Early Literacy Station™ Platinum AfterSchool Edge™ Platinum Administrators Guide
Early Literacy Station™ Platinum
AfterSchool Edge™ Platinum

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# Table of Contents

Main Interface Navigation............................................. 4  
Initialization of the Administrative Control Panel.......................... 6  
Administrative Functions............................................. 7  

### Administration Tab .............................................. 8  
  Administrator and Staff Password............................................ 8  
  Time & Date Settings.................................................. 9  
  Name of Institution................................................... 10  
  Administrative Settings............................................... 10  
  Export Utilization Statistics........................................... 10  
  Authorized AWE Learning Updates ..................................... 11  
  Personalized Education Plans (PEP™) ................................ 11  
  Clear Kids’ Data....................................................... 13  
  Manual Reset............................................................. 13  
  Auto Clear Schedule................................................... 13  
  Access Customer Web Portal.......................................... 13  
  Screen Saver............................................................. 13  
  Banner Image Import................................................... 14  
  Image Removal Manager............................................... 14  
  Screenshots of Edge Screen........................................... 14  

### Session/Print Control Tab ....................................... 15  
  Session Authentication................................................. 15  
  Session Time Control................................................... 15  
  Require Session Password to Exit..................................... 15  
  Inactive Session Timeout............................................... 15  
  End Session.............................................................. 15  
  Timed Session............................................................ 16  
  Timed Session Length................................................... 16  
  Session Time Remaining................................................ 16  
  User’s View: Sessions.................................................. 16  
  Intermission between Sessions........................................ 17  
  Desktop Themes......................................................... 17  
  Kids Sign-On List....................................................... 17  
  Add/Update User........................................................ 17  
  New Image/Change Image............................................... 18  
  Reset Application Data................................................. 18  
  Image Editor.............................................................. 18  
  Kids Sign-On and Kids Keyboard..................................... 19  
  Activity Report Session Printout.................................... 20  
  Allow Kids Printing..................................................... 20  
  Page Limits............................................................... 20  
  Print Cost Recovery..................................................... 20  

### System Tab.................................................................. 21  
  Volume Control/Keyboard............................................... 21  
  Volume Control............................................................ 21  
  Webcam..................................................................... 21  

Auto Shutdown............................................................. 21  
Networking................................................................. 22  
Benefits of Networking................................................... 22  
Networking Troubleshooting.............................................. 23  
Network Printing.......................................................... 23  

### AWE Learning Customer Portal ................................ 24  

ELF™ Child-Safe Browser............................................... 25  

### Miscellaneous
  Tip Sheet................................................................. 26  
  Support Contact.......................................................... 26  
  Credits.................................................................... 26  

### Miscellaneous
  Keystroke Shortcuts.................................................... 28  

### Miscellaneous
  Tablet/Touchscreen Gestures.......................................... 28
Main Interface Navigation

Content Icons

On the Beach, Arctic (pictured below), Robots (ASE only), and Fairytale (ELS only) interface themes, the content title icons can be resized to show more or less titles per “page” by sliding the magnifying glass up or down.

Dashboard Icons (Left to Right)

- If you have a Bilingual version of the Early Literacy Station, you can easily switch between the language versions by clicking the “flag” icon on the interface menu. This icon will only be present on bilingual units.
- This icon is the interface theme selection button. When enabled, children themselves can customize the primary interface background theme (Beach, Arctic, Robots, Fairytale) of their choosing.
- The icon on the right is the avatar selection button. Children can select different characters to represent them while they are using the primary interfaces.
- The Index icon provides a list of content on the workstation, categorized by age level and subject area. By clicking Display Tip Sheet, you can retrieve a Tip Sheet that explains keyboard shortcuts, gestures, and useful topics for specific content titles.

To navigate between pages of content, children can touch or click the arrows on the sides of the pages. Platinum offers the ability to sort content within a curricular area alphabetically or by level of difficulty (default).
AWE About Box

Click on the AWE logo in the top right corner to find AWE Learning’s contact details and to check what version of our software you are using; the workstation serial number is also displayed. You can also confirm that the date and time set on your workstation is accurate.

