

User Groups

This feature allows moderator to organize and monitor participants (members)

Two Ways to Organize a Group

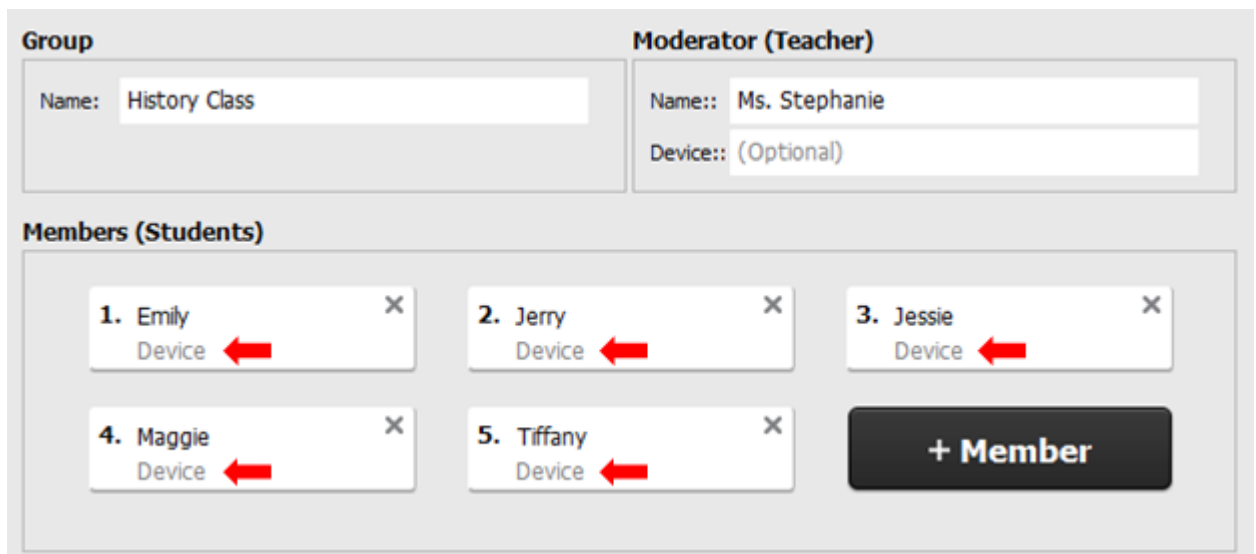
A Group consists of a group name, a moderator, and some members.

- Group name and moderator are self-explanatory.
- A member's entry has two fields, Name and Device
 - Field "Name": member's name
 - Field "Device": device's name or some sort of number (like student ID)

There are two ways to organize a group.

1. Use Member Name

In the following figure, member's "Device" fields are left empty. For a classroom teacher, she/he will ask students to use their name to connect to a NovoConnect session.



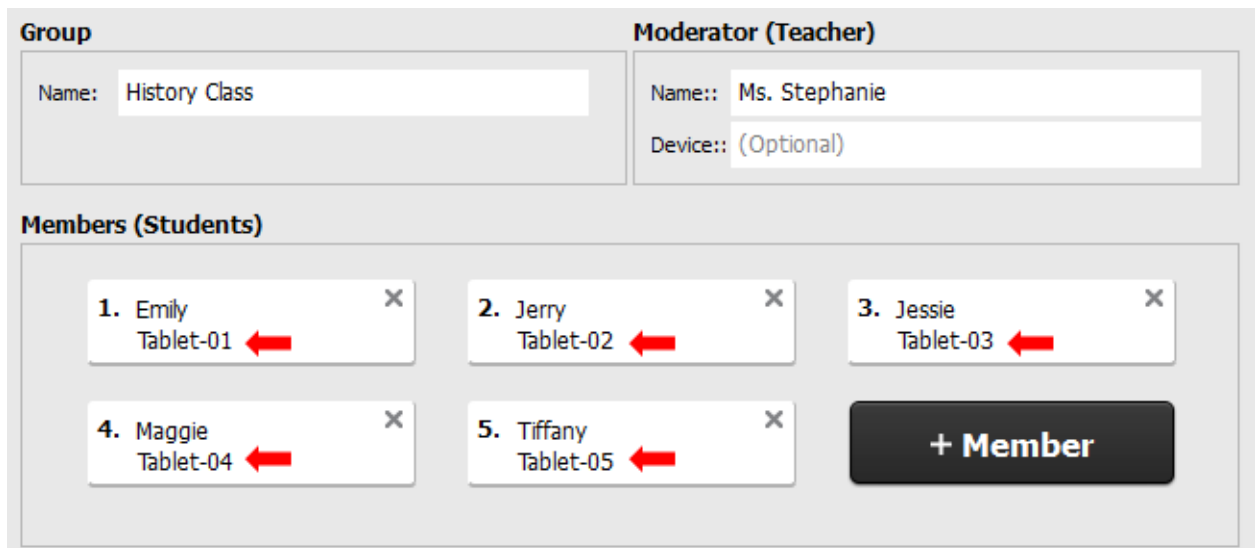
Group		Moderator (Teacher)	
Name:	History Class	Name::	Ms. Stephanie
		Device::	(Optional)
Members (Students)			
1. Emily	Device	2. Jerry	Device
3. Jessie	Device	4. Maggie	Device
5. Tiffany	Device	+ Member	

