

Quick Guide

MGLab

Netlux ACE

1

Chapter

Persiapan

1.1 Create Account

1.2 Teacher Login

- **Buat Akun**

1

Klik shortcut Mglab Netlux ACE di desktop

2

Masukkan **User Name** dan **Password**

3

Klik **OK**

A screenshot of a "Create Account" dialog box. The dialog has a title bar with "Create Account" and a close button. The main text says "Please enter user name and password. You can change your password later in Options." There are three input fields: "User Name:" with the text "Yolanda" entered, "Password:", and "Confirm Password:". At the bottom, there are "OK" and "Cancel" buttons.

Create Account

Please enter user name and password. You can change your password later in Options.

User Name: Yolanda

Password:

Confirm Password:

OK Cancel

- **Login Guru (Dua Cara)**

- Select teacher to login

- 1 Masukkan nama guru, password login and pilih nama kelas

2 klik Login



System Login

Teacher name: yolanda

Login password: |

Class name: Class 1

[Create an account](#)

Help... Login Cancel

3 Terima atau tolak siswa yang berada di daftar tunggu

[illegible]

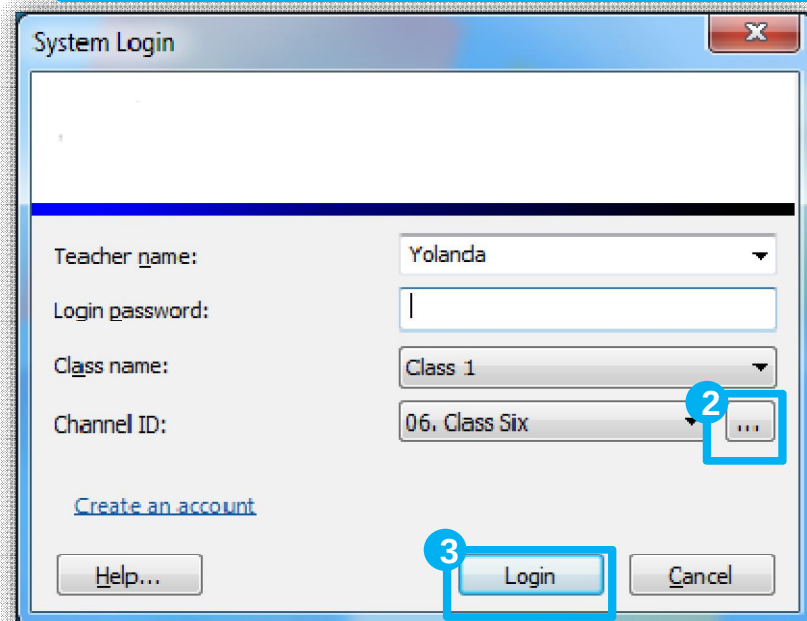
- **Login Guru (Dua Cara)**

- Login otomatis

1 Masukkan nama guru, password login dan pilih nama kelas dan Channel ID

2 Klik tombol (2) untuk mengganti atau memilih nama channel

3 Siswa yang berada di channel yang sama akan terhubung dengan guru secara otomatis



System Login

Teacher name: Yolanda

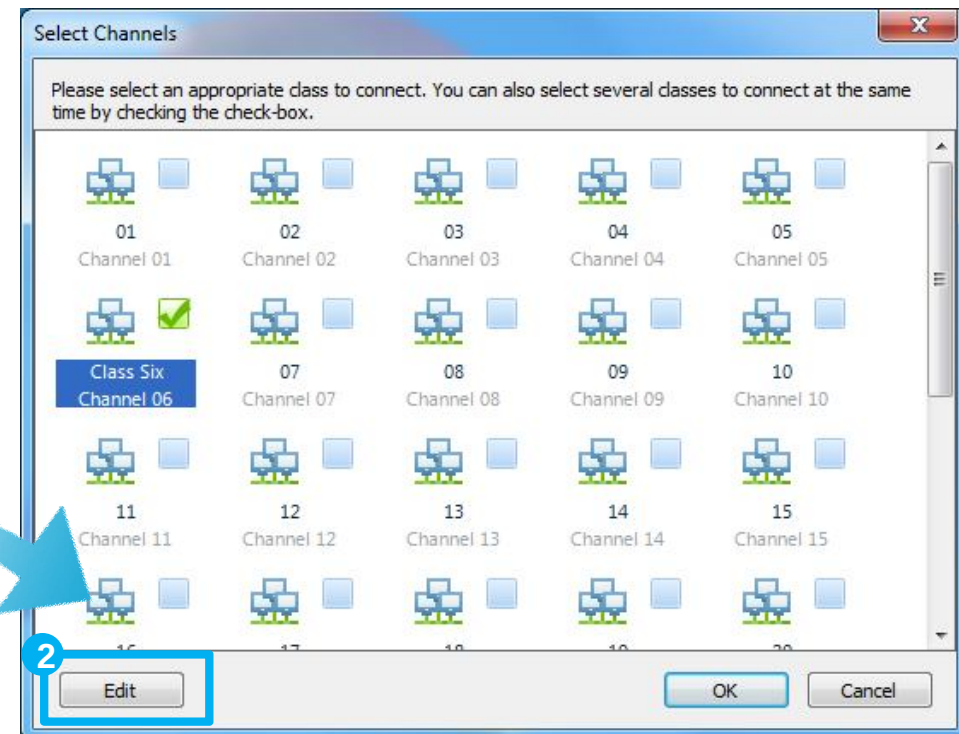
Login password:

Class name: Class 1

Channel ID: 06, Class Six

[Create an account](#)

Help... Login Cancel



Select Channels

Please select an appropriate class to connect. You can also select several classes to connect at the same time by checking the check-box.

01 Channel 01	02 Channel 02	03 Channel 03	04 Channel 04	05 Channel 05
06 Channel 06	07 Channel 07	08 Channel 08	09 Channel 09	10 Channel 10
11 Channel 11	12 Channel 12	13 Channel 13	14 Channel 14	15 Channel 15
16 Channel 16	17 Channel 17	18 Channel 18	19 Channel 19	20 Channel 20

Edit OK Cancel

2**Chapter****Pembelajaran
Interaktif***2.1 Screen Broadcast**2.2 Student Demonstration**2.3 Net Movie**2.4 Camera**2.5 Interactive Whiteboard**2.6 Chat**2.7 Group Teaching**2.8 Response & Competition*

- Menggunakan Screen Broadcast

1

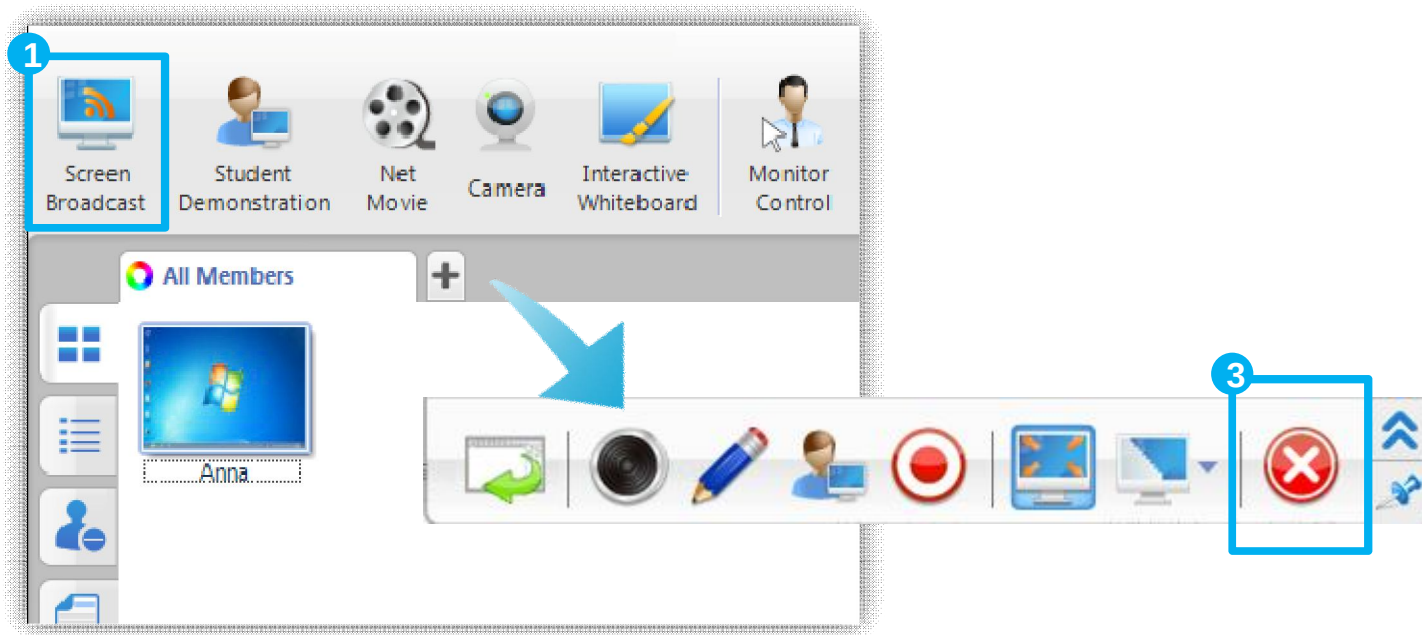
Klik **Screen Broadcast** untuk memulai

3

Klik **Cancel** untuk keluar

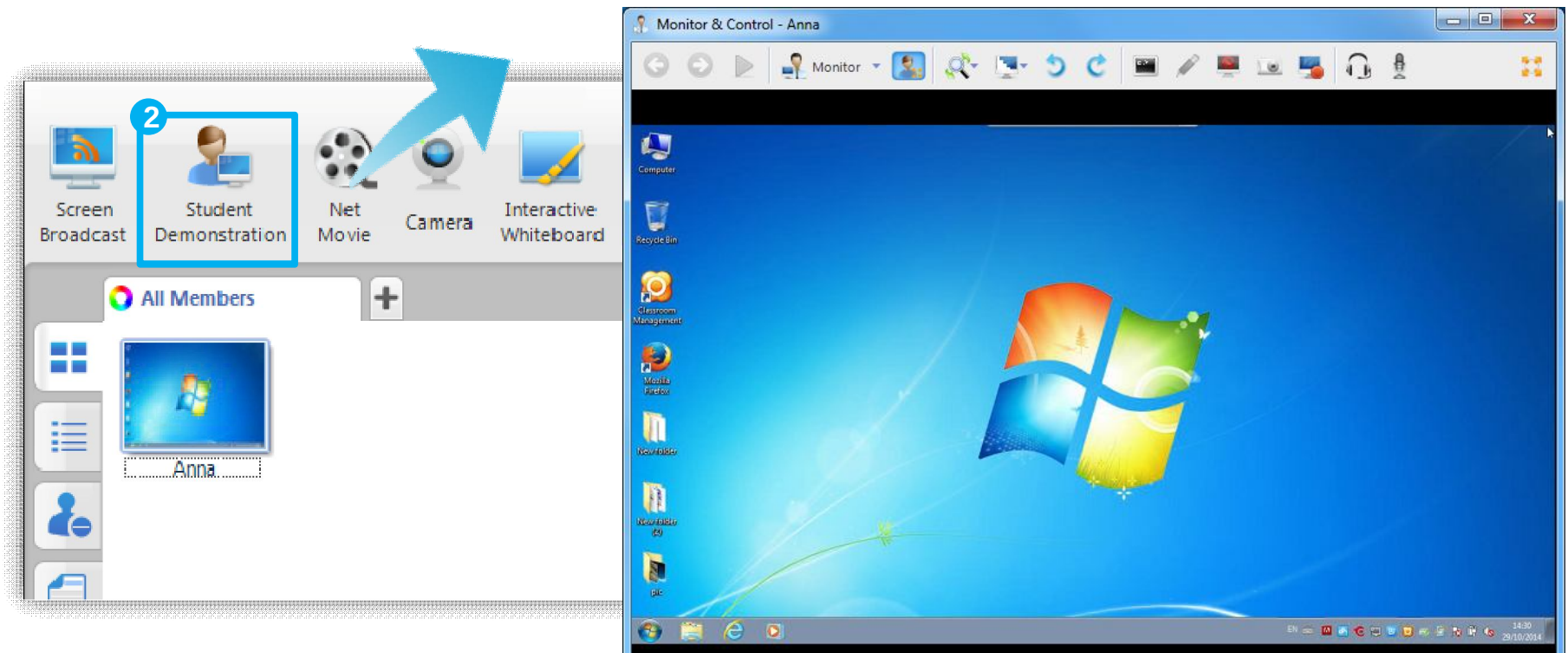
2

Gunakan toolbar untuk pengaturan



- Menggunakan Student Demonstration

- 1 Pilih satu siswa
- 2 Klik **Student Demonstration** dan pilih siswa yang akan mendengarkan demonstrasi
- 3 Klik **Student Demonstration** lagi untuk berhenti