To Shutdown or End a Session click on the Exit button in the bottom left, you can set a password to disable the computer from being shutdown in the Administration Control Panel.
After reading this guide and determining which administrative capabilities are best for your facility and users, you are ready to initialize the Administrative Control Panel.

Enter the Administrative Control Panel by using the key combination below or by clicking the AWE logo on the top right of the main interface screen and selecting Administrative Control Panel:

CTRL+ALT+M

To access the Admin Panel on the AWE Learning Tablet, draw an “M”. Please see the Tablet Quick Setup Guide for all gestures and more information.

You will receive a message stating that you must create an Administrator Password. Click OK. The Administrative Control Panel will open.

These items are the three most important functions when initializing your AWE Learning workstation!

1. Create an Administrator Password (between 5 and 20 characters)
   You must type a password and re-enter the same password in the confirmation box. No settings will take effect unless you have first submitted an Administrator password. The Administrator password you create will be required every time you want to enter the Administrative Control Panel with full permissions.

   ![Administrator Password Required](image)

   Please create an Administrator password of between 5 and 20 characters at the next screen.

2. Change the System Time and Date
   Click on the button labeled Click to Edit Time/Date. Set the current time, time zone, and date. Be sure to select AM or PM. For synchronization, usage statistic recording and auto wake/shutdown to work, it is essential that the system time is correct. You can confirm the date and time are accurate by clicking the AWE logo on the main interface.

3. Set the Volume
   Click on the System tab and slide the Default Volume Level Control to an acceptable level for your institution. Some applications are louder than others, so this may take a few adjustments. Note: the Maximum Volume Level Control is only engaged when the Keyboard Volume Control feature is enabled.

Press the Submit button in the lower right corner in order to save the settings appropriate for your institution.

Always remember to press Submit to save all settings!
Administrative Functions

All of the functions below, and more, are controlled from the Administrative Control Panel.

- Set both Administrator and Staff passwords to control access to the Administrative Control Panel.
- Enable or disable staff password and manage staff login permissions.
- Assign/change passwords to control access to the Administrative Control Panel.
- Set the system date and time (very important for synchronization, utilization reporting and auto wake and shutdown).
- Set session limits for users (sessions will automatically expire when the user has reached the designated session limit).
- Require a session password to use the workstation.
- Clear unwanted Children's Application Data.
- Export usage statistics for manual upload to the AWE Learning Customer Portal.
- Set a password to prevent users from turning off the workstation.
- For additional security disable the built-in webcam.
- Enable selection of background interface themes.
- Enable and select network features for ELF Child-Safe Browser access, auto updating, and network printing.
- Set the volume for the workstation and allow users to modify volume settings.
- Manage Kids Sign-On, take photos on camera-enabled hardware, and edit photos.
- Control the printing of Kids Activity reports.
- Set an automatic shutdown schedule.
- Dynamically set and save settings to control the application menu display to support special event and curriculum requirements.
- Add your own custom screen saver images or custom text screen saver.
- Transfer configuration data from one workstation to another.
- Manage printing.
- Edit screen saver and banner images.

Note: The Administrative Control Panel is not available from within any of the software applications. Close any program that is running before trying to access it.
There are a wide variety of functions that can be performed via the Administration Tab. These include changing the Administrator and Staff Passwords, Managing Staff Login Permissions, Time and Date Settings, Volume Control, Auto Shutdown Options, Screen Saver Options, Personalized Education Plans (PEP), Application Data, Auto Clear Schedule, Banner Image Import, Image Removal Manager, Administrative Settings, and Utilization Statistics.

### Administrator Password

To create or change the administrator password:
- Delete the current password and type the new password in its place (5–20 characters); if there was no previous password, simply type a new password in the text field
- Re-type the new password in the text field below the Confirm heading
- Click the Submit button

### Staff Login

The Administrator can create a Staff login with only a limited set of permissions, providing access to only certain areas.