In this case, only the students (Member name) in this group can connect to this NovoConnect session.

2. Use Device name

In the following figure, member’s “Device” field is filled. For a classroom teacher, the “Device” field could be student ID or a series of numbers, such as Tablet-01, Tablet-02, etc.

With this Group feature, the teacher will see “human-readable” names (Emily & Jerry) instead of Tablet-01 & Tablet-02 in the user list during a NovoConnect session.



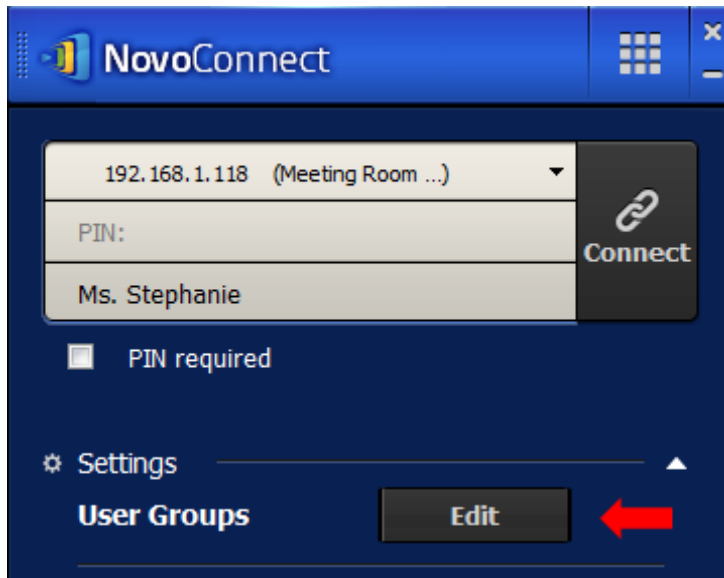
The screenshot displays the NovoConnect user group configuration interface. It is divided into three main sections: 'Group', 'Moderator (Teacher)', and 'Members (Students)'.
 - The 'Group' section contains a text input field labeled 'Name:' with the value 'History Class'.
 - The 'Moderator (Teacher)' section contains two text input fields: 'Name:' with the value 'Ms. Stephanie' and 'Device:' with the value '(Optional)'.
 - The 'Members (Students)' section contains five member cards, each with a numbered name and device name, a red arrow pointing left, and a close button (X):
 1. Emily Tablet-01
 2. Jerry Tablet-02
 3. Jessie Tablet-03
 4. Maggie Tablet-04
 5. Tiffany Tablet-05
 A dark grey button with the text '+ Member' is located at the bottom right of the members list.

In this case, only the devices (Device name) in this group can connect to this NovoConnect session.