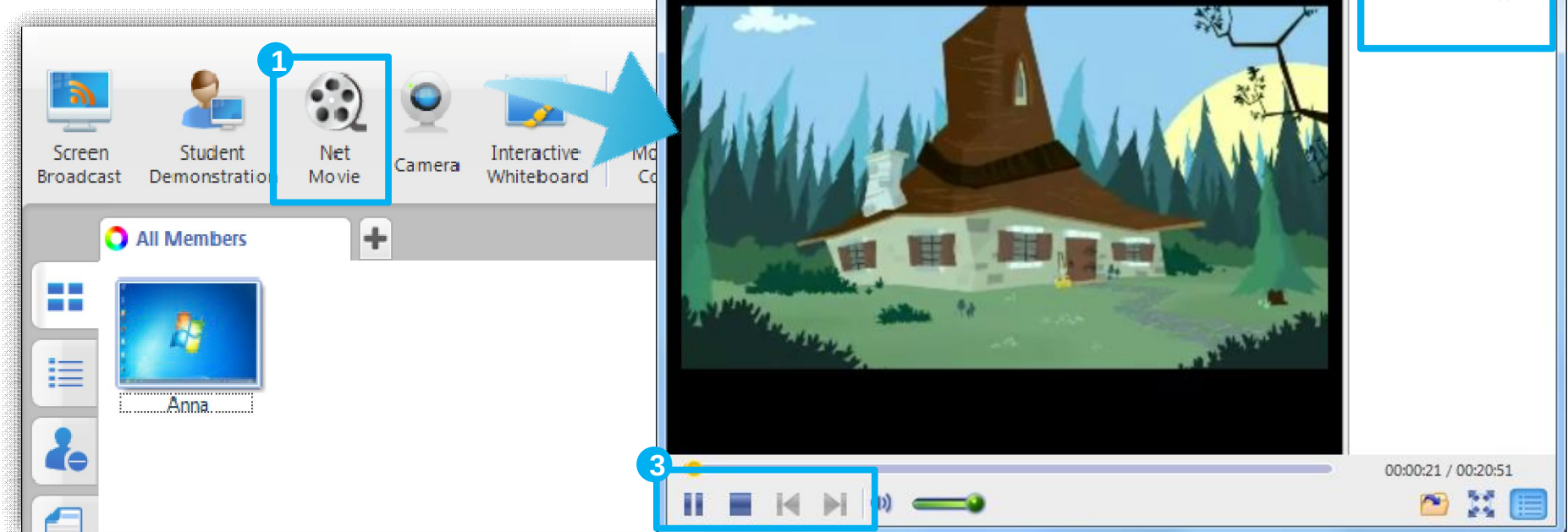


- Menggunakan Net Movie

1 Klik Net Movie

2 Tambahkan atau hapus media dari daftar

3 Gunakan tombol-tombol di bawah untuk mengontrol penayangan

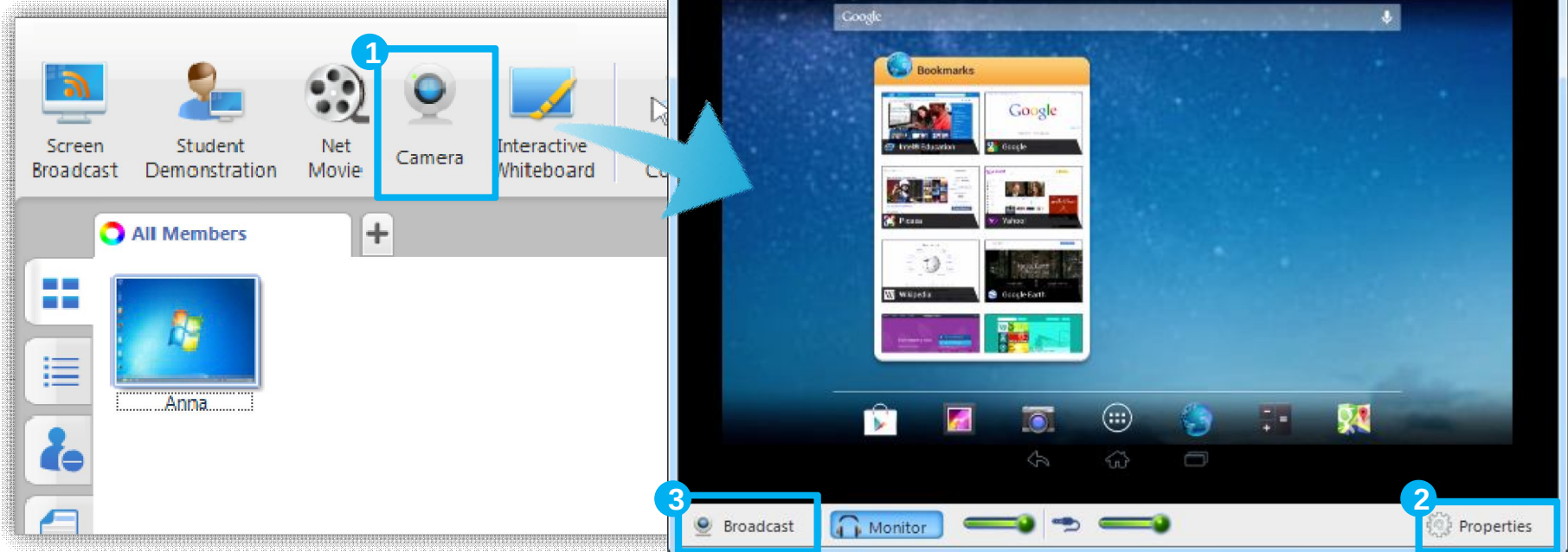


- Menggunakan Camera

1 Klik **Camera**

2 Klik **Properties** untuk memilih audio atau video

3 Klik **Broadcast** untuk menyiarkan gambar dari kamera guru atau dari perangkat lainnya

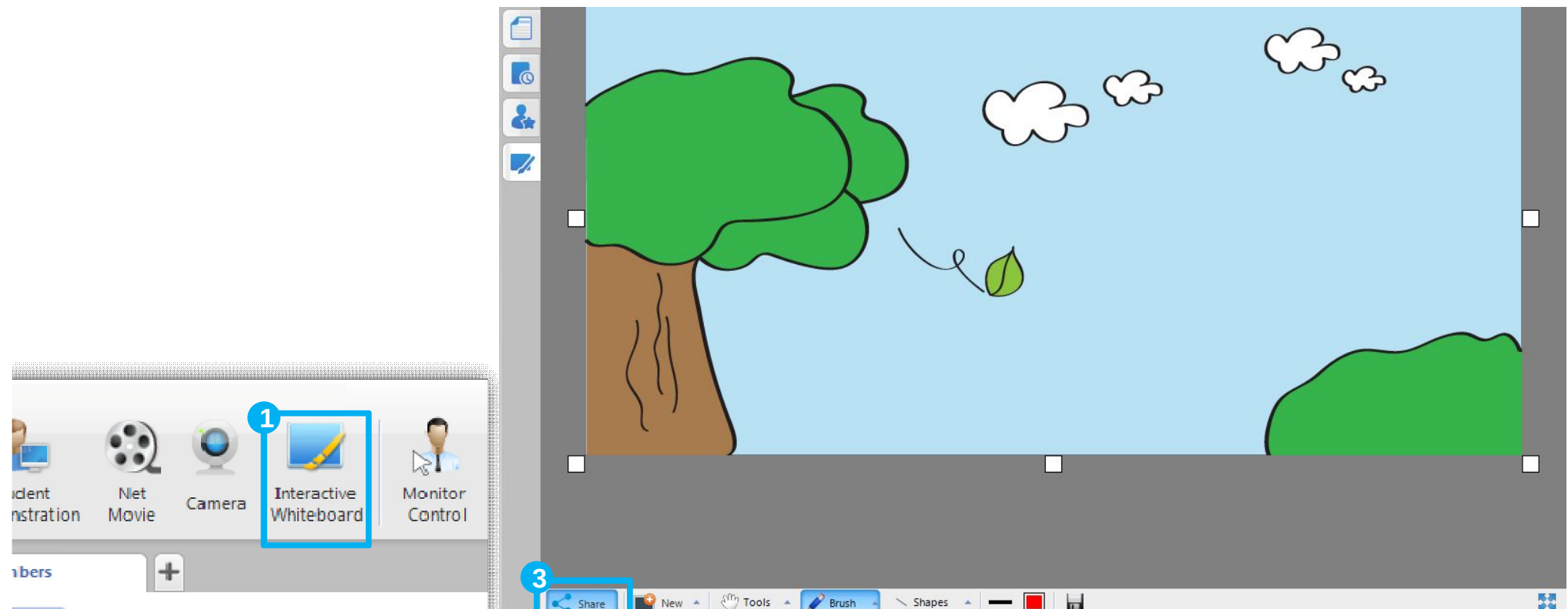


- Menggunakan Interactive Whiteboard

1 Klik **Interactive Whiteboard**

2 Klik **New** untuk membuat papan gambar baru

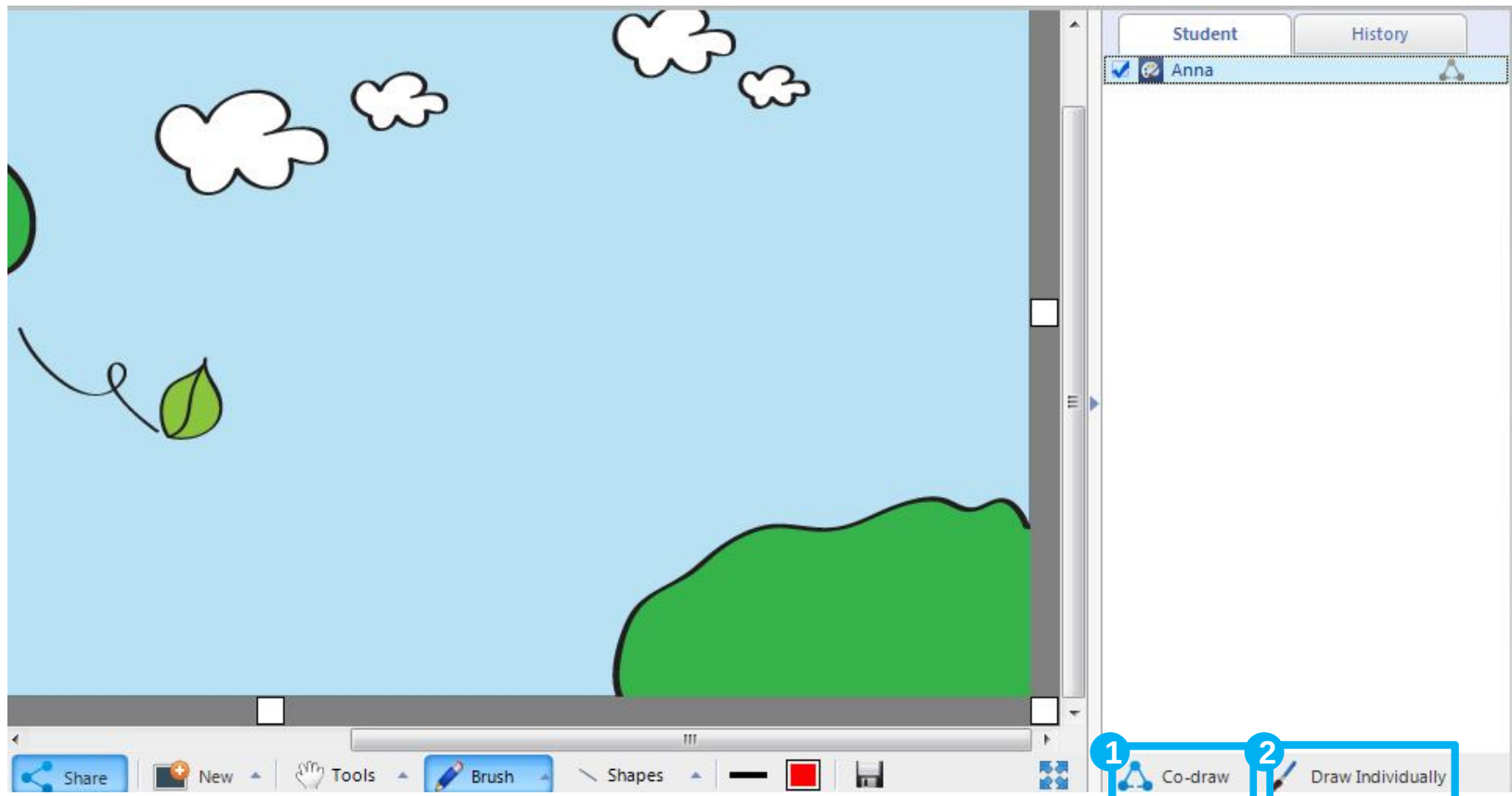
3 Klik **Share** untuk menampilkan gambar guru ke monitor siswa



- **Berinteraksi dengan Siswa**

¹ Klik **Co-draw** untuk mengajak siswa menggambar di papan yang sama dengan guru

² Klik **Draw Individually** untuk meminta siswa menggambar di papan gambarnya sendiri