To enable the Staff login:
- Check the box labeled Enable Staff Login
- Click the Manage Staff... button in the Manage Staff Login area

### Changing the Staff Password

To change the staff password:
- Make sure the box labeled Enable Staff Login is checked
- Click the Manage Staff... button in the Manage Staff Login area
- Delete the current password and type the new password in its place (5–20 characters); if there was no previous password, simply type a new password in the text field
- Re-type the new password in the text field below the Confirm heading
- Click the Submit button

Logging into the Administrative Control Panel (Ctrl+Alt+M or “M” gesture on the tablet) will now be possible via either the Administrator or Staff password.
Changing the Staff Permissions

To change the Staff permissions:

- Make sure the box labeled Enable Staff Login is checked
- Click the Manage Staff... button in the Manage Staff Login area
- In the area called Set Staff Security Options, uncheck any permission you would like to disable for the Staff login
- Click the Submit button

The staff login will now only be able to access the areas left checked. For example, if you wanted to restrict the Staff login from being able to change the Networking options, uncheck the Configure Networking box in the Set Staff Security Options area. When a staff member logs in, that area of the Administrative Control Panel will now be disabled.

- Note: Some permissions cannot be revoked from the Staff login, specifically:
  - Configure Desktop Themes
  - Configure Personalized Education Plans (PEP™)
  - Manage Users
  - Configure Session End Settings
  - Configure Volume
  - Export Utilization Statistics
  - Manage Password (allows the Staff login to change the Staff password)

- Additionally, the Staff login account cannot be given permission to change their own permissions, so they can never be granted access to the Manage Staff Login area.

Time & Date Settings

It is important that you set the time, date, and time zone on your system. If networking is enabled, the time will automatically be set and updated via the Internet. You will still need to set the time zone.

If your system is not networked, manually set the time and date by clicking the Click Here to Edit Time/Date button.
Name of Institution

Enter your institution’s name in the text box. This will appear as a header on any print reports (if you do not have a custom banner).

Friendly Computer Name

Enter a user-friendly name for this AWE Learning workstation (Example: AfterSchool Edge #2). As a default setting, we recommend using the computer’s serial number. This name is used to identify the computer in usage statistics reporting.

Administrative Settings

• Transfer Settings

Enables you to backup and restore Administrative Control Panel settings. This feature requires the use of a USB thumb drive. The configuration package is called .10eex.

Before using this feature, insert the USB thumb drive into one of the available USB ports on the computer. To save your admin settings to the USB thumb drive, click Backup Data.

Select which options to back up and change the default file name if you wish. More information on the individual options is available within the application.

To import admin settings from a file on your USB thumb drive, click Import Data and select the admin settings file. Then select the options you wish to import. Only administrators can import backups.

• Reset/Restore

Click Here to Reset will reset all administrative options to the factory default other than the Friendly Name of the computer.

Click Here to Restore will reset all administrative options to the factory default as well as clearing all user data and utilization statistics.

NOTE: Neither of these actions will remove any network connection settings.

Export Utilization Statistics

The Click Here to Export Data button will save utilization statistics in two formats to a USB thumb drive. The exported file with extension “.csv” is a comma-separated value file that can be read with Microsoft Excel or a text editor such as Microsoft Notepad. The file ending in “.csv” has extended usage information and is the only file that can be uploaded to the AWE Learning Customer Portal.
Authorized AWE Learning Updates

Use the Click Here To Start Updates button to initiate AWE Learning provided updates and Version Upgrades which have been supplied via USB drive.

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Personalized Education Plans (PEP™)

The Personalized Education Plan (PEP) feature gives you the capability to customize the educational software content available to users on the ELS or ASE. Using this feature, you can dynamically control which applications will appear within the main menus. For example, you can create “Math Friday” or “Art Hour” customized programs by only selecting specific math or art programs for users to access. This enables the workstation to be integrated into your children’s programming in a specific, targeted way.

The Manage Content Configurations button opens the PEP content selection menu. In the upper right-hand corner of this menu is the option to create a new custom configuration. Simply select the content you want to be part of this configuration, name the configuration (such as “Math Friday”) and press the Save/Save As button. When you are finished creating or editing custom configurations click the Close button at the bottom of the screen.