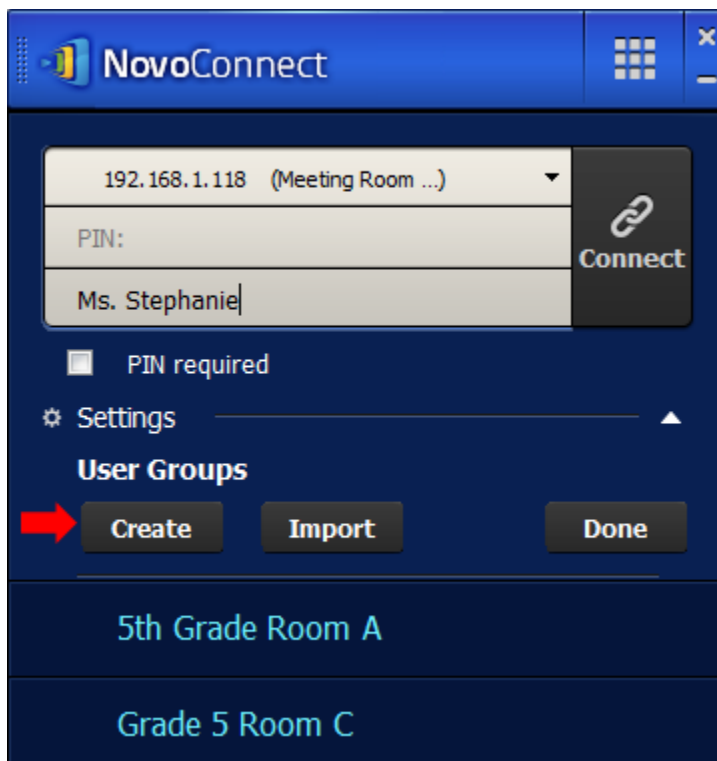
Create a User Group file

Notes: This feature is available to NovoConnect PC/Mac software but not tablet/phone Apps.

1. Open the NovoConnect Desktop Streamer application and expand “Settings” tab. Click on button “Edit” to add, change, and delete user groups.



2. Click on button “Create” to add a new user group.



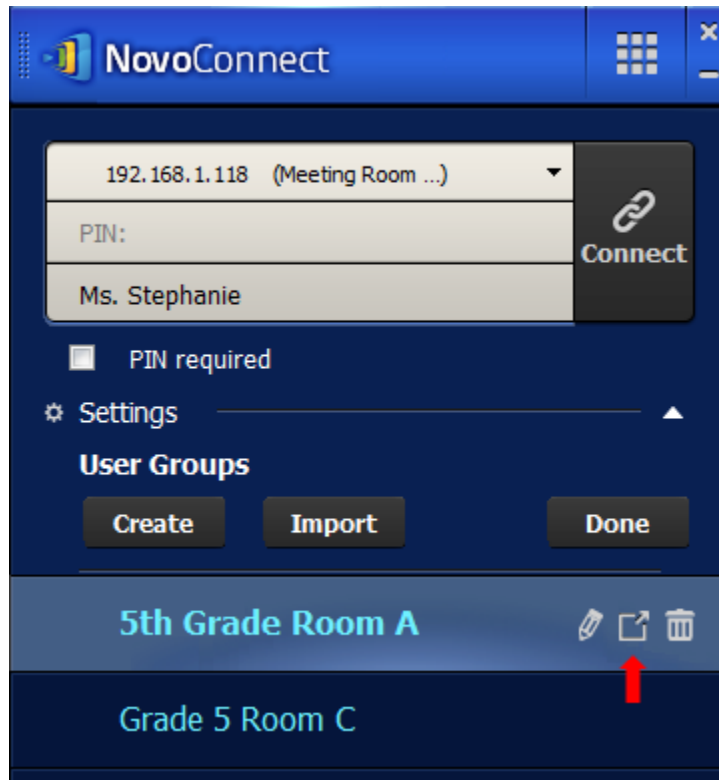
3. A new window, “Edit User Group”, will pop up. In this window, you will be able to edit group name, moderator (teacher) information, and members (students) information.




The screenshot shows the 'Edit User Group' window. The title bar reads 'NovoConnect | Edit User Group'. The window is divided into three sections: 'Group', 'Moderator (Teacher)', and 'Members (Students)'. The 'Group' section has a text input field for 'Name' with the placeholder 'Enter Group Name'. The 'Moderator (Teacher)' section has two text input fields: 'Name' with 'Ms. Stephanie' and 'Device' with '(Optional)'. The 'Members (Students)' section contains a large black button with the text '+ Member'. At the bottom right, there are three buttons: 'Done', 'Save', and 'Cancel'.

4. Once you have finished adding members to a group, click “Save” and “Done” to return to the “User Groups” list. This new group should appear on the list of user groups.

Manage an existing User Group file

Click on one of the user groups and three action buttons will become visible on the right.

