="checkbox"/> Select All	<input checked="" type="checkbox"/> ● Student 3	<input checked="" type="checkbox"/> ● Student 5
<input type="checkbox"/> ● Student 6		


Cancel

Exclude students

To Include a Student:

1. Find the excluded student's tile
2. Click the **Re-include Student** button

 Student 6



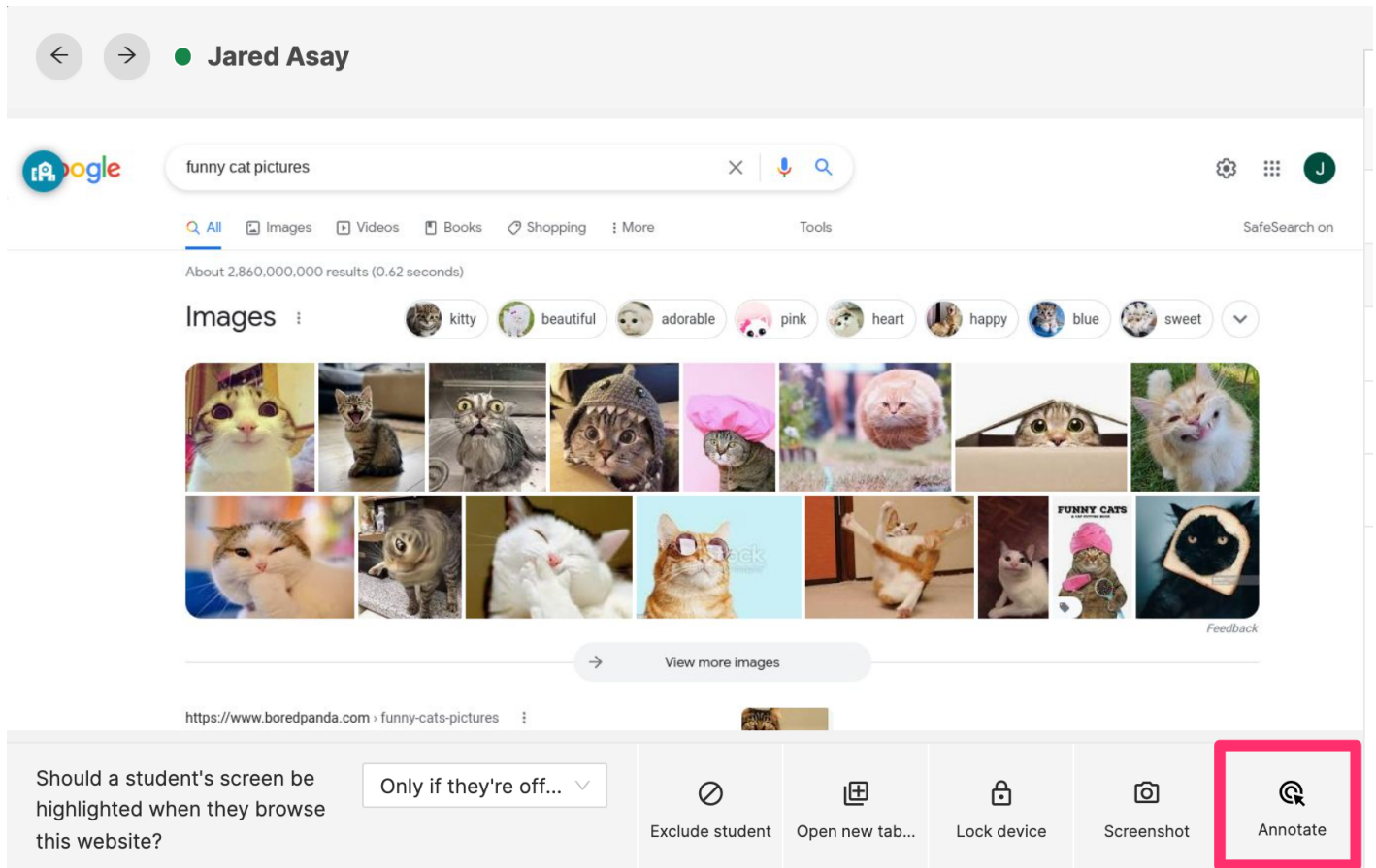
Student was excluded from...

Re-include Student

Annotate

With the **Annotate Student Screen** feature, teachers can place a colored circle on the webpage that the student is currently browsing to help guide them. On the student's side, the circle will appear for ~10 seconds and then disappear. Teachers may also change the color and size of the pointer by using the Pointer Color and Pointer Size options.

This option is available on the bottom right of a student's screen view:



Issue Individual Commands from a Student's Tile

Teachers can also issue the following commands to individual students by clicking on the three vertical dot menu in the top right corner of a student's tile:

- Lock / Unlock Screen
- Open Tab
- Exclude Student
- Start a Chat (if chat is enabled for the active session)

The screenshot displays the '4th Period Math' interface. At the top, it shows '184 mins remaining' and an 'Update Time' link. Below this is a navigation bar with tabs for 'Screens', 'Timelines', 'Screenshots', 'Call Students', 'Pear Deck', and 'Check-In'. A 'Select students' dropdown and a 'Sort By: Custom' dropdown are visible. A blue arrow points to the three-dot menu on a student tile. The context menu is open, listing the following options: 'Lock student's device', 'Open Tab', 'Exclude student', and 'Chat with student'. The student tiles show a 'GoGuardian Teacher - Chat' interface with a URL 'haldlgldplngggkjaafhelgiaglaf...'. The background of the tiles features a Guardian article titled 'Should you get tested for the BRCA gene mutation?'.