The Manage Content Configurations option enables you to create a custom program selection, and save it for future use. To use this feature, simply select which configuration you would like to use from the Manage Content Configurations drop down menu and press Submit.

Note: By default, All Applications Enabled (Preset) is selected from the drop-down menu. This means all educational software titles are available for children to use. PEPs created on the AWE Learning Customer Portal must be edited on the Portal and cannot be edited on the workstation.

If you would like to make a configuration you just created your new default, select the
configuration name from the drop-down box under the Select Configuration heading. Then click Submit to exit the Administrative Control Panel and save your new default configuration.

Clicking the View All PEP Assignments button will provide a list of all of the available PEP assignments.

Subject Categories

Content can be quickly selected or de-selected by subject category. If an entire category is disabled, all of the applications in that category will be disabled. Note: If an application appears in more than one category, it will be disabled unless individually re-enabled.

Grade Level

Content can be quickly selected or de-selected by grade level. If an entire grade level is disabled, all of the applications associate with that grade level will be disabled. Note: If an application appears in more than one category, it will be disabled unless individually re-enabled.

PEP™ Named Displayed

If a custom PEP configuration is in use, the name of that PEP (example: “Science Lesson #2”) will be displayed on the main interface. If all content in a particular subject area is excluded from a PEP, then the subject image icon will not appear on the main interface.

Applications

To reiterate, when an application is disabled in one category, it is disabled across all categories/age groups, and vice versa when enabled.
Clear Kids' Data

You can easily clear the data created and saved by children from the system if you choose.

Manual Reset

- Check either the Select All Applications box or check off the specific applications to be cleared by clicking the check box in front of your selection(s)
- Click the Reset Data button

Note: To clear all files shared between all applications (pictures and animations), select All Data Shared Between Applications. Clearing all of the files for a specific program will not delete any files created by that application that can be used by other programs unless All Data Shared Between Applications is selected.

Note: When Networking Synchronize Student Data is enabled, the ability to manually clear data becomes disabled.

Auto Clear Schedule

To automatically clear application data on a set schedule, select End of Session, Daily, Weekly, or Monthly from the drop down box below the heading Auto Clear Schedule. This option will clear data from all applications on the schedule selected.

Access Customer Web Portal

You can access the AWE Learning Customer Web Portal directly from the workstation if it is connected to the Internet.

Note: By clicking the Customer Web Portal button, the Admin Panel will close. You will receive a message giving you the option to save any changes made in the Administrative Panel prior to closing. If you select No any changes you made to the Admin Panel will be lost. Once the Web Portal is loaded, log in and use it as you would when accessing the Web Portal from your browser. While you will be “on the Internet” you will not have access to a web browser, only the Customer Portal. When closing the Customer Portal, the ELS / ASE will revert to the main menu interface.

Screen Saver

The screen saver engages after 45 minutes of system inactivity and highlights the educational content of the workstation. You can add additional images or add your own text to display in place of the default images.
To add your own Custom images to the Image Only Screen Saver display place the images you would like to import onto a USB thumb drive and insert the drive into the USB port on the workstation. Click the Manage Images button to select the location of the folder on the USB drive containing the images you would like to import. Once you navigate to that folder you will see the thumbnails that may be selected.

To edit custom images click on the Image Editor button. The Image Editor may be used to crop, rotate, and adjust brightness of the image.

Once images are imported, use the frequency slider to change how often the custom images will appear. For the images to appear more frequently in relation to AWE Learning stock images, move the slider to the right. Once a custom image is loaded you may also uncheck the Include AWE Images box to display only your custom images. Click on the Submit button when finished to save any changes.

To use a Text Only Screen Saver, click the corresponding button to enable it. A text field will appear where you can insert your custom text for the screen saver.

Banner Image Import

Use this feature to import a custom banner image that will appear on the Kids’ Activity Report. The banner images must be in JPEG format and can be uploaded via a USB thumb drive. To import, insert the flash drive into one of the available USB ports on the computer. Click on the Import Image button and navigate to and select the image on the USB thumb drive.