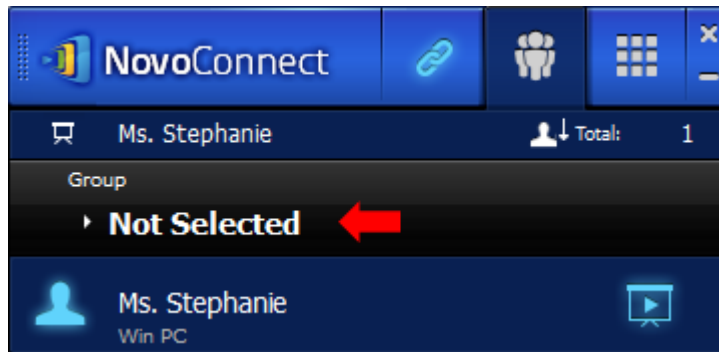


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- 
(Edit) This opens the “Edit User Group” window, allowing users to make changes.
 - 
(Export) This exports the User Group as an XML file, which can be loaded to any mobile devices and other PC/Mac.
 - 
(Delete) Delete this User Group
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Installing and operating the User Group file

(1) For PC/Mac

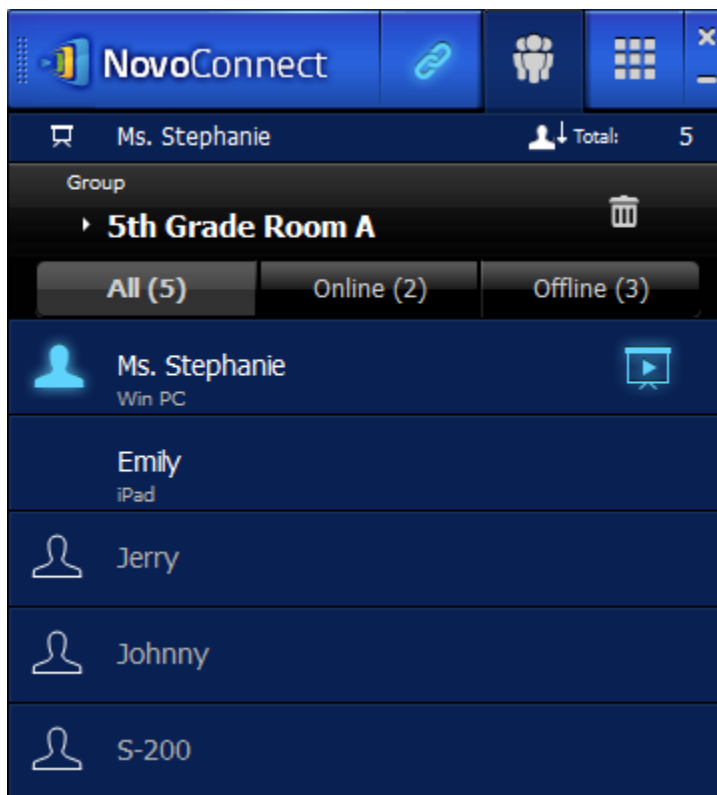
1. When connected to NovoConnect, the Group will be displayed as “Not Selected”.



2. Click on “Not Selected” to display list of available group files. Then select the desired group and press button “OK”.



3. A user list will be displayed for the group you selected. Using tabs “All”, “Online”, and “Offline” are a quick way to sort users based on their status.



4. To de-select this group, click on icon .

(2) For iPad

iPad installation

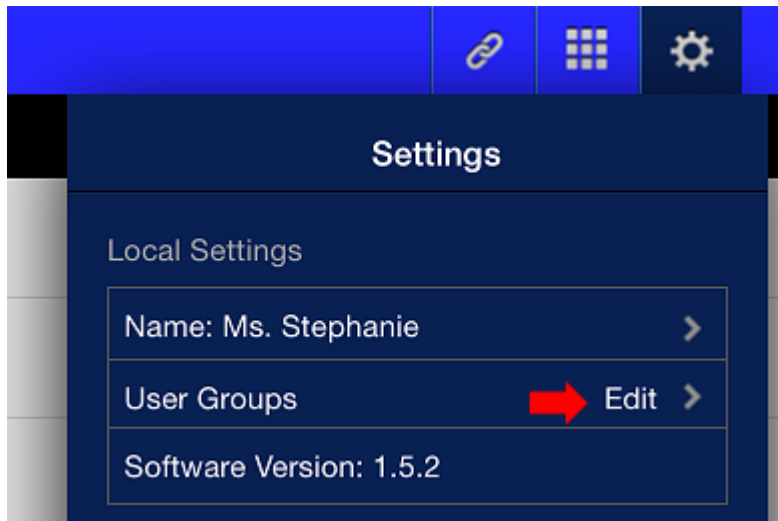
Launch iTunes application to copy the user group file (*.xml) to NovoPresenter App. (This User Group file is generated by using the Export function on the PC/Mac software.)