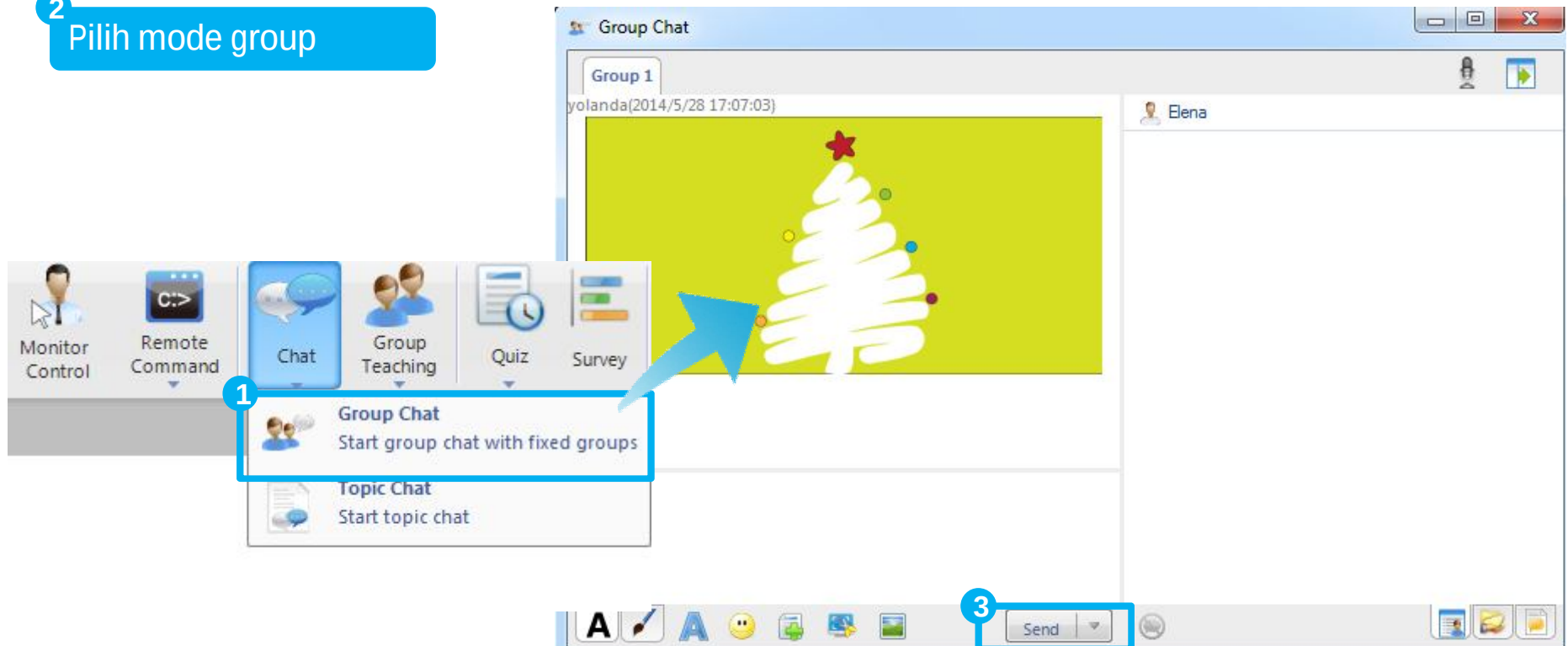


- Menggunakan Group Chat

1 Klik Chat - Group Chat

2 Pilih mode group

3 Edit konten dan klik Send

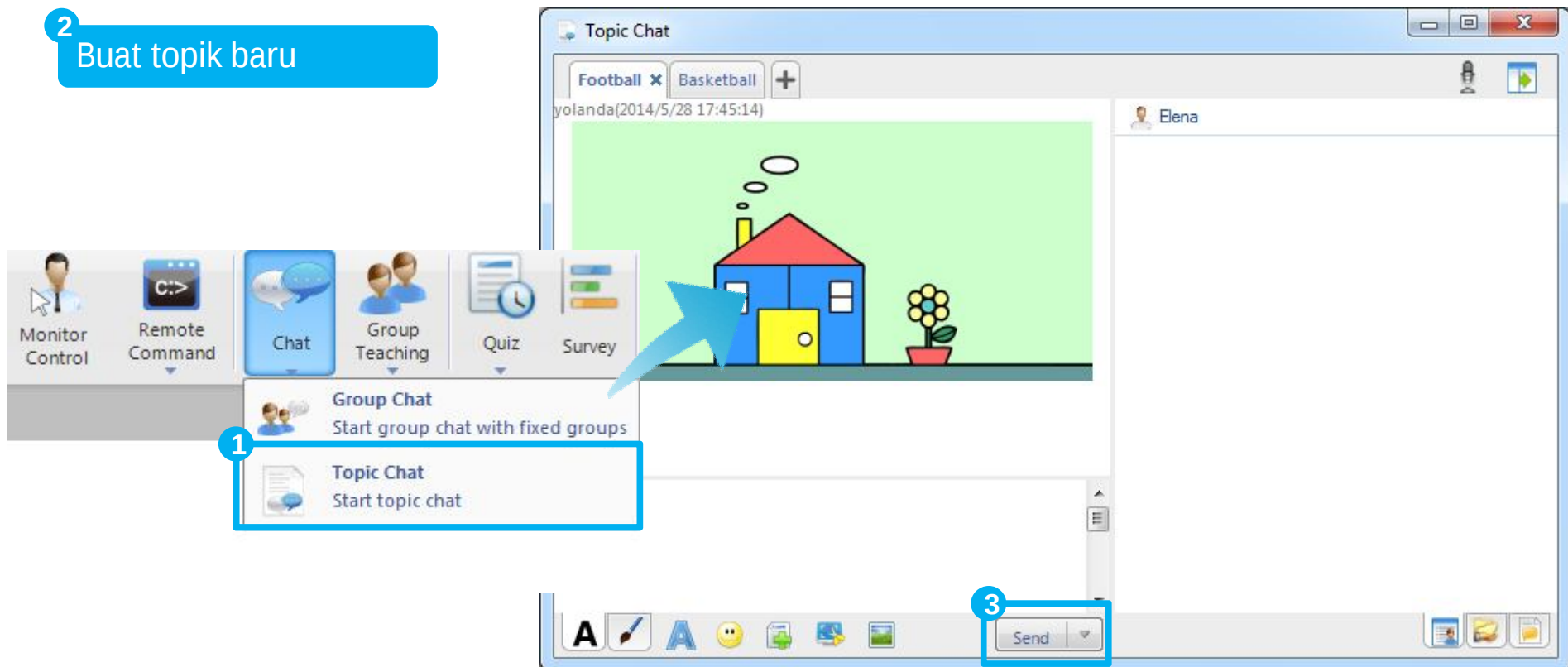


- Menggunakan Topic Chat

1 Klik Chat - Topic Chat

2 Buat topik baru

3 Edit konten dan klik Send

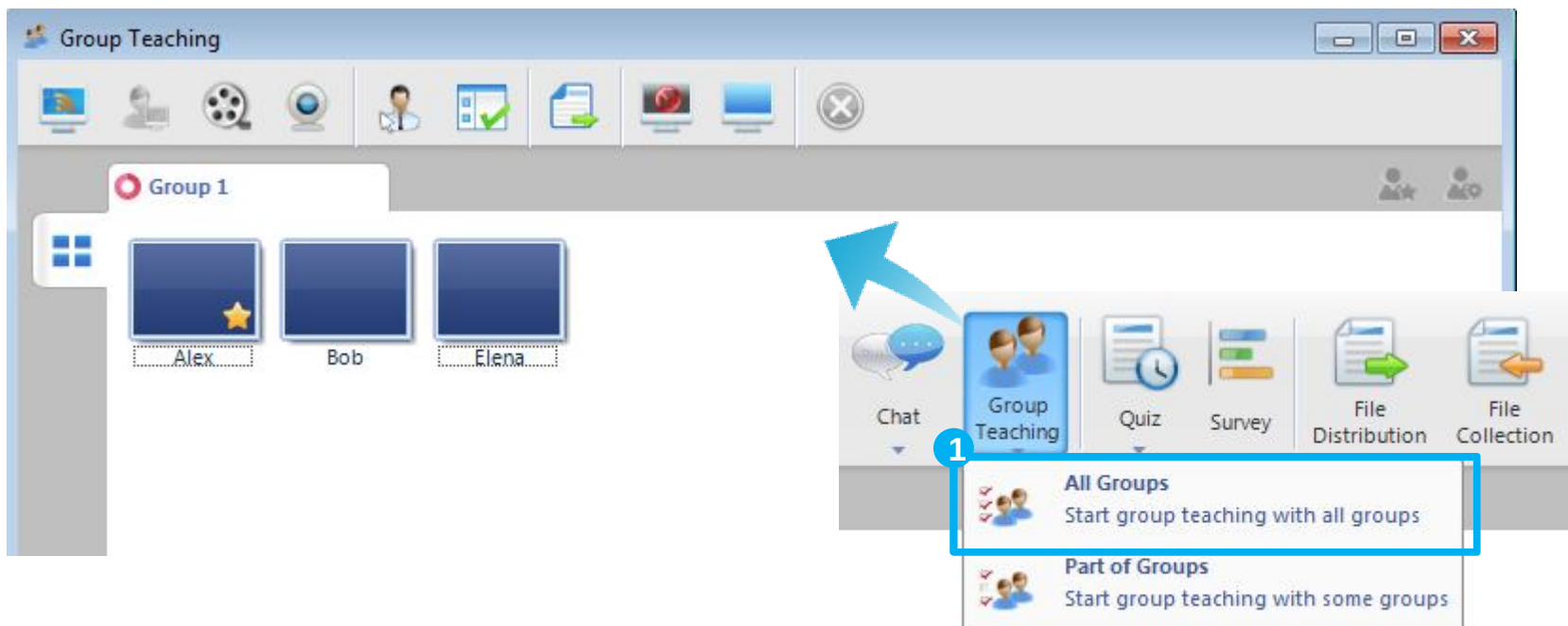


- Menggunakan Group Teaching untuk Semua Grup

1 Klik **Group Teaching – All Groups**

2 Pilih ketua dari masing-masing grup untuk memudahkan manajemen

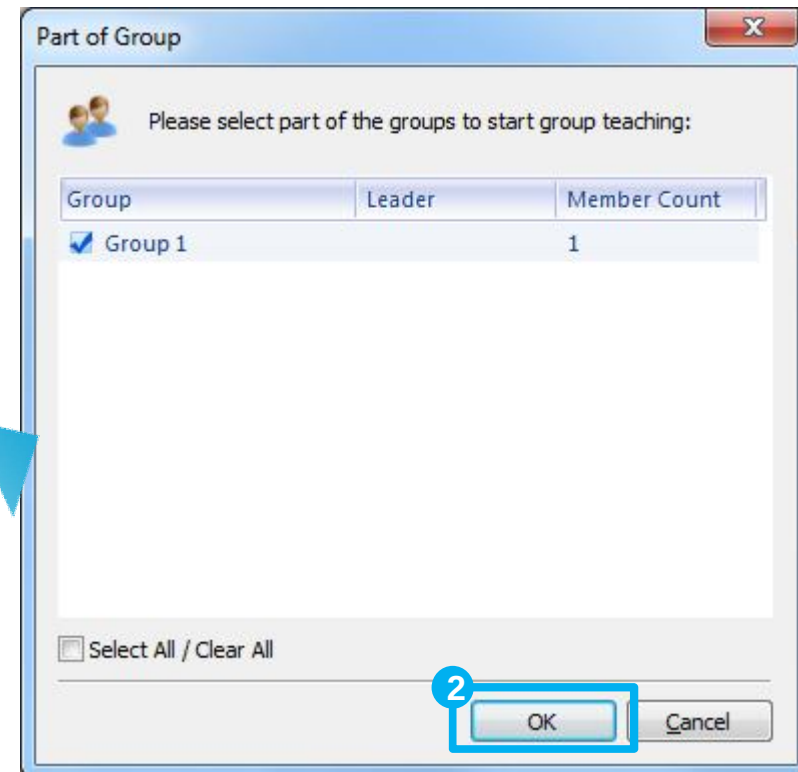
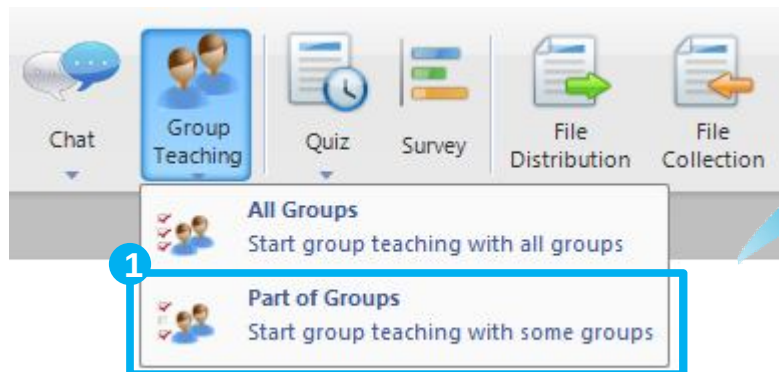
3 Klik **Stop** untuk berhenti



- Menggunakan Group Teaching (untuk sebagian grup)

1 Klik **Group Teaching – Part of Groups**.

2 Pilih grup dan klik **OK**.

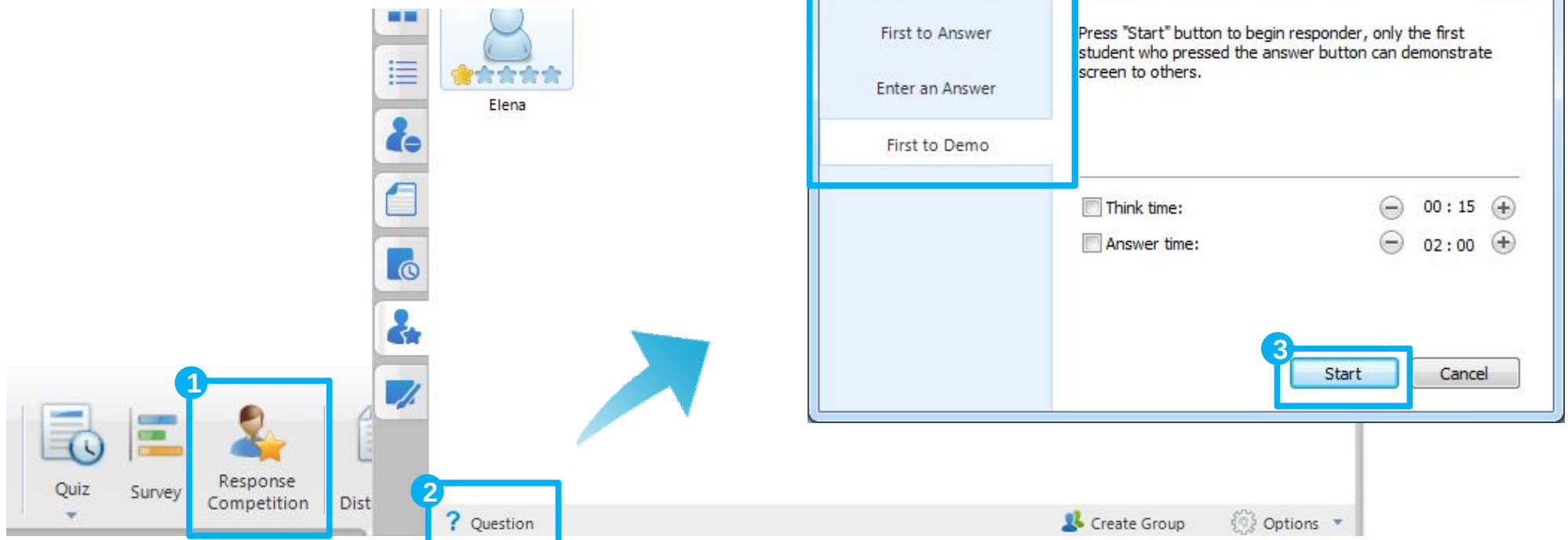


- Menggunakan Response & Competition

1 Klik **Response & Competition**

2 Klik **Question**

3 Pilih tipe pertanyaan, atur waktu untuk menjawab, dan klik **Start**



Response

First to Answer

Enter an Answer

First to Demo

Press "Start" button to begin responder, only the first student who pressed the answer button can demonstrate screen to others.

☐ Think time: 00 : 15

☐ Answer time: 02 : 00

Start Cancel

3**Chapter****Manajemen
yang Efektif**

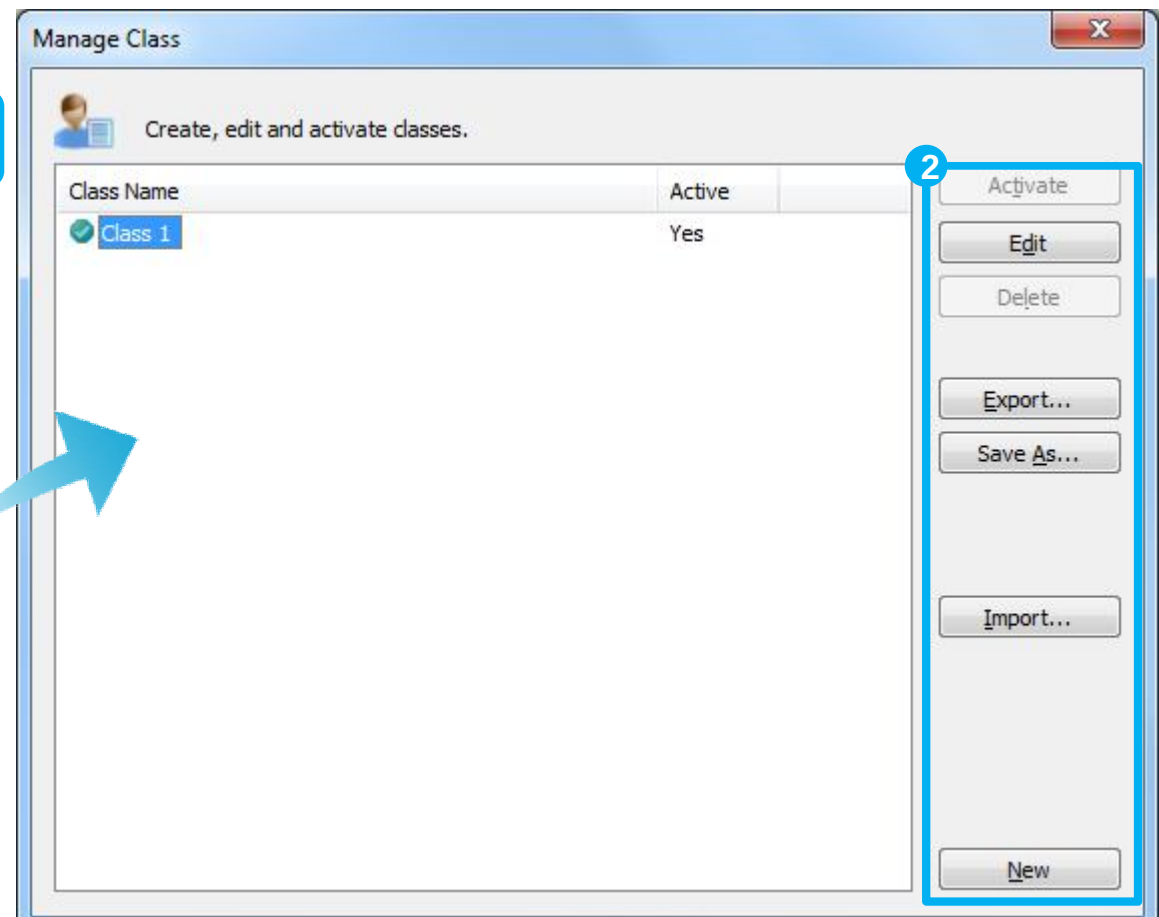
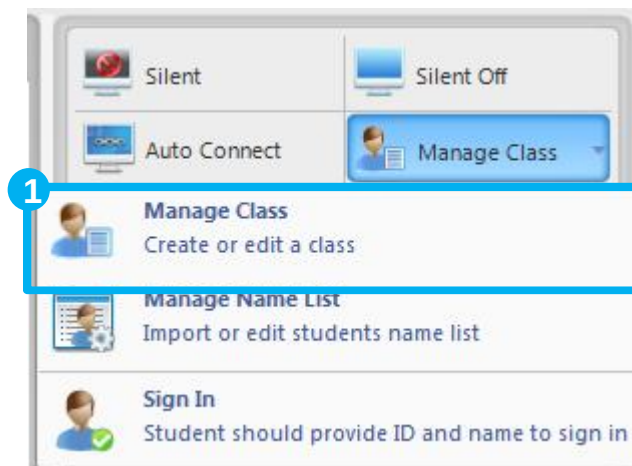
3.1 Manage Class
3.2 Student Sign in
3.3 Monitor & Control
3.4 Remote Command

3.5 File Distribution
3.6 File Collection
3.7 Student Policy
3.8 Silent/ Silent off
3.9 Message

- **Mengatur mode kelas**

1 Klik **Manage Class**

2 Buat, edit dan aktifkan kelas

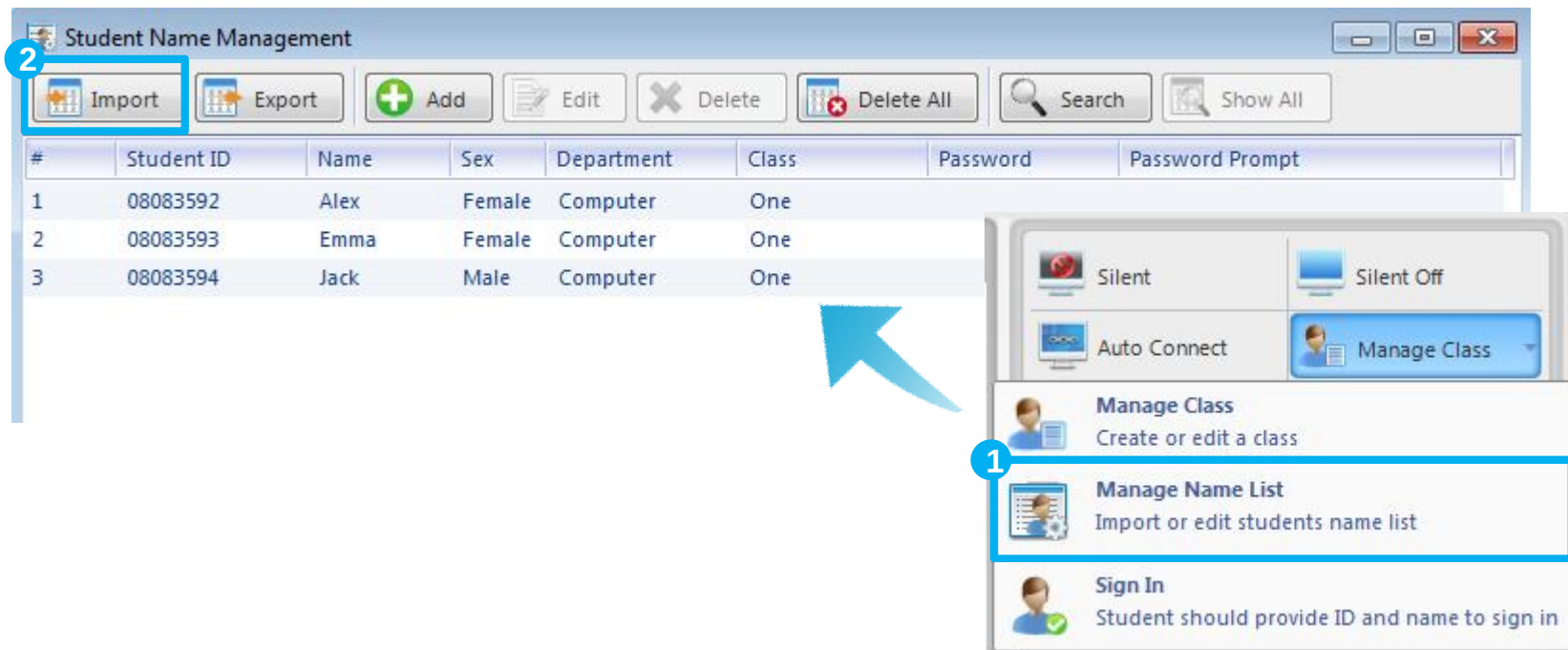


- Mengatur daftar nama siswa

1 Klik **Manage Name list**

3 Edit dan atur daftar nama

2 Klik **Import** untuk mengimpor data



Student Name Management

Import Export Add Edit Delete Delete All Search Show All

#	Student ID	Name	Sex	Department	Class	Password	Password Prompt
1	08083592	Alex	Female	Computer	One		
2	08083593	Emma	Female	Computer	One		
3	08083594	Jack	Male	Computer	One		

Silent Silent Off

Auto Connect Manage Class

Manage Class
Create or edit a class

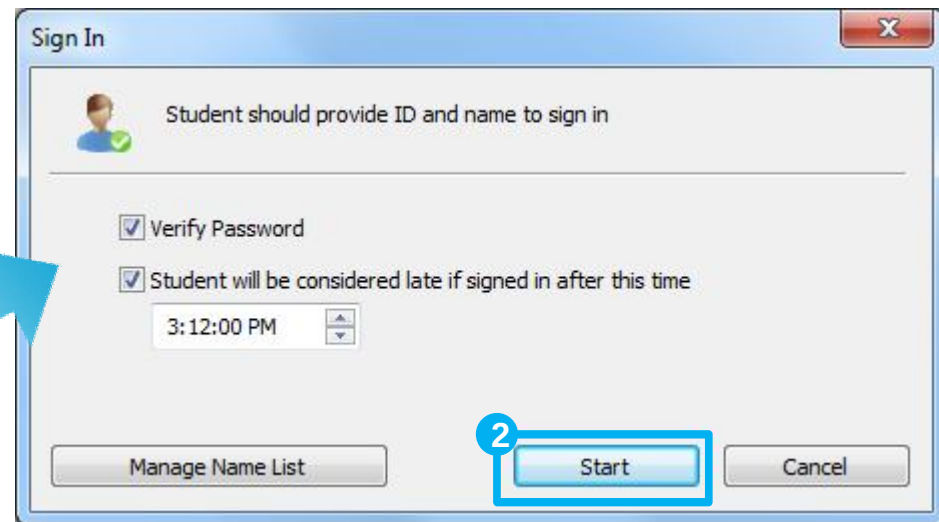
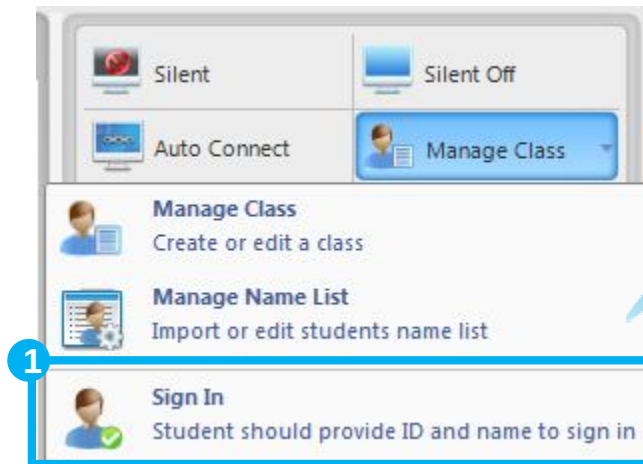
1 Manage Name List
Import or edit students name list