Image Removal Manager

This feature allows the user to delete imported images that are currently not in use. Simply click on the Delete Inactive Images button to open the Image Removal Manager. A pop-up box will appear with all the images that are currently not in use, including Kids Sign-On images and screen saver images.

To delete an image, just select it and click the delete button located in the lower left corner. Images which have been removed from active status are moved to this archive until deleted or until the computer is reset or restored.

Screenshots of Early Literacy Station or AfterSchool Edge Screen

Users can “grab” screenshots of their work when using the ELS or ASE. The key combo is ALT+G or use the gesture “G” on the tablet. This enables students to take a screenshot of their work to use it elsewhere or if requested by a teacher. The image can then be printed via an application that supports printing (such as Libre Draw) or used in another application. The limit is five screenshots per session to avoid unlimited screenshots. A “camera shutter” sound is heard when the screenshot is taken.

The Session/Print Control Tab includes functions concerning sessions, timed access, authentication control, print control, Kids Sign-On, and Kids Sign-On Activity Reports.
Session Authentication Method

Indicates the methods that children can use to log in to a session.

- Disabled: No sign-on required
- Password: A password has to be entered to begin a session
- Kids Sign-On: Users have to select their name and/or photo to start a session
- Enable Kids Password: Users have to enter a password using AWE Learning's kid-friendly virtual keyboard in addition to selecting their name and/or photo.

Session Time Control

Allows you to adjust how sessions are controlled on the Early Literacy Station or AfterSchool Edge.

Features:

- Set session length (limits), end a current session, allow the CTRL+ALT+END key combination or gesture “e” on the tablet to end current sessions, require session password to exit the Early Literacy Station or AfterSchool Edge, and set inactivity timeouts

Require Session Password to Exit

This button allows an administrator to control if there is a password required to exit the workstation. If you enable this feature, the session password will be required in order to exit the workstation. If the session password boxes were previously disabled, they will be enabled so that you may change the password. If you enable this feature, a session password of at least five characters must be set.

Inactive Session Timeout

This feature enables you to set the amount of time a computer is allowed to sit idle before a session ends.

Click the up and down arrows to adjust the time, in minutes, up to 59 minutes. To disable the session timeout option, set the amount of time to “0.” When the machine has been idle for the amount of time selected, the session will automatically end, closing all open programs and the Start Session window will appear for the next user.

Note: This feature is disabled during read-to-me and video applications.

End Session

Press the Click Here to Enable button under the CTRL+ALT+END label to enable or disable the key combination CTRL+ALT+END to end sessions. Use gesture “e” on the tablet.
Timed Session

The Timed Session function allows you to set a maximum amount of time in which a user’s session will last.

Timed Session Length

The Timed Session Length determines the number of minutes allocated to each user session when the Timed Session Status is enabled.

To set/change the number of minutes allocated to user sessions:
- Click the up/down arrows for the value box under the Session Length (minutes) label until the box displays the desired session limit time.

Session Time Remaining

If an active session is in progress, the time remaining in the session (in minutes) is displayed on the line below Session Time Remaining.

A currently running session may be ended by using CTRL+ALT+END key combination, gesture “e” on the tablet, or by clicking the Exit button in the bottom left corner and then clicking End Your Session.

User’s View: Sessions

Timed Sessions Enabled & Authentication Disabled

A session will start when the user clicks OK on dialogue box as shown in screen shot to right.

Authentication: Password Enabled

If Authentication is set to Password, the user will see the Session Password dialog box.

Ending a Session

A User Session may end automatically or be terminated manually. A session can end automatically in two ways: if the Session Time Limit or the Inactivity Time Limit is reached. A session may also be terminated manually: Ctrl + Alt + End key combination; gesture “e” on tablet, or by clicking Exit and then End Your Session on the main interface. When a session ends, a closing animation is played.

Session Time Length Limit Reached

One minute before the Session Time Length Limit is reached, the user will receive a message indicating this.
Then when the session is ended, the user will receive a message stating that their session time has expired.

This will be followed by the appropriate Start Session dialog box that the next user will use to start their session.