The following figure outlines the necessary steps to do so.

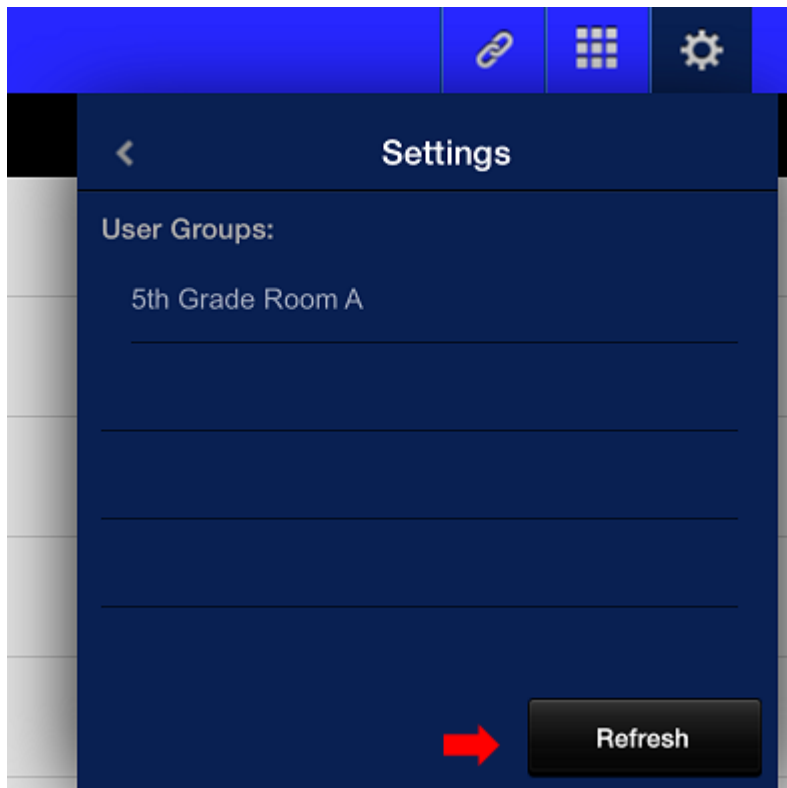


iPad Operation

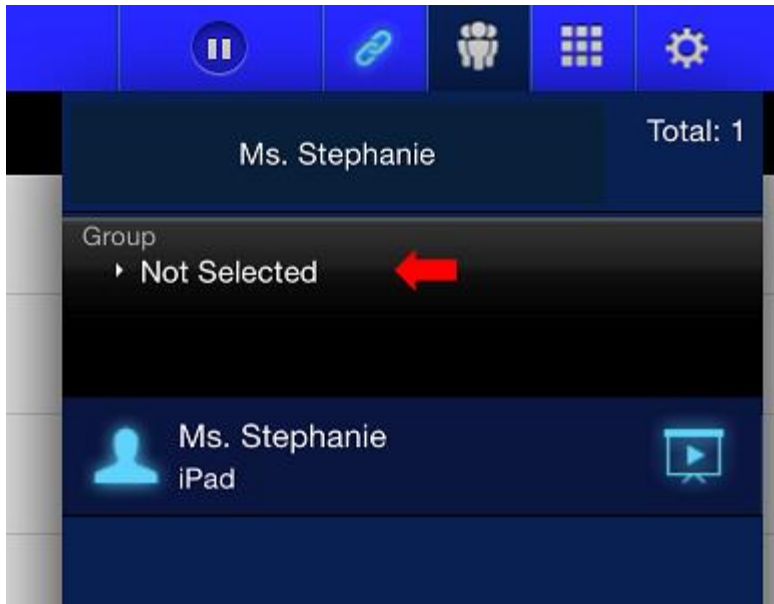
1. Launch NovoPresenter. Go to “Settings” to Edit “User Groups”.