Sign In
Student should provide ID and name to sign in

- Menggunakan Student Sign in

1 Klik **Sign in**

2 Atur pilihan dan klik **Start**

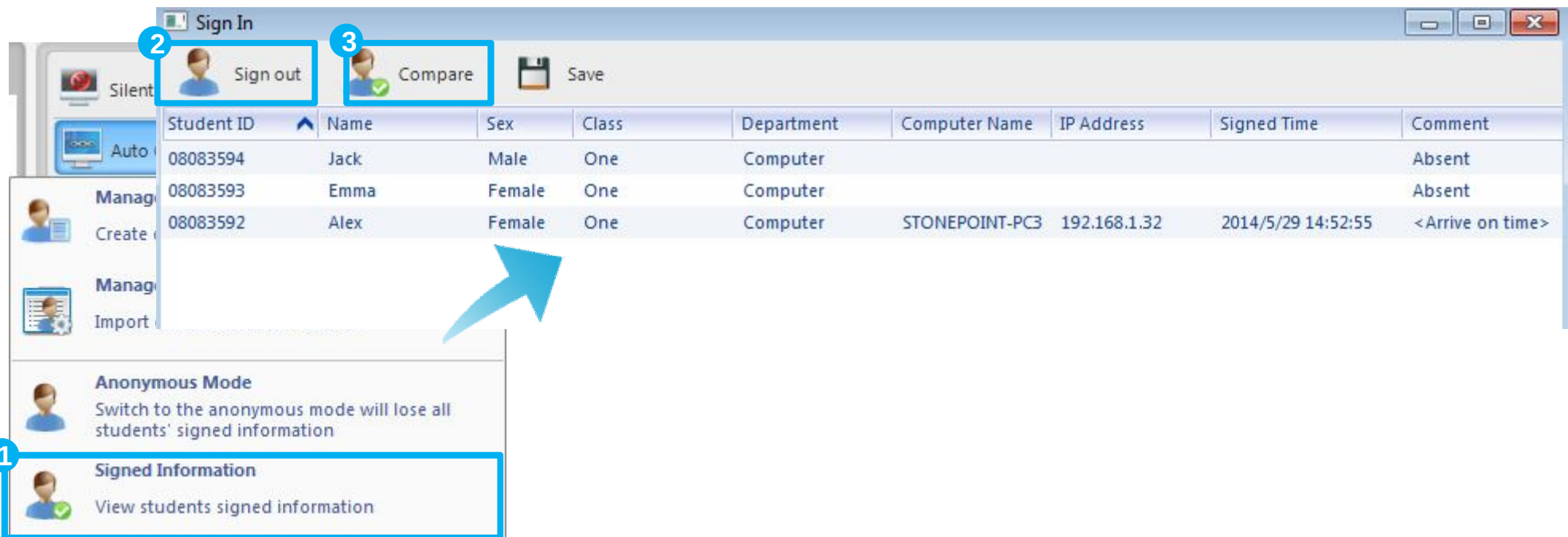


- Mengecek Informasi Sign In

1 Klik **Signed Information**

2 Klik **Sign Out** untuk kembali ke mode anonim

3 Klik **Compare** untuk mengecek siswa yang masuk dengan daftar nama siswa



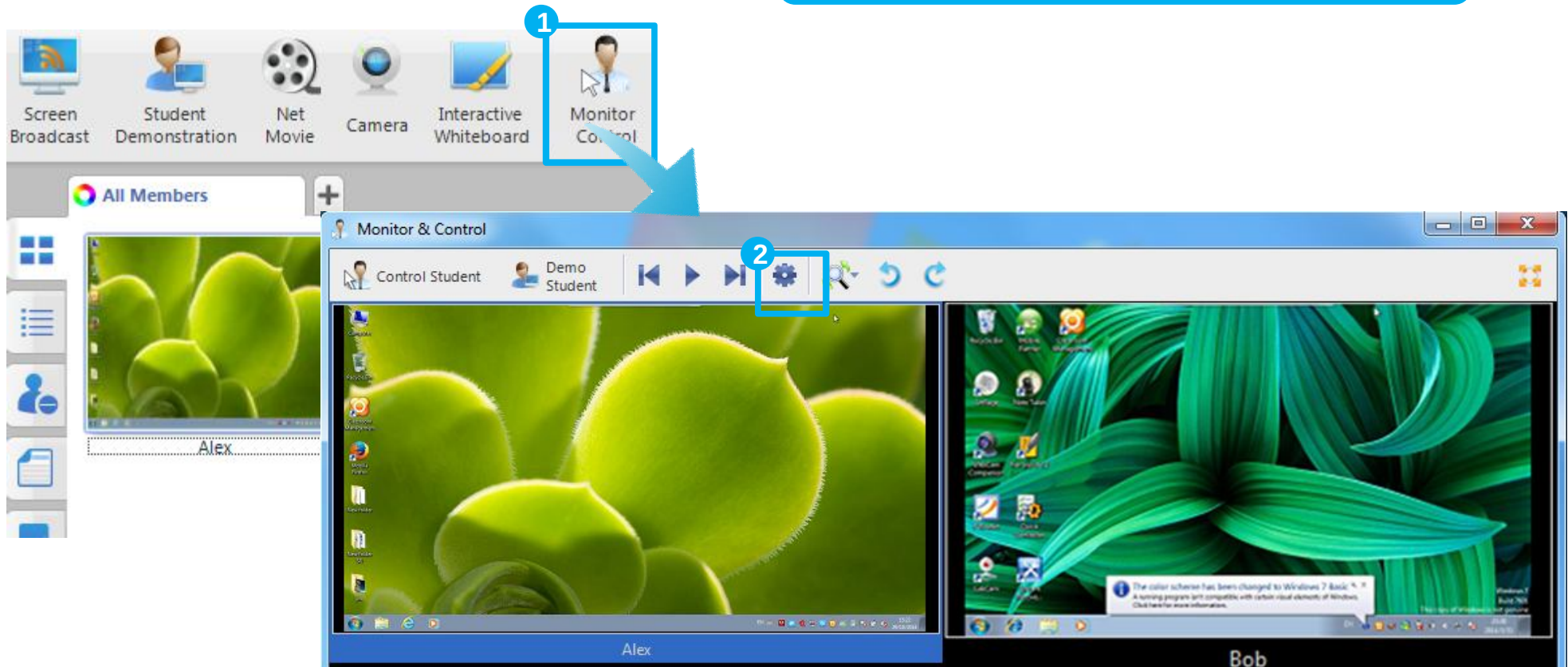
The screenshot shows the 'Sign In' application window. On the left sidebar, there is a menu with options: Silent, Auto, Manage, Create, Manage, and Import. Below these is a section for 'Anonymous Mode' with a warning: 'Switch to the anonymous mode will lose all students' signed information'. At the bottom of the sidebar is the 'Signed Information' option, which is highlighted with a blue box and a callout '1'. In the main area, there is a table with columns: Student ID, Name, Sex, Class, Department, Computer Name, IP Address, Signed Time, and Comment. The table contains three rows of student data. Above the table, there are buttons for 'Sign out' (callout '2'), 'Compare' (callout '3'), and 'Save'. A large blue arrow points from the 'Signed Information' menu item to the 'Compare' button.

Student ID	Name	Sex	Class	Department	Computer Name	IP Address	Signed Time	Comment
08083594	Jack	Male	One	Computer				Absent
08083593	Emma	Female	One	Computer				Absent
08083592	Alex	Female	One	Computer	STONEPOINT-PC3	192.168.1.32	2014/5/29 14:52:55	<Arrive on time>

- Cara Mengawasi Siswa

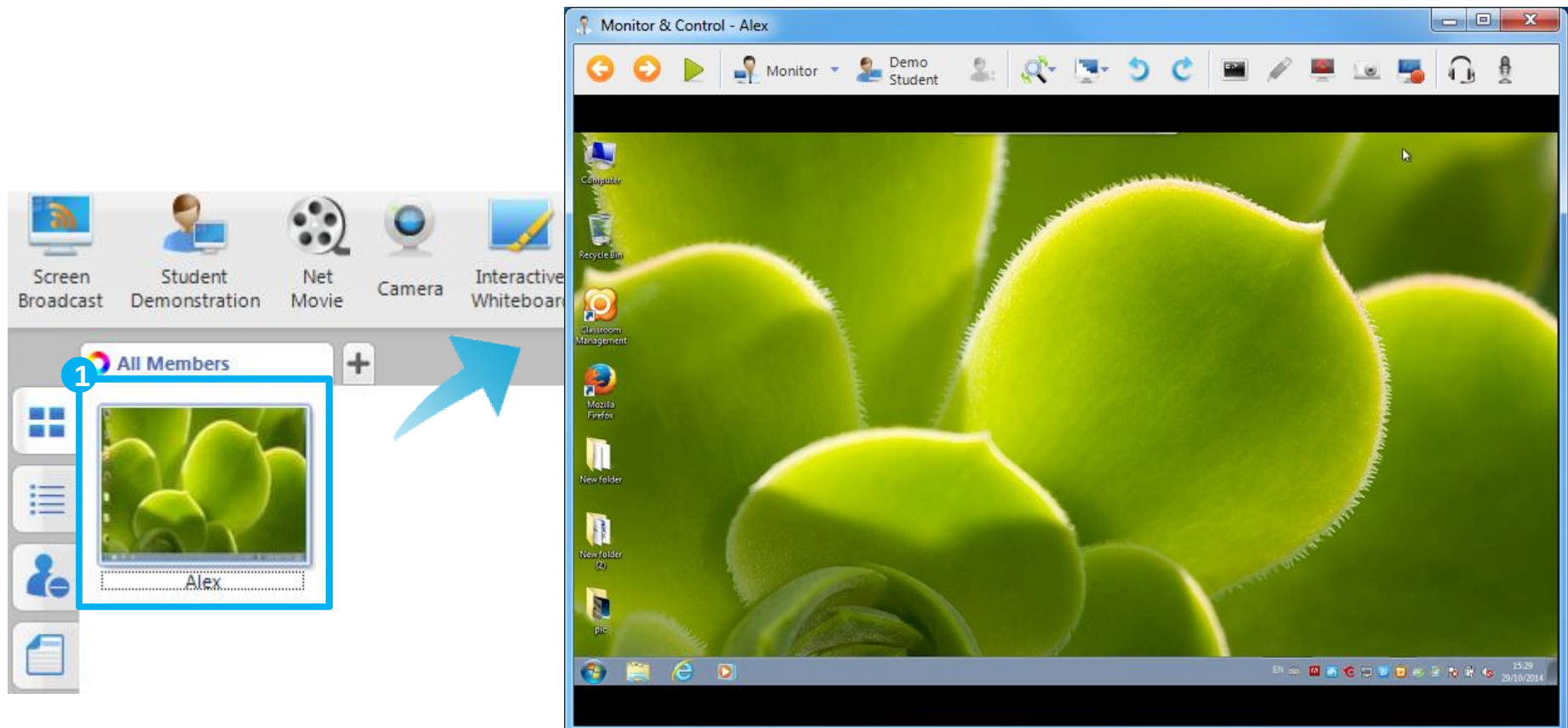
1
Klik **Monitor & Control**

2
Klik tombol (2) untuk mengatur jumlah monitor siswa yang akan muncul



- **How to monitor a single student**

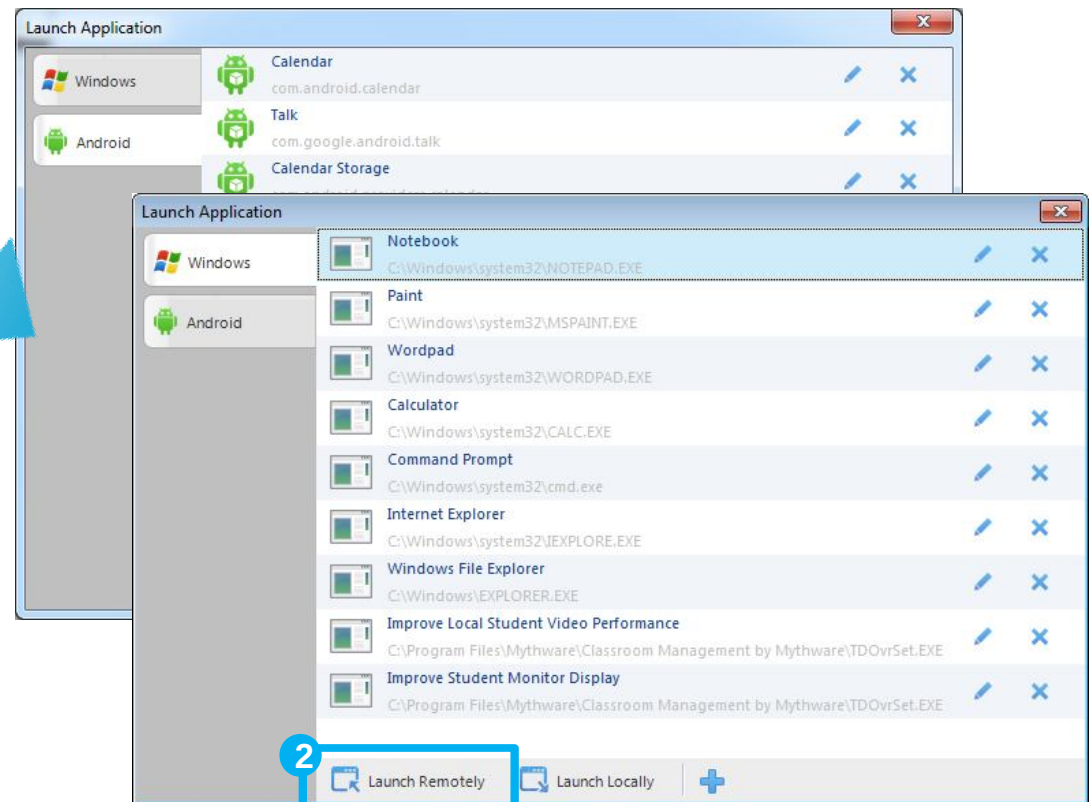
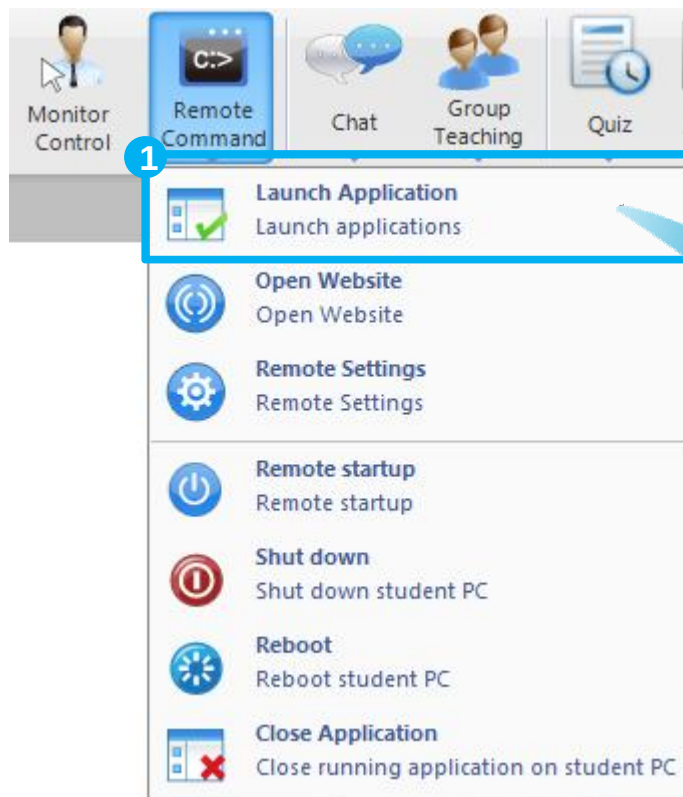
- 1 Klik doble pada thumbnails siswa untuk memonitor satu siswa