Inactivity Time Limit Reached

When the Inactive Session Timeout Limit is reached the user will receive a warning. The user should click the OK button to continue the session.

If the user does not click the OK button, one minute later the session will end and the user will receive a “Your time has expired” message informing them that their session is over.

Intermission between Sessions

This optional feature allows Administrators to enable an intermission time between user sessions. This encourages children to give others a chance to use the computer because it keeps them from starting a new session right away. Administrators can set the length of the intermission period.

Desktop Themes

• Default Interface Theme: The Administrator may select an alternative to the shipping default Arctic theme.

• Kid’s interface theme selection: Click the Click Here to Enable button to permit users to change themes during a given session. In Kids Sign-On mode, this setting is saved with the child profile data and restored at Kids Sign-On.

• When all interface themes are enabled, users can select any of the available interface themes from the main menu screen of the Early Literacy Station or AfterSchool Edge.

Kids Sign-On List

This window shows all users that appear in the Kids Sign-On menu.

Add/Update User

Use the text boxes under this heading to add new student users, update existing users, or associate photos or images with users.

To add a new user:

• Click the New User button

• Type the child’s first and last name into the corresponding boxes

• Click the Apply button
To update existing users:
- Select the user and then modify the details in the Add/Update User area.
- Click the Apply button

To delete existing users:
- Select the user to be deleted
- Click Delete

Reset Application Data
Clicking this button will delete all data created by, and relating to, the currently selected student, including reports, projects, etc.

New Image/Change Image
To associate an image with a user, you can import JPEG pictures from a USB thumb drive or take a snapshot with the built-in camera (on select hardware models). Once images are associated with users, the images will be displayed along with the names during Kids Sign-On.

To import images:
- Insert the USB thumb drive with the User Image files into a USB port
- Click the Select Image button
- Select the file to be imported and click Submit
- Click Apply

When finished with all changes, click Submit at the bottom of the window to save changes and close the Admin Panel.

Image Editor
Clicking on the Edit Image Button opens the Image Editor. Use the Image Editor to customize your images right on the workstation. Editing Options include: Color, Brightness, Contrast, Rotation, Resizing, and Cropping.
Kids Sign-On and Kids Keyboard

The Kids Sign-On interface enables kids to log-on to their own learning portfolio by just touching their photo. Students can use the Kids Keyboard to sign into their account if a password is required in addition to selecting their photo.

It is now possible to shut down the workstation directly from the Kids Sign-On screen. An optional “exit” password can be enabled for this.
Activity Report Session Printout

Session Activity Reports can be printed at the end of each Kids Sign-On session. The report will include the length of time spent in each application.

To enable the printed activity report the following options must be enabled:

- Session Authentication Mode must be set to Kids Sign-On
- Kids Printing must be enabled

Allow Kids Printing

To enable printing from an application, press the Click to Enable button.

Note: If printing is disabled, all other printing related options will be grayed out and disabled.

Page Limits

If Session Page Limit has a value greater than 0, users will be limited to printing the set value of pages per session. If Job Page Limit has a value set greater than 0, users will be limited to printing the set value of pages per job. Setting either value to 0 will disable limits. If either option is set with a limit, Staff Override will allow staff members to print above the limits by providing the staff password.

Print Cost Recovery

If you set a value greater than 0.00, users will be advised of a print cost based on calculation of set value X quantity of pages before they print the job. If you have enabled a cost per page you may also select the Print Cost Recovery Page.

Enabling this feature will cause a cost recovery page to print with each job or at session end. Require Staff Password to Print gives staff an opportunity to enforce payment per print.
Volume Control/ Keyboard Volume Control

The Keyboard Volume Control enables your users to adjust the volume level of the system by pressing and holding ALT, and simultaneously pressing + or – to raise or lower the sound or by using the device volume button on the tablet. When the control is enabled, the sound can also be muted by holding down the ALT key and simultaneously depressing the ‘s’ key or by using the gesture “S” on the tablet.

To enable/disable this feature, simply click Click Here to Enable/Disable Keyboard Volume Control.

To change the volume on the workstation:

• Click and drag the upper slider control below the Default Volume Level control label to set the Default Volume Level.