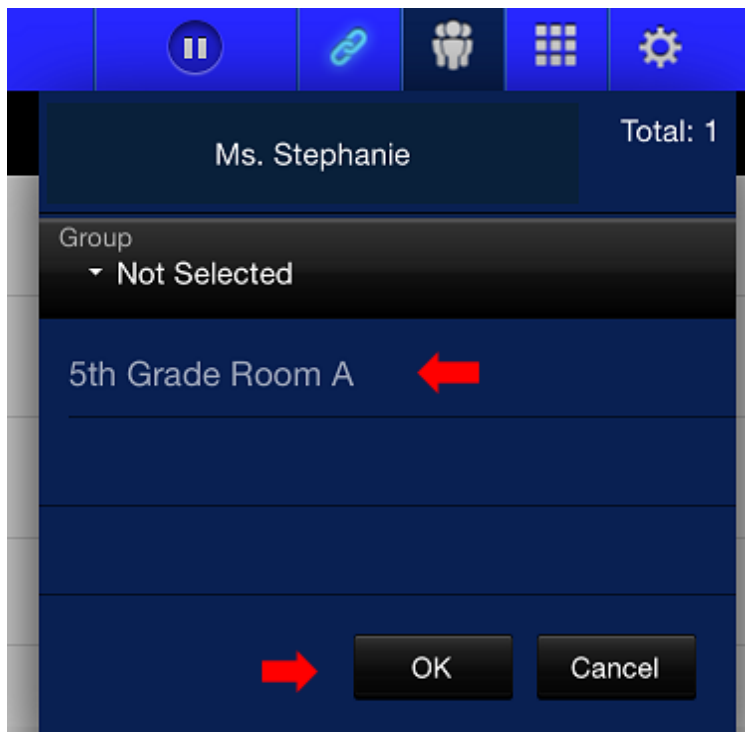
2. Click on button “Refresh” to import the User Group file you copy to iPad just now.



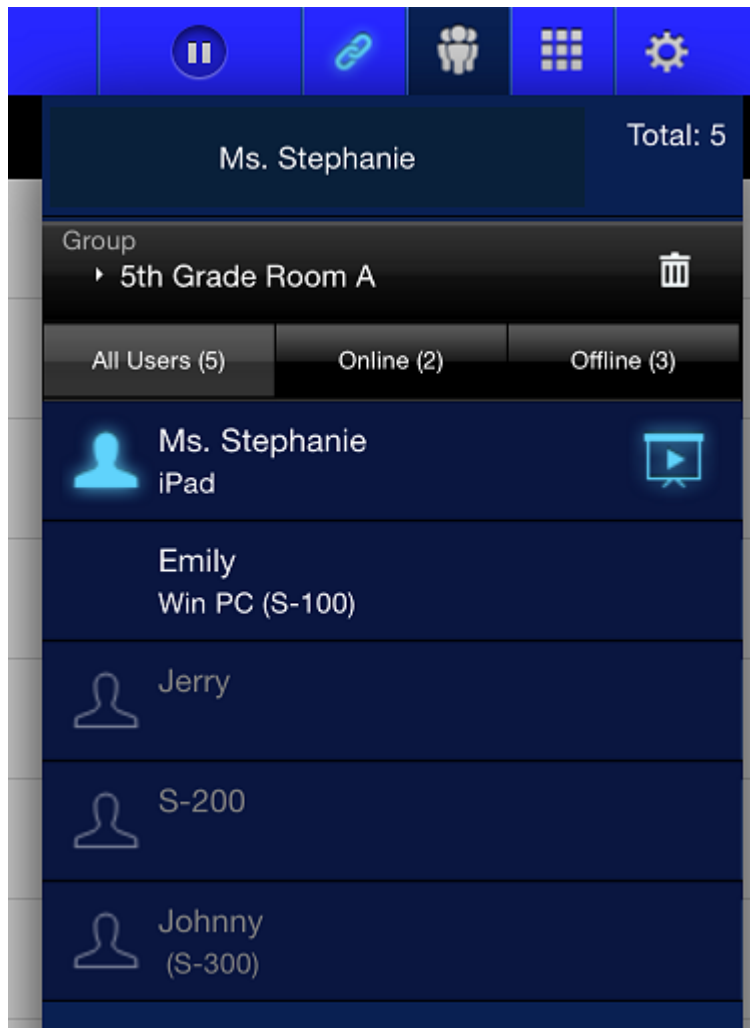
- After connecting to the NovoConnect device, the Group will be displayed as “Not Selected”.




- Click on “Not Selected” to display list of available group files. Then select the desired group and press button “OK”.



5. A user list will be displayed for the group you selected. Using tabs “All”, “Online”, and “Offline” are a quick way to sort users based on their status.



6. To de-select this group, click on icon .

(3) For Android Device

Android installation

1. Connect your Android tablet to your PC.
2. Open your file manager and go to the NovoPresenter folder on your Android tablet. You will see a folder named “UserGroups”. Copy your XML file into this folder.
3. The rest of the operation is the same as it is for the iPad.