- Cara Membuka Aplikasi Siswa dari Komputer Guru

1 Klik Launch Application

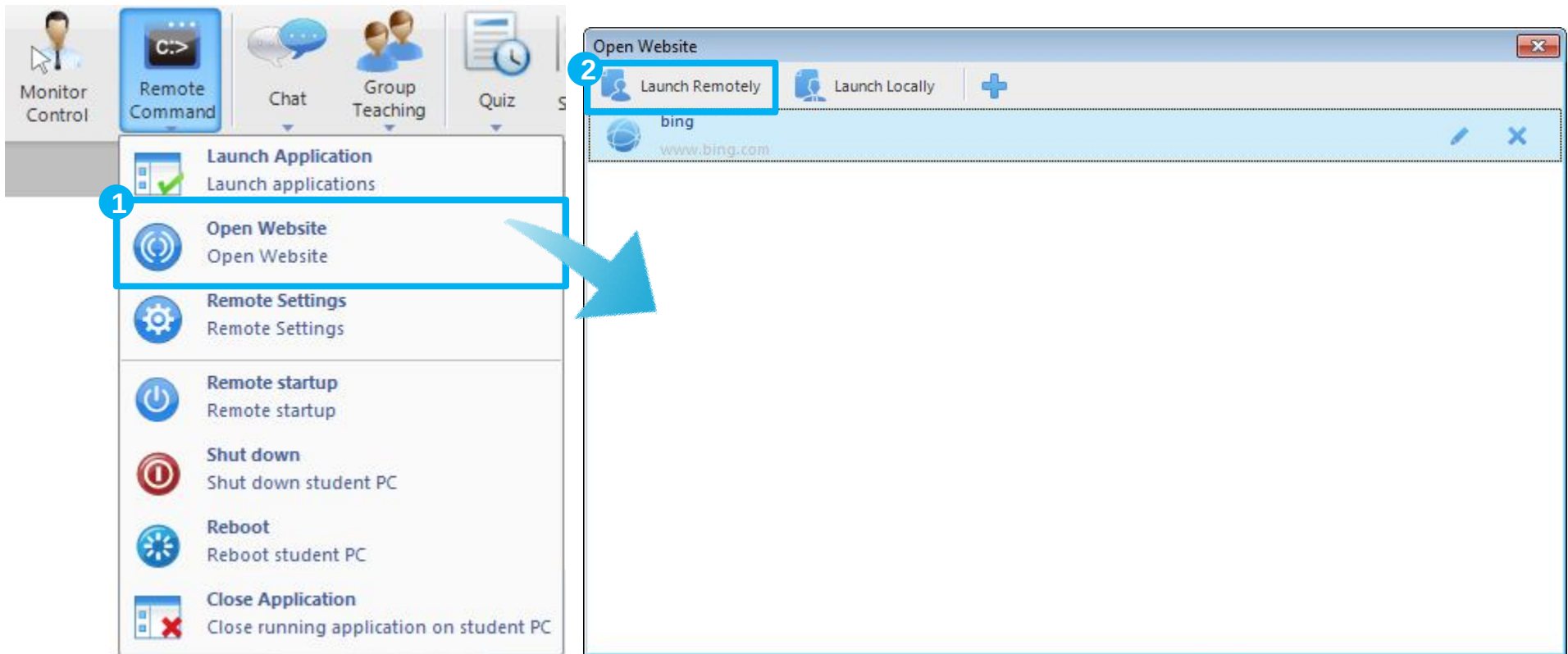
2 Pilih aplikasi dan Launch Remotely



- **Cara Membuka Website Siswa dari Komputer Guru**

1 Klik **Open website**

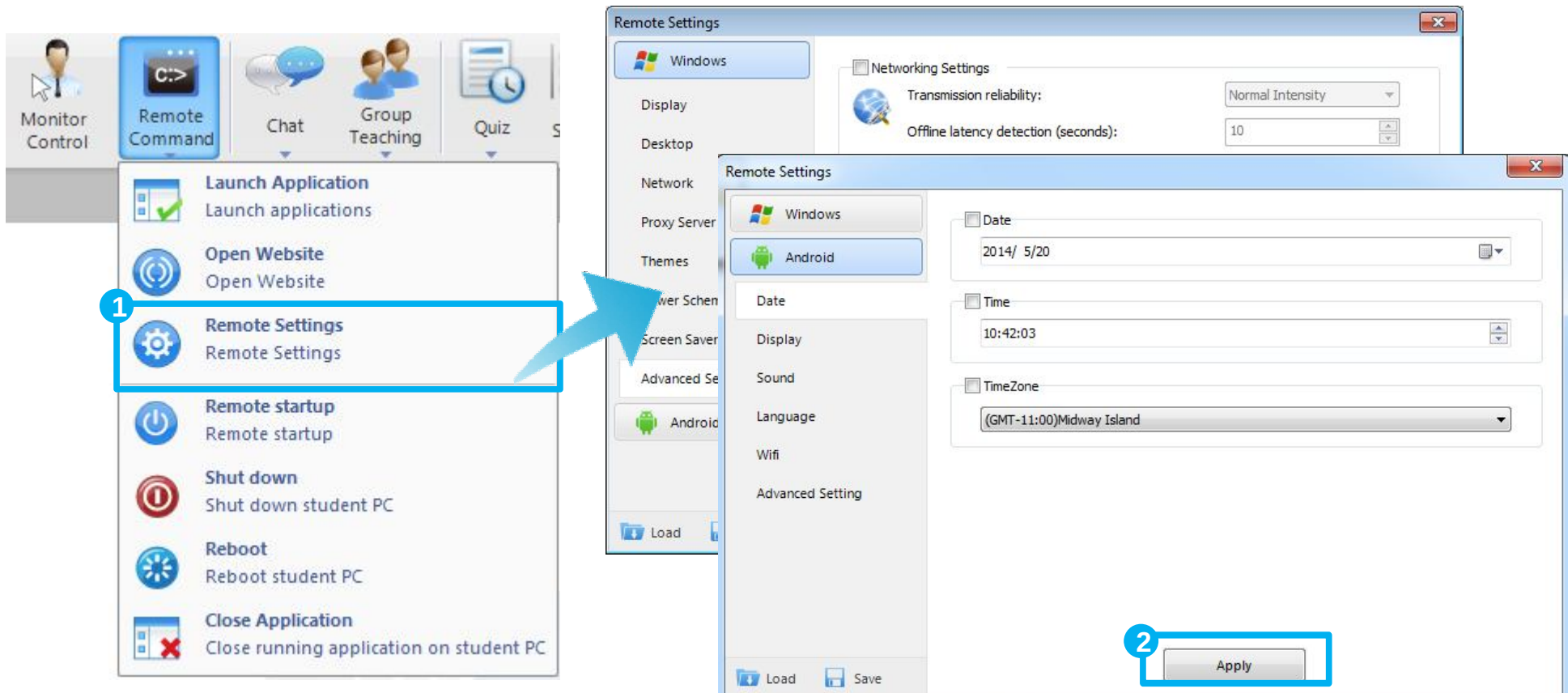
2 Edit alamat website dan klik **Launch Remotely**



- Cara Menggunakan Remote Setting

1 Klik Remote Setting

2 Lakukan pengaturan dan klik Apply

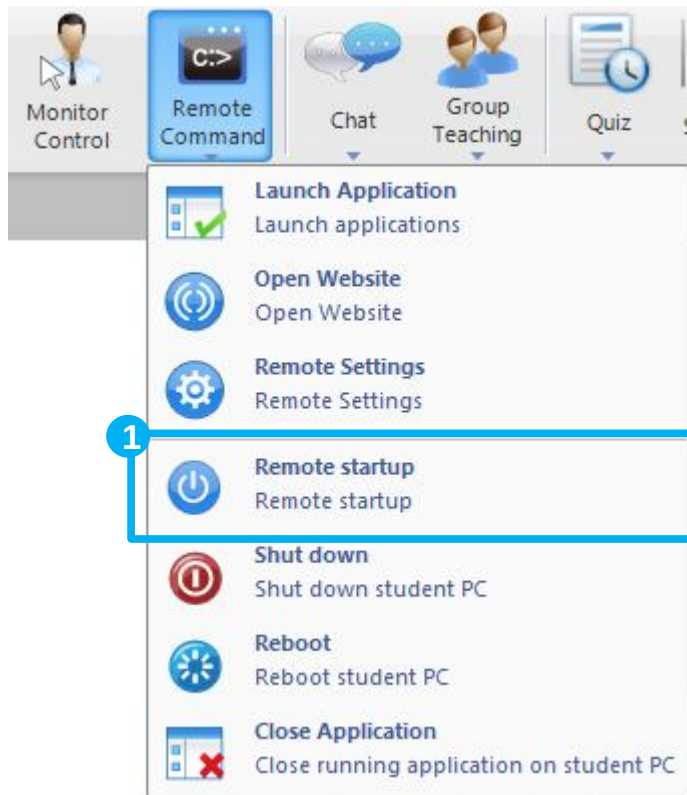


The screenshot illustrates the steps to access and configure remote settings. On the left, a toolbar contains icons for Monitor Control, Remote Command, Chat, Group Teaching, and Quiz. The Remote Command icon is highlighted, and its dropdown menu is open. A blue box and the number '1' highlight the 'Remote Settings' option in the menu. A blue arrow points from this option to the 'Remote Settings' dialog box on the right. The dialog box has two tabs: 'Windows' and 'Android'. The 'Android' tab is selected, showing settings for Date (2014/ 5/20), Time (10:42:03), and TimeZone ((GMT-11:00)Midway Island). A blue box and the number '2' highlight the 'Apply' button at the bottom right of the dialog box.

- **Cara Melakukan Startup Komputer Siswa**

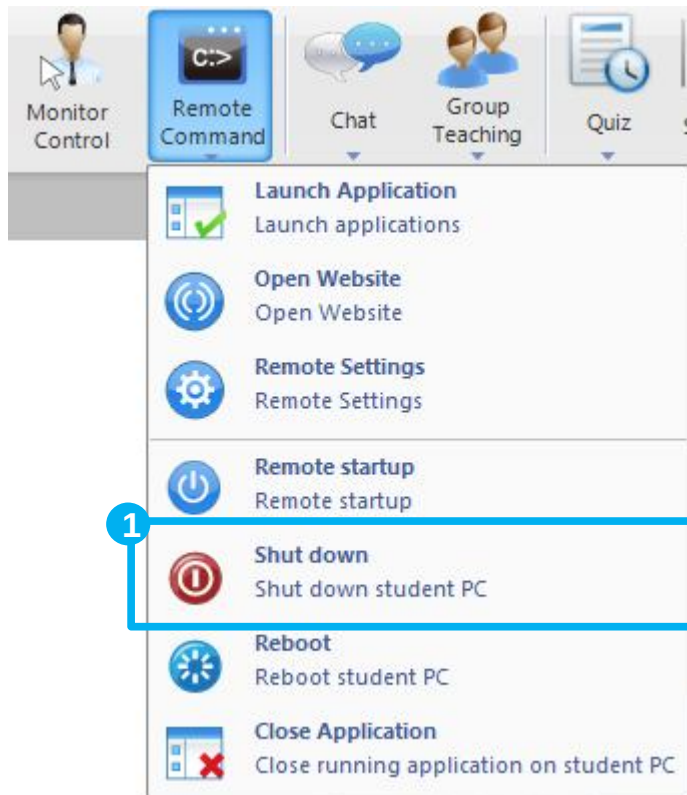
1

Klik Remote startup



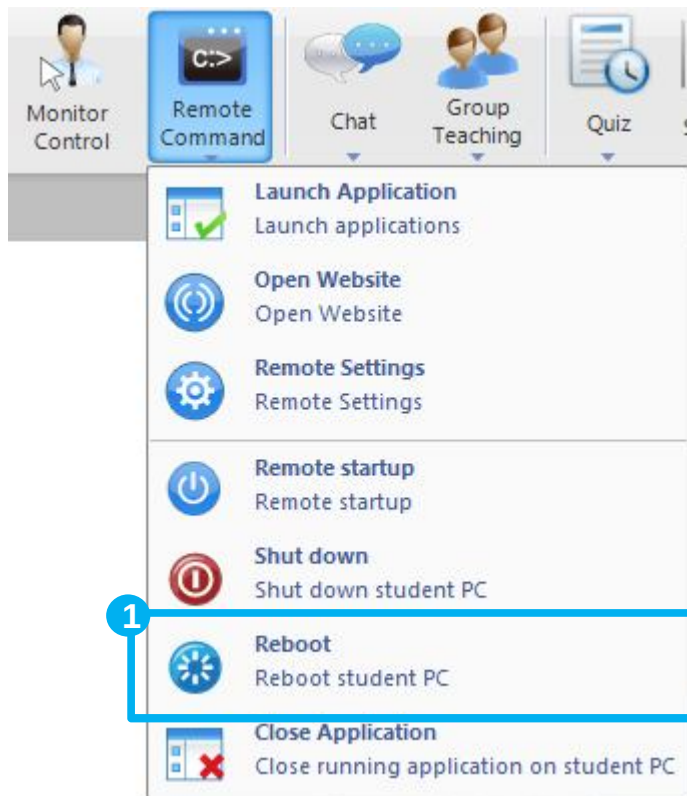
- Cara Mematikan Komputer Siswa Melalui Komputer Guru

1
Klik Shut down



- Cara Me-reboot Komputer Siswa Melalui Komputer Guru

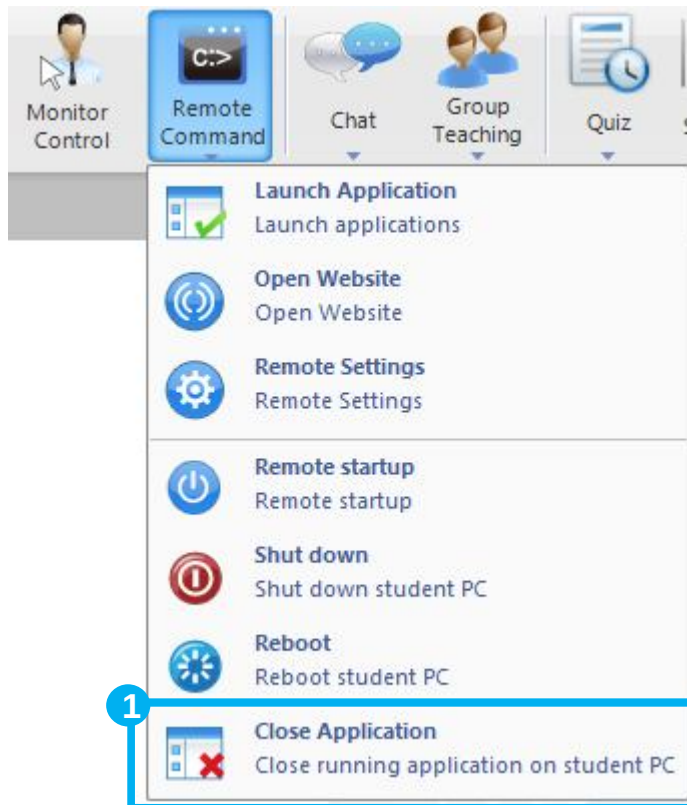
1
Klik Reboot



- **Cara Menutup Aplikasi Siswa dari Komputer Guru**

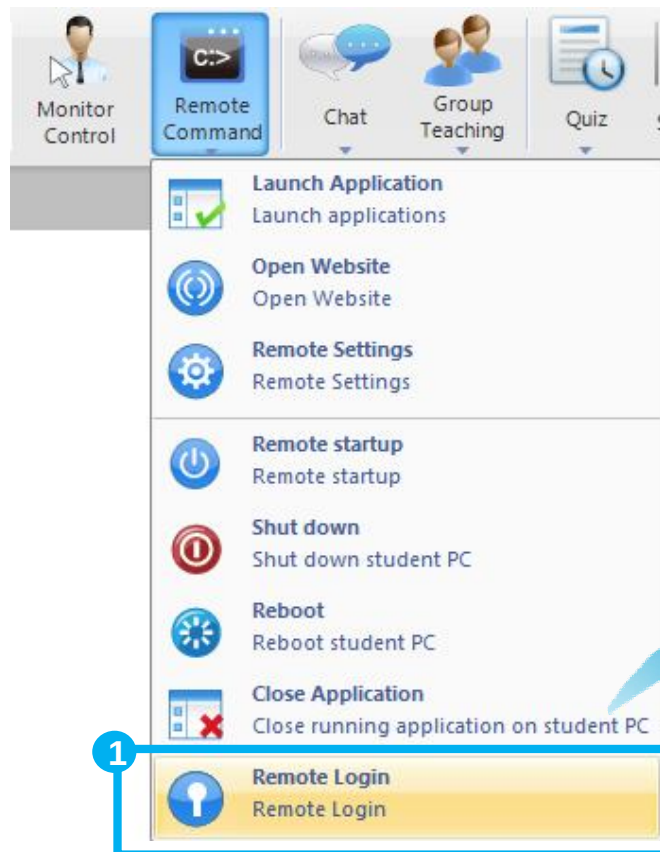
1

Klik Close Application



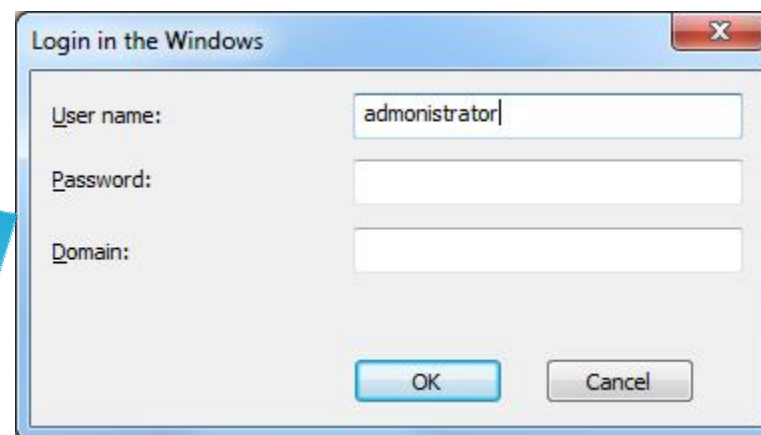
- **Cara Membantu Siswa Log in Melalui Komputer Guru**

❖ Fungsi ini hanya bisa digunakan jika guru memilih mode Auto Login



1
Klik Remote Login

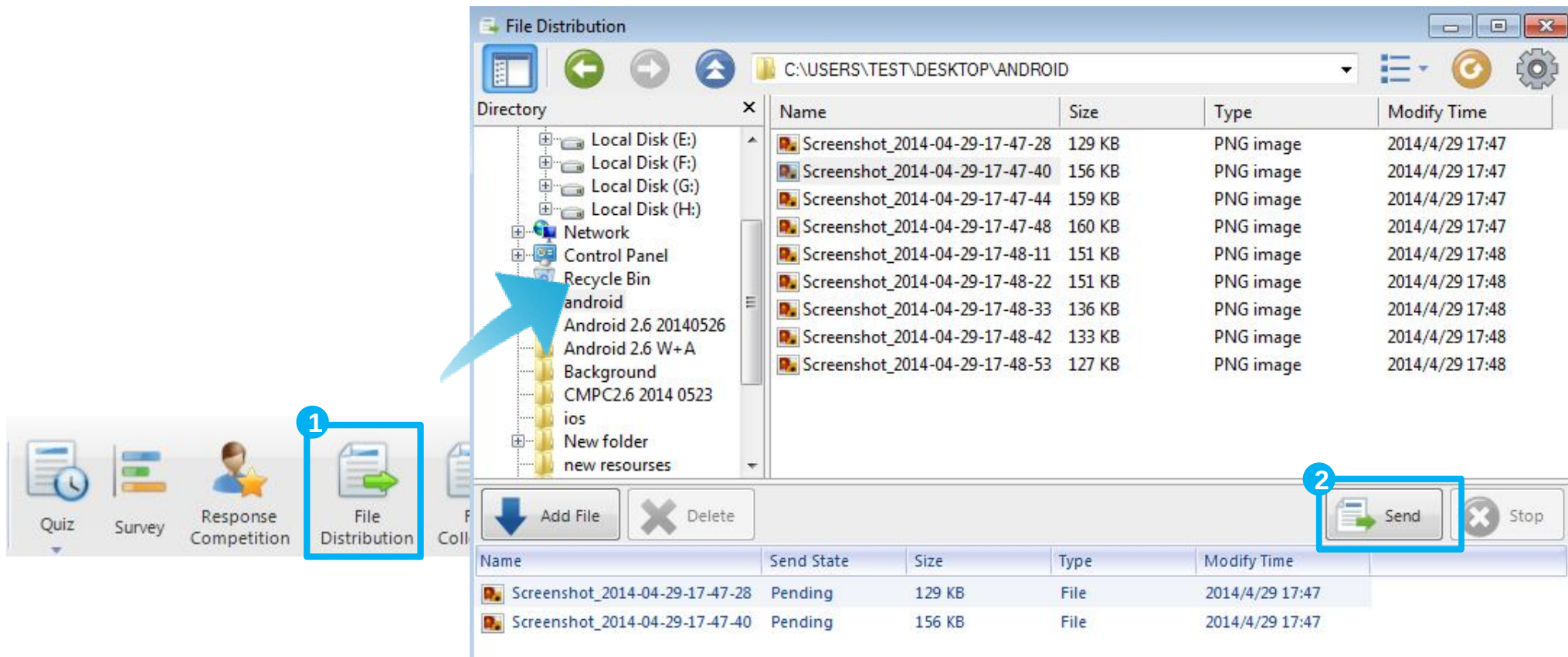
2
Masukkan user name dan password, klik OK



- Cara Membagikan File pada Siswa

1 Klik File Distribution

2 Tambahkan file dan klik Send



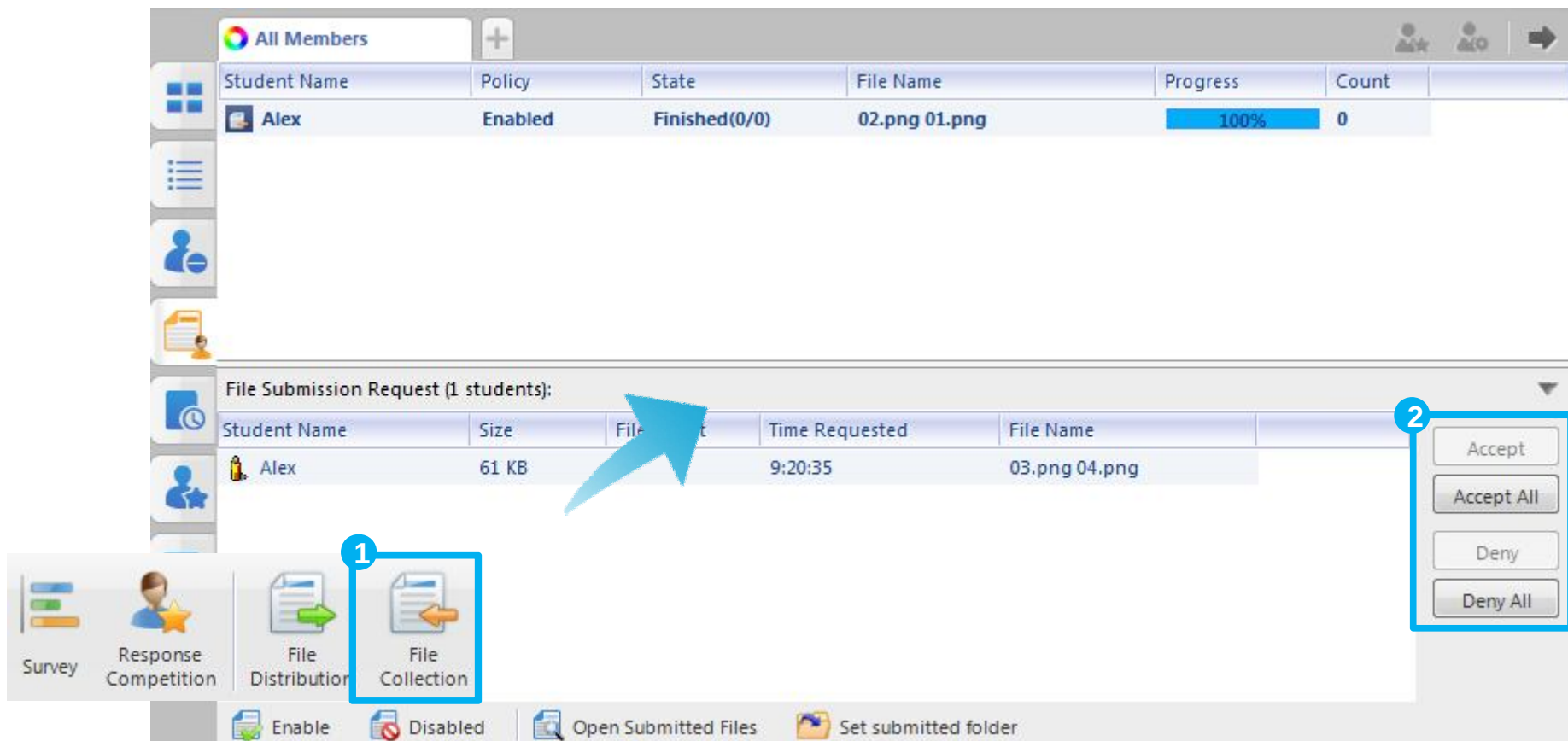
The screenshot shows the File Distribution application window. On the left, a sidebar contains icons for Quiz, Survey, Response Competition, and File Distribution (highlighted with a blue box and a '1'). The main window displays a directory tree on the left and a file list on the right. A blue arrow points to the 'android' folder in the directory tree. The file list shows several screenshot files. At the bottom, there are buttons for 'Add File', 'Delete', 'Send' (highlighted with a blue box and a '2'), and 'Stop'. Below these buttons is a table showing the status of the files being distributed.

Name	Send State	Size	Type	Modify Time
Screenshot_2014-04-29-17-47-28	Pending	129 KB	File	2014/4/29 17:47
Screenshot_2014-04-29-17-47-40	Pending	156 KB	File	2014/4/29 17:47

• Cara Mengumpulkan Data dari Siswa

1 Klik File Collection

2 Cek file yang dikirimkan siswa dan pilih operasi yang diperlukan (terima/tolak)



The screenshot shows the MGLab NETLUX ACE File Collection interface. The sidebar on the left contains icons for Survey, Response Competition, File Distribution, and File Collection. The main area displays a table of student submissions. A blue arrow points to the 'File Collection' icon in the sidebar, labeled with a circled '1'. Another blue arrow points to the 'File Submission Request' table, labeled with a circled '2'. The table shows a submission from 'Alex' with a size of 61 KB and a time requested of 9:20:35. To the right of the table, there are buttons for 'Accept', 'Accept All', 'Deny', and 'Deny All', also labeled with a circled '2'.

Student Name	Policy	State	File Name	Progress	Count
Alex	Enabled	Finished(0/0)	02.png 01.png	100%	0

Student Name	Size	File Name	Time Requested	File Name
Alex	61 KB	03.png 04.png	9:20:35	03.png 04.png

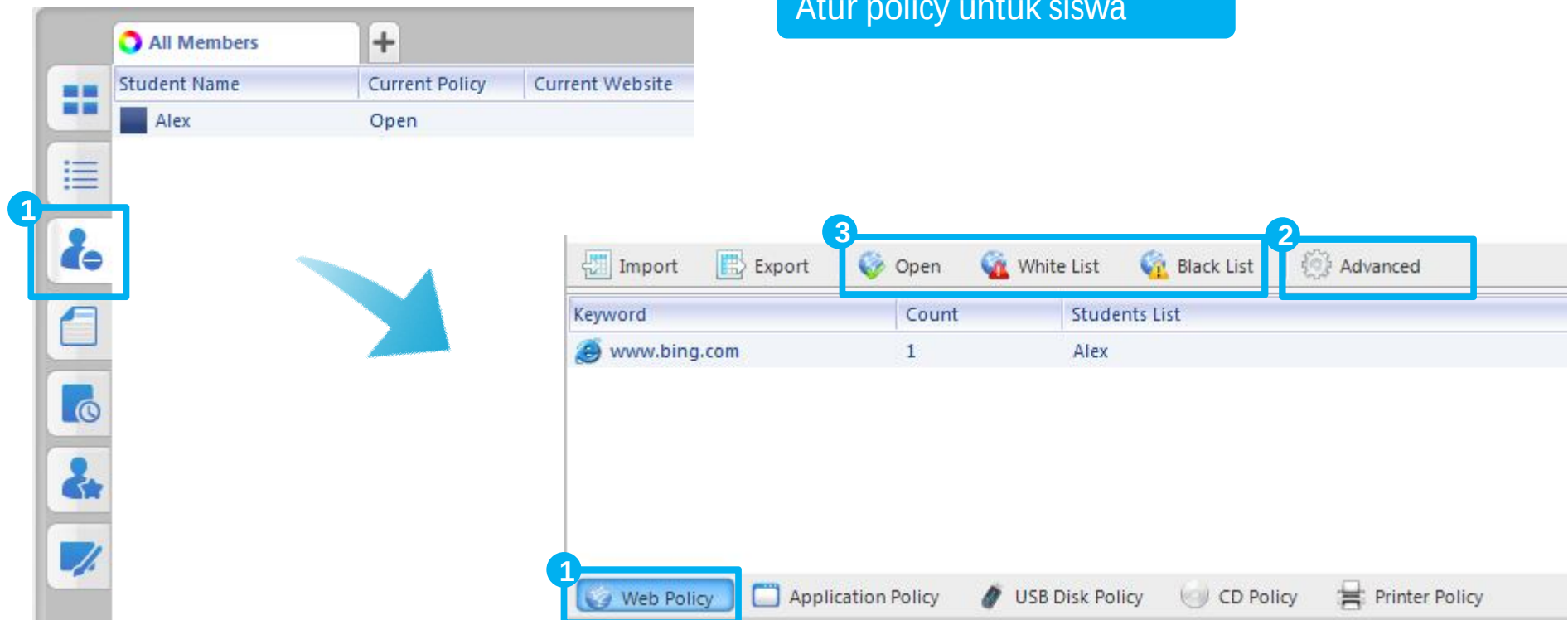
Buttons: Accept, Accept All, Deny, Deny All

- Cara Mengatur Web Policy

1 Pilih policy view. Klik **Web Policy**

2 Klik **Advanced** untuk mengatur white list dan black list

3 Atur policy untuk siswa



The screenshot illustrates the steps to configure Web Policy in the MGLab NETLUX ACE Student Policy interface. A large blue arrow points from the left sidebar to the main content area.

Left Sidebar: A vertical menu with icons. The icon for a person with a minus sign (labeled 1) is highlighted, representing the 'Web Policy' view.

Main Content Area: A table with columns: Keyword, Count, and Students List. The table contains one row:
Keyword: www.bing.com, Count: 1, Students List: Alex.

Top Bar: A horizontal bar with buttons: Import, Export, Open, White List, Black List, and Advanced (labeled 2). The 'Advanced' button is highlighted with a blue box.

Bottom Bar: A horizontal bar with buttons: Web Policy (labeled 1), Application Policy, USB Disk Policy, CD Policy, and Printer Policy. The 'Web Policy' button is highlighted with a blue box.

Table Data:

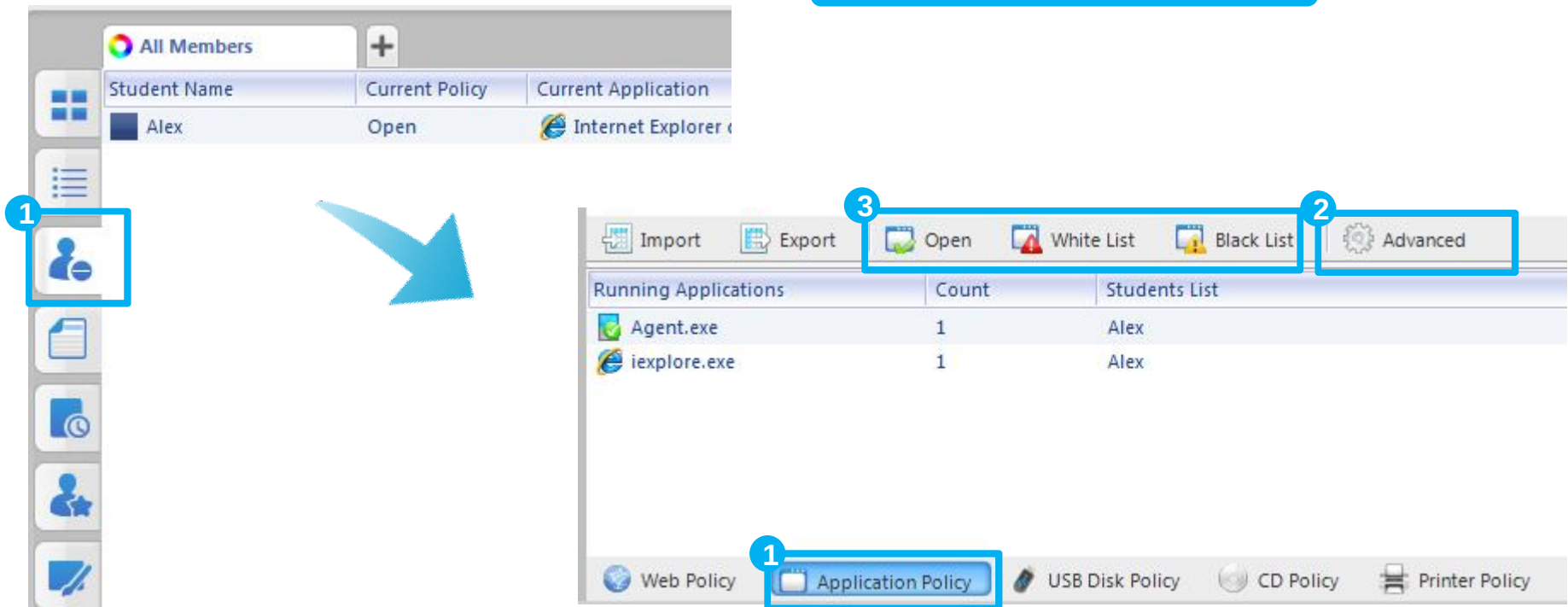
Keyword	Count	Students List
www.bing.com	1	Alex

• Cara Mengatur Application Policy

1 Pilih policy view. Klik **Application Policy**

2 Klik **Advanced** untuk mengatur white list dan black list

3 Pilih policy untuk siswa



The screenshot shows the MGLab NETLUX ACE interface. On the left, a sidebar contains icons for different policy views. The first icon, representing a person, is highlighted with a blue box and labeled with a circled '1'. A large blue arrow points from this icon to the main window. The main window displays a table with columns: Student Name, Current Policy, and Current Application. The table shows a student named Alex with the 'Open' policy and 'Internet Explorer' application. Below the table, there are buttons for 'Web Policy', 'Application Policy', 'USB Disk Policy', 'CD Policy', and 'Printer Policy'. The 'Application Policy' button is highlighted with a blue box and labeled with a circled '1'. In the top right corner of the main window, there are buttons for 'Open', 'White List', 'Black List', and 'Advanced'. The 'Advanced' button is highlighted with a blue box and labeled with a circled '2'. Below these buttons is a table with columns: Running Applications, Count, and Students List. The table shows two running applications: 'Agent.exe' and 'iexplore.exe', both with a count of 1, and the student 'Alex'. The 'Open' button is highlighted with a blue box and labeled with a circled '3'.

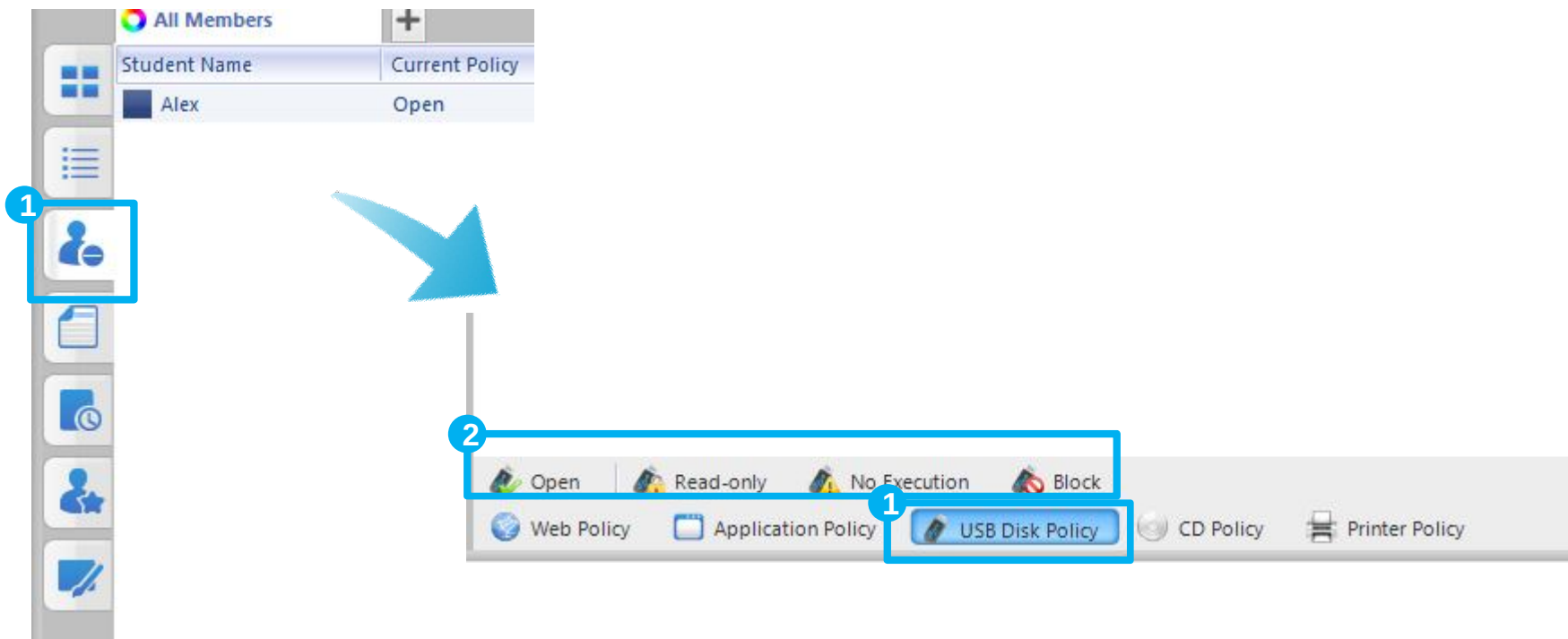
Student Name	Current Policy	Current Application
Alex	Open	Internet Explorer

Running Applications	Count	Students List
Agent.exe	1	Alex
iexplore.exe	1	Alex

- Cara Mengatur USB disk policy

1 Pilih policy view. Klik **USB Disk Policy**

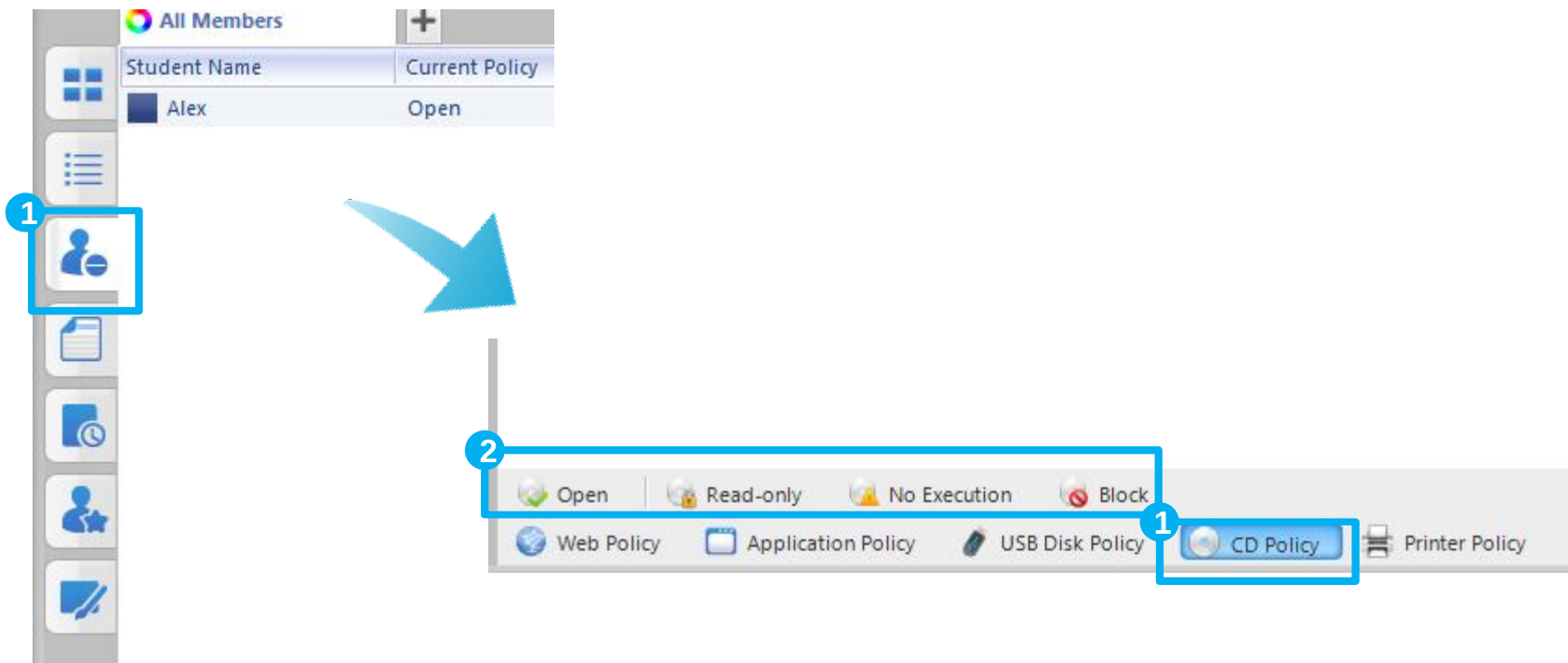
2 Pilih policy untuk siswa



- Cara Mengatur CD policy

1 Pilih policy view. Klik CD Policy

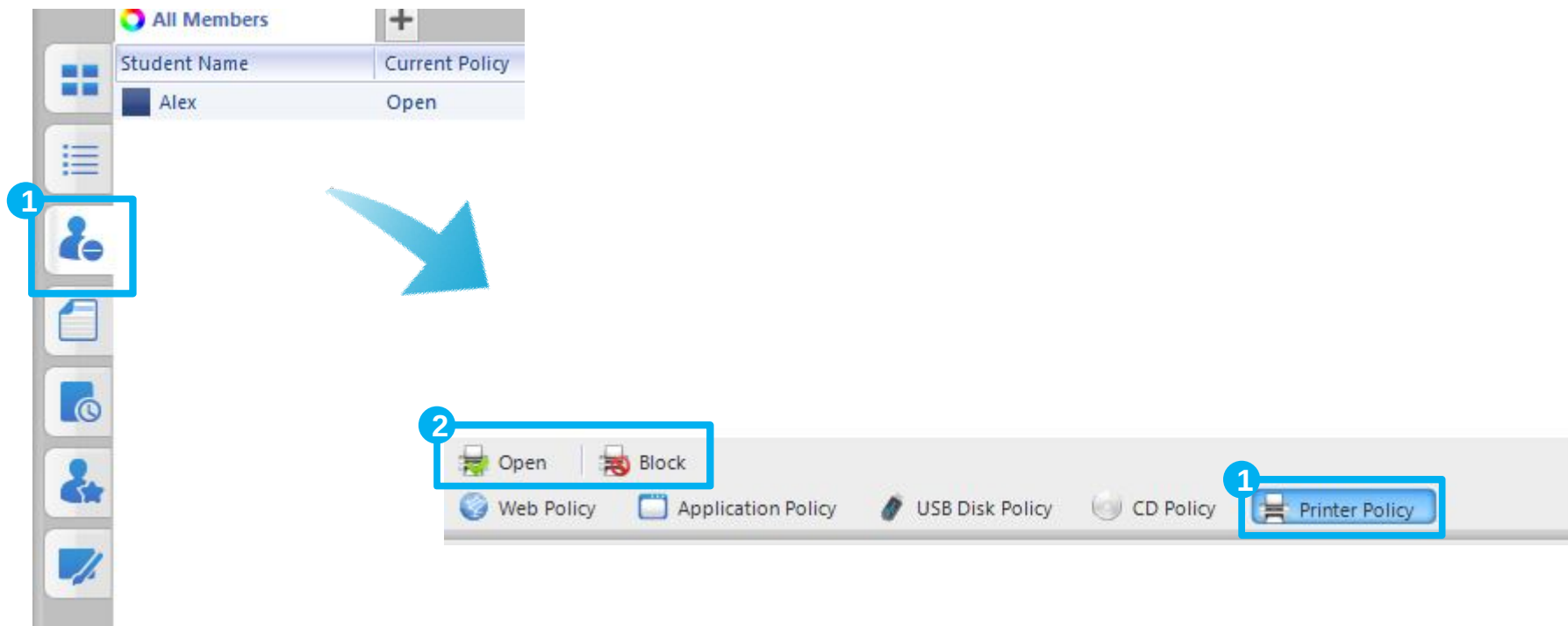
2 Atur policy untuk siswa



- Cara Mengatur printer policy

1 Pilih policy view. Klik **Printer Policy**

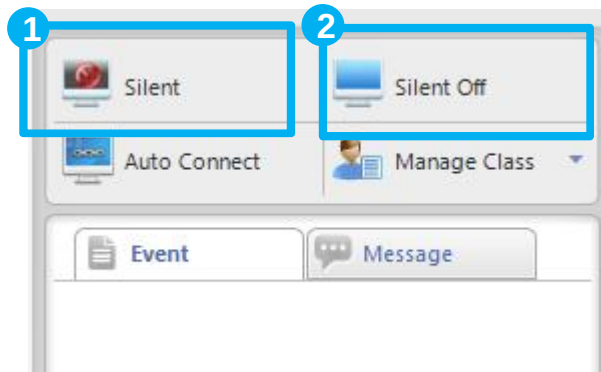
2 Atur policy untuk siswa



- Cara Mendapatkan Perhatian Siswa

1 Klik **Silent** untuk mengosongkan layar siswa

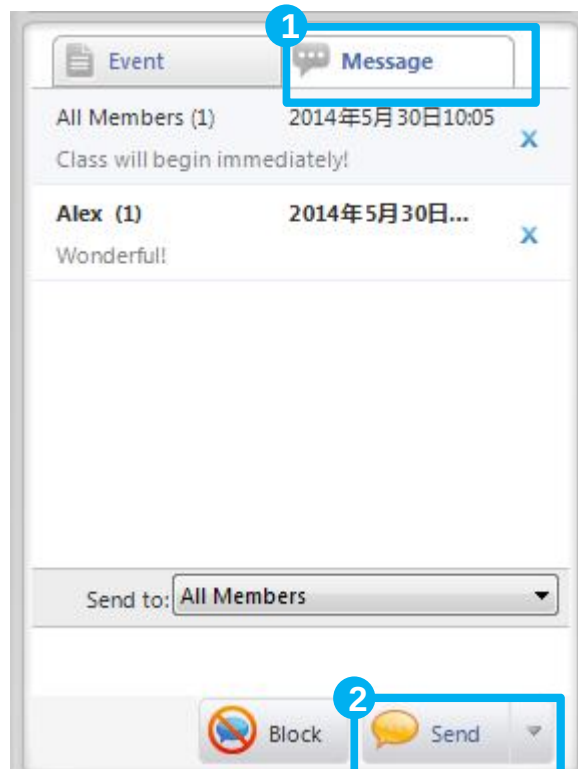
2 Klik **Silent Off** untuk kembali ke layar semula



- Cara Mengirim Pesan pada Siswa

1 Klik **Message**

2 Edit pesan dan klik **Send**



4

Chapter

Evaluasi Pembelajaran

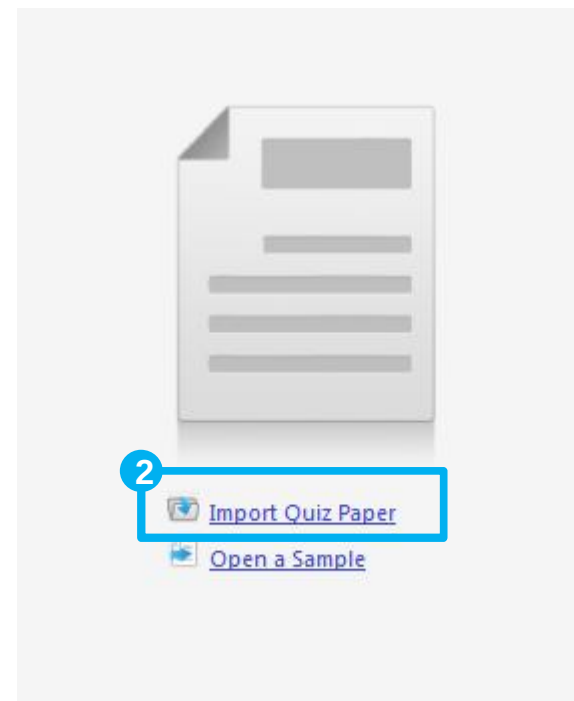
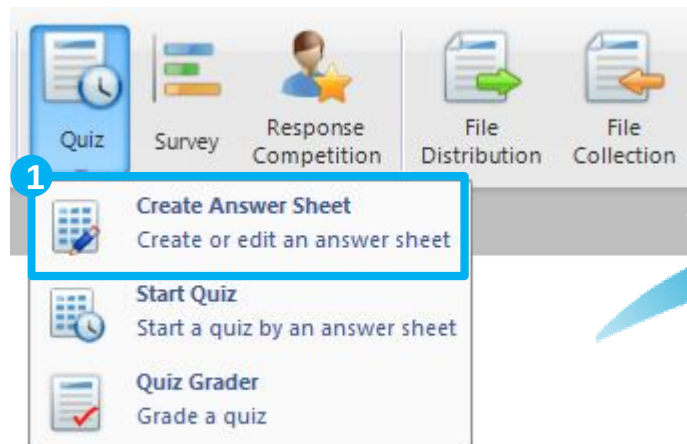
4.1 Quiz by Answer Sheet

4.2 Survey

- Cara Membuat Lembar Jawaban

1 Klik **Create Answer Sheet**

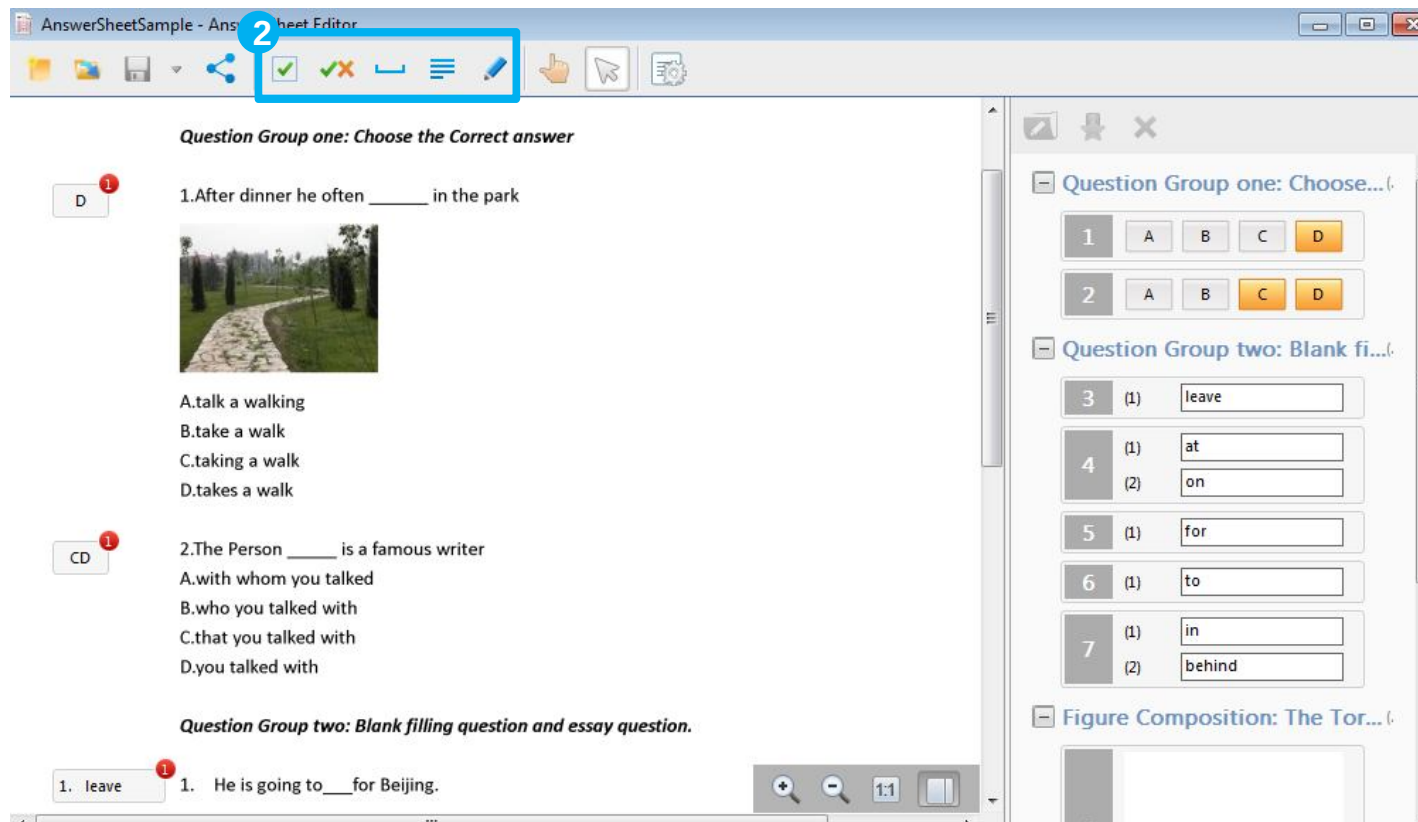
2 Klik **Import Quiz Paper** untuk mengimpor dokumen sebagai Quiz Paper



• Cara Mengedit Lembar Jawaban

1 Import Quiz Paper

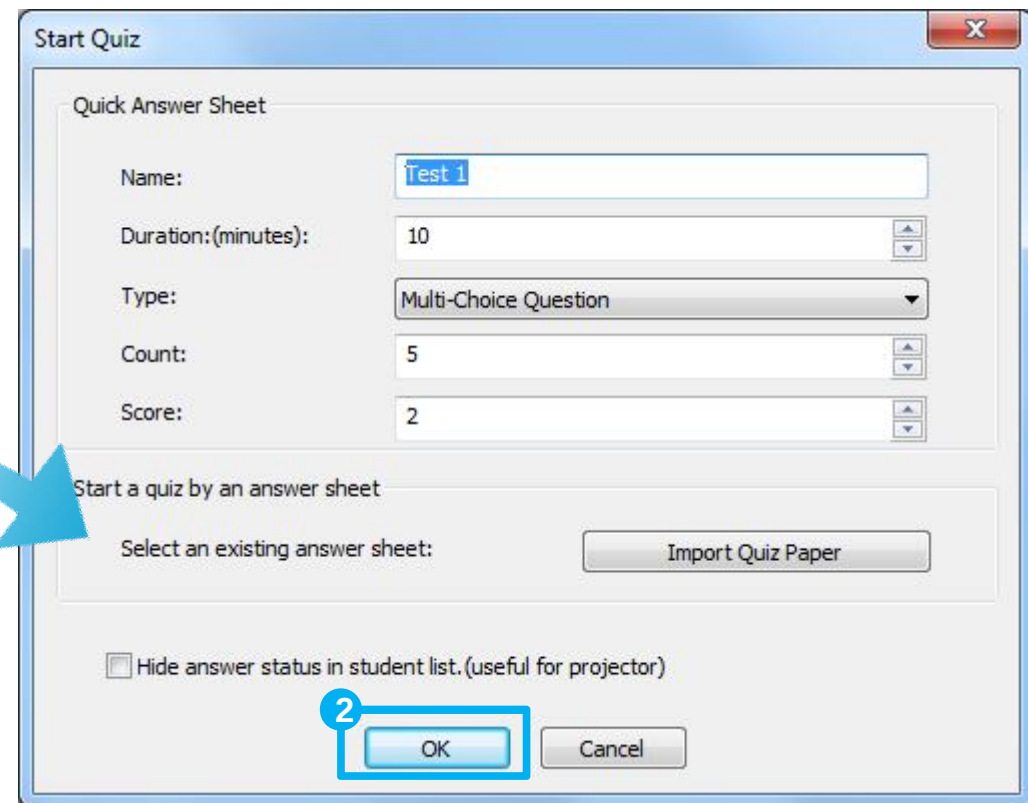
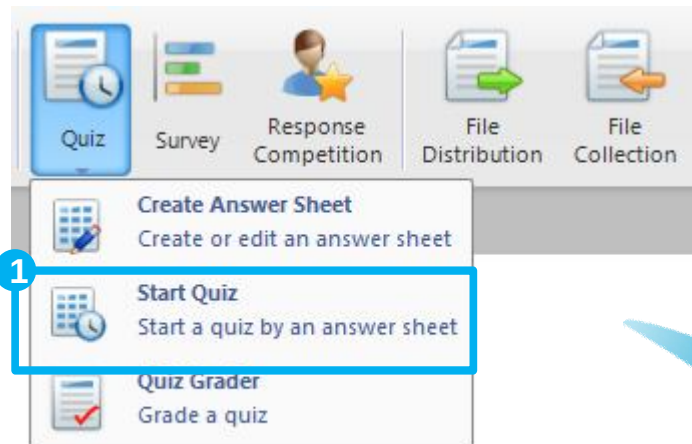
2 Edit lembar jawaban dengan lima tipe jawaban yang berbeda



- Cara Memulai Quiz

1 Klik Start Quiz

2 Pilih tipe pertanyaan dan klik OK



The 'Start Quiz' dialog box is shown. It has a title bar with a close button (X). The main content area is titled 'Quick Answer Sheet'. It contains the following fields and controls:

- Name: Test 1
- Duration:(minutes): 10
- Type: Multi-Choice Question
- Count: 5
- Score: 2

Below these fields, there is a section titled 'Start a quiz by an answer sheet' with a button labeled 'Import Quiz Paper'.

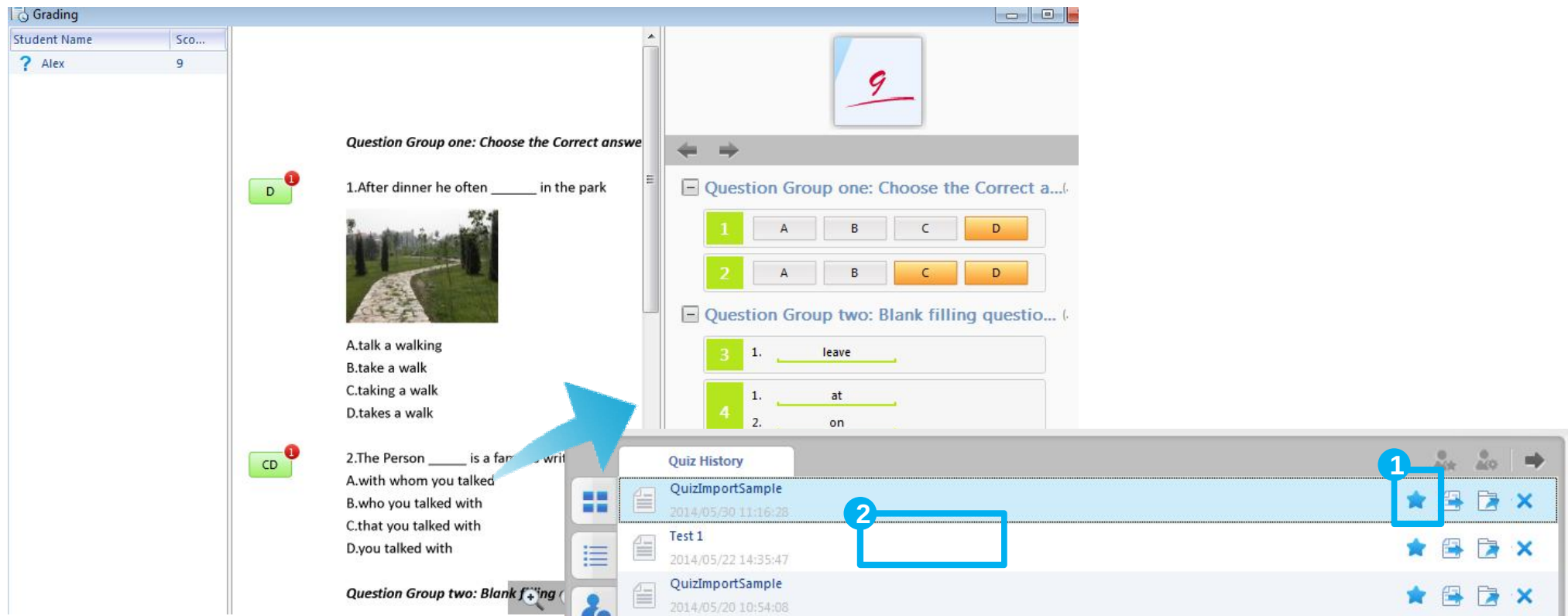
At the bottom, there is a checkbox labeled 'Hide answer status in student list.(useful for projector)' which is unchecked.

At the bottom right, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a blue box and a blue arrow pointing to it from the 'Start Quiz' option in the menu.

- Cara Menilai Quiz

1 Klik Grade

2 Beri nilai pada lembar jawaban dan kirim kembali pada siswa

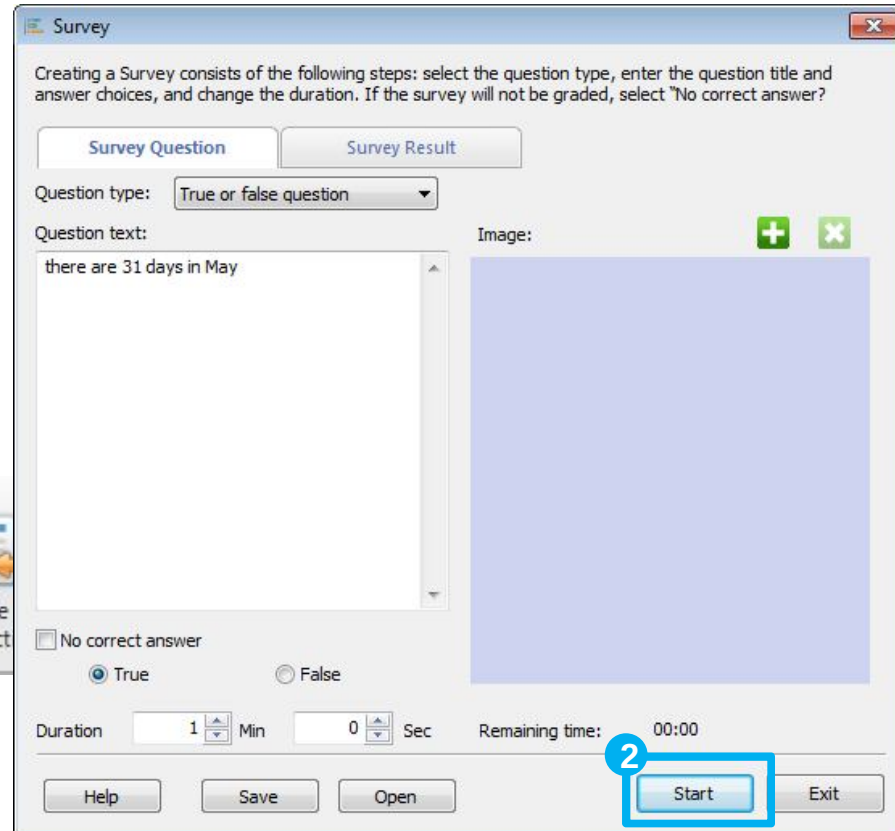
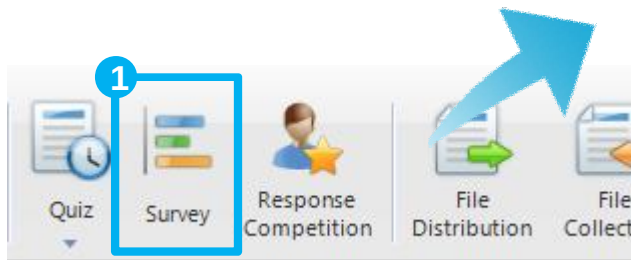


The screenshot displays the MGLab NETLUX ACE Grading interface. On the left, a 'Grading' window shows a list of students, with 'Alex' selected. The main area displays a quiz for 'Alex'. The quiz is divided into two groups. 'Question Group one: Choose the Correct answer' contains two multiple-choice questions. The first question is '1. After dinner he often _____ in the park' with options A. talk a walking, B. take a walk, C. taking a walk, and D. takes a walk. The second question is '2. The Person _____ is a famous writer' with options A. with whom you talked, B. who you talked with, C. that you talked with, and D. you talked with. 'Question Group two: Blank filling question' contains two questions: '3. 1. _____ leave' and '4. 1. _____ at 2. _____ on'. A 'Quiz History' window is open at the bottom, showing a list of quizzes. The first entry, 'QuizImportSample', is highlighted with a blue box and a blue arrow pointing to it. A blue box with the number '1' is also present next to the star icon in the Quiz History window.

- Cara Melakukan Survey

1 Klik Survey

2 Edit pertanyaan dan klik Start

A screenshot of the 'Survey' dialog box. The 'Survey Question' tab is active. The dialog contains the following fields and controls:

- Question type:** A dropdown menu set to 'True or false question'.
- Question text:** A text area containing the text 'there are 31 days in May'.
- Image:** A large empty rectangular area for an image, with a green '+' icon and a green 'x' icon in the top right corner.
- No correct answer:** A checkbox that is currently unchecked.
- True/False:** Two radio buttons, with 'True' selected.
- Duration:** Two spinners for 'Min' (set to 1) and 'Sec' (set to 0).
- Remaining time:** A label showing '00:00'.
- Buttons:** 'Help', 'Save', 'Open', 'Start' (highlighted with a blue box and a blue circle with the number 2), and 'Exit'.

5**Chapter****Fungsi –
fungsi pada
Siswa***5.1 Raise Hand**5.2 Message**5.3 File Submission**5.4 View Files*

- Cara Mengangkat Tangan

1 Klik **Raise Hand** pada toolbar

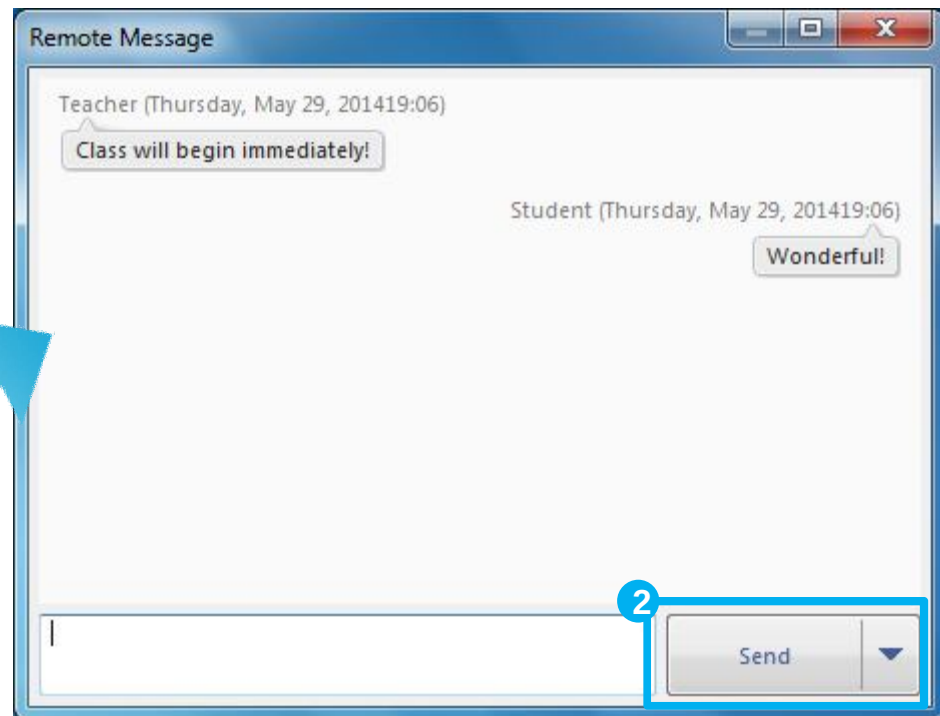
2 Pada layar komputer guru akan terdapat tanda angkat tangan



- Cara Mengirim Pesan

1 Klik **Message** pada toolbar

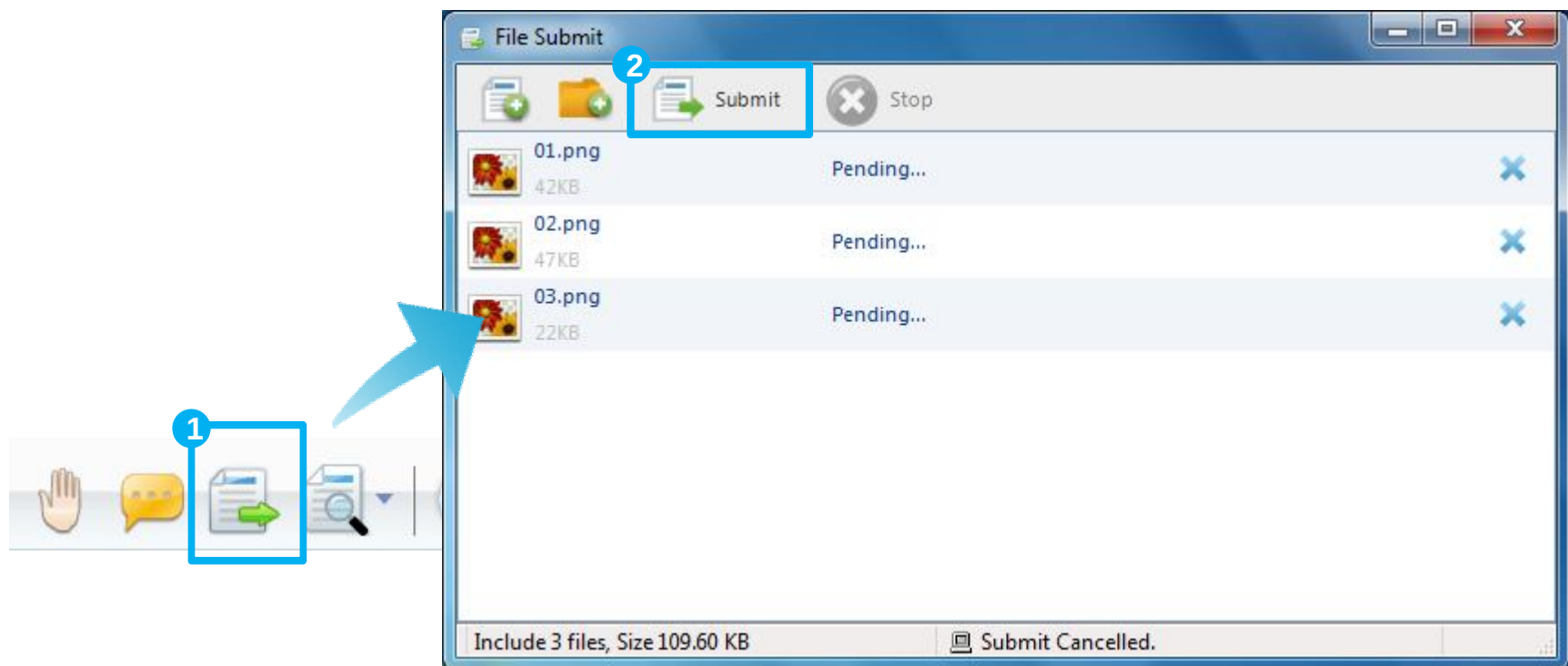
2 Edit pesan dan klik **Send**



- Cara Mengirim File pada Guru

1 Klik **File Submit** pada toolbar

2 Tambahkan file dan klik **Submit**



- Cara Melihat Files

1 Klik **View