• To set the Maximum Volume Level click and drag the green arrow above the Maximum Volume Level label.

• To mute the sound on the computer, click the Mute box or use gesture “S” on the tablet.

• Click the Submit button to save the settings

Note: Volume has been normalized across all applications as much as possible. It is not necessary to adjust the volume control when switching between application sessions. Adjusting the volume control for a given application adjusts the volume for all other applications simultaneously.

Webcam

Many of AWE Learning’s devices include a built-in webcam that can be used in a number of the software titles. You have the ability to enable or disable the webcam.

Auto Shutdown

The Auto Shutdown Option is used to set a specific time that the Early Literacy Station or AfterSchool Edge will shutdown. One shutdown time for each day of the week can be set. There is also the option to inform users with a message that the workstation will be shutting down.

• Set a time and choose AM/PM for a particular day(s)

• Check the box next to the set time to cause the computer to shutdown at the day and time selected. To set another shutdown time, select a different day and repeat the process.

To notify the users before an automatic shutdown:
• Set the number of minutes that will determine when the warning message should appear before the shutdown.

• Enter a message that will appear to a user prior to an automatic shutdown. The message is automatically applied to all selected auto-shutdown days.

Networking

Networking support has been expanded with advanced networking and wireless networking features. Proxy Server Support, WPA-Enterprise, WPA2-Enterprise and 802.1x Enterprise Wireless Networks via RADIUS authentication are now supported. WPA2-Personal and other previously supported wireless networks are also supported. It is advised that only network administrators use advanced networking functionality. Please see the Advanced Network Settings Guide PDF document (available on the AWE Learning Customer Portal) for more information.

If you do not want the computer to automatically get an IP address from a DHCP server on your network, click Edit IP Configuration. You can then enable and disable static IP-based networking. Please note that if you choose to use a static IP address, an IP Address, subnet mask, default gateway, and at least one DNS server address must be provided.

Clicking Submit on the TCP/IP Properties form will immediately save any changes to the network configuration. After submitting changes to TCP/IP properties, it may be necessary to click Refresh under Network Troubleshooting to test that the settings work.

Note: Even if online synchronization between units is enabled, IP configurations will not be synchronized between machines.

Benefits of Networking Your Workstation

• Access to ELF™ Child-Safe Web Browser: Children can access AWE Learning’s child-safe browser right from the workstation when it is networked.

• Automatic Utilization Statistic Uploads: Usage statistics will automatically be uploaded to the AWE Learning Customer Portal where custom reports can be viewed.

• Automatic Updates: AWE Learning periodically releases updates that may extend features or fix issues. Enabling this feature will keep your system updated with the latest AWE Learning updates. (Updates can also be downloaded from the AWE Learning Customer Portal and installed manually).

• Synchronize Administrative Settings: Settings can be synchronized between computers if they are networked. This means you can enter your settings on just one workstation and apply them to all units. A Synchronization FAQ document is available on the AWE Learning Customer Portal.
Network Troubleshooting

The Renew IP Settings and Diagnose Network Issues buttons are provided for troubleshooting. When viewing the network issues, clicking on items will provide further detail of exactly what the test is doing.

Network Printing

AWE Learning’s systems use an industry standard generic HP PCL 6 printer driver for network printer support. Ensuring that your printer(s) supports the generic HP PCL 6 driver and can be connected via Ethernet cable to your network should result in success. However, AWE Learning is unable to certify that every make and model of printer will work. If you have questions about a specific printer, please call AWE Learning Customer Support.

To use a network printer, select the Use Network Printer option, enter the IP address of the printer, then press the Install button. Only one printer may be installed on the AWE Learning workstation at a time.
The AWE Learning Customer Portal (https://awelearning.com/customer-portal/) is the online command center of AWE Learning’s digital learning solutions. Use the portal to manage your AWE Learning account, from managing and assigning Personalized Education Plans to reviewing student reports.

Your Customer Portal account log-in credentials were sent with your Welcome Kit. If you do not have this log-in information, please contact AWE Learning Customer Support at support@awelearning.com or 866-463-6357.

Functions and features of the AWE Learning Customer Portal*:

- Manage your AWE Learning account and workstations
- View and download utilization statistics
- Run and review reports such as:
  - Application Comparison Report
  - Application Usage by Subject Area
  - Daily/Weekly/Monthly Sessions Reports
- View and download product updates
- Access user documentation and help guides
- Download children’s activity workbooks and supplemental material

Accessing the Customer Portal

- Go to https://awelearning.com/customer-portal/ to access the Customer Portal
- Enter your username and password and click Sign In

*Note: AWE Learning reserves the right to disable services and product functionality if contractual subscription terms are not met or warranty periods are expired.
The ELF Child-Safe Browser (ELF) allows children to safely explore carefully selected and highly engaging learning activities on the internet. With ELF, children can only visit enabled education sites on a secure network managed by AWE Learning. The content control software also provides you the ability to add or remove websites for your users to access.

ELF content can now be integrated directly into the child friendly interface allowing access to a predefined list of websites. ELF website links are distinguished by a circle icon, while the preloaded content is a square icon.

To enable the ELF Child-Safe Browser:

1. Connect your workstation to a network either via Ethernet or Wi-Fi.
2. Log into the Administration Control Panel, connect your workstation via the Networking section of the System tab.
3. Select Show ELF Websites Only When Online from the Network Options dropdown.
4. Enable Synchronize Administrative Settings by checking the checkbox.
5. Click Submit to save changes. It may take up to 45 minutes for all the ELF websites to be synchronized to your workstation and displayed in the children’s interface.

To edit the websites that appear on your workstation, log into the AWE Learning Customer Portal and add or remove websites by selecting ELF from the top navigation bar, and then Edit Sites. If you want to disable ELF, select Don’t Show ELF Websites from the Network Options dropdown in the Networking section of the Administration Control Panel.
Tip Sheet

A Tip Sheet that explains keyboard shortcuts and other useful tips for content titles can be accessed directly from the home screen of the AWE Learning system by clicking the Index icon in the bottom right corner. A Keystroke Shortcut list is also displayed on the back cover of this guide.

Customer Support

Visit AWE Learning’s compiled list of Frequently Asked Questions (FAQs) for answers to many of your inquiries at www.awelearning.com/support

Contact AWE Learning Customer Support with any questions regarding your AWE Learning product:

866-463-6357 | support@awelearning.com | www.awelearning.com/support

Credits:

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During that time period copies of the software under GPL agreement may be obtained by e-mail request to the services support line above. The requestor should write “Source Request for GPLv2 product _______” in the subject line of your payment and send a money order or check for to cover cost of media preparation, documentation, shipping and handling for the requested product to:

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Request for the current payment amount to handle the above mentioned costs may be determined by addressing an e-mail to the support@awelearning.com services support address mentioned above and specifying whether the desired media is by return e-mail or CD-ROM shipment. The source code download may also be found by Internet search for the named product.
Keystroke Shortcuts

To access the Admin Panel: **CTRL + ALT + M**
To exit a program: **ALT + F4** or **CTRL + SHIFT + ESC**
To end a session: **CTRL + ALT + END**
To skip Intro or Credits: For most titles, press spacebar or click on screen
To grab a screenshot that is saved to shared folder: **ALT + G**
Increase audio volume (if enabled): **ALT + (“plus” key)**
Decrease audio volume (if enabled): **ALT - (“minus” key)**
Mute audio: **ALT + S**

Tablet/Touchscreen Gestures (Touch & Hold...Draw)

![Gestures](image)

(Show Keyboard, Hide Keyboard, End Session, Exit Application, Grab Screenshot, Mute Sound, Admin Panel)

(Note: The Show Keyboard and Hide Keyboard gestures are only available on the AWE Learning tablet.)

A comprehensive list of keyboard shortcuts and other tips for the content titles can be accessed directly from the home screen of the AWE Learning workstation by clicking the Index icon in the bottom right corner.

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**Early Literacy Station™ Platinum**  
**AfterSchool Edge™ Platinum**

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www.awelearning.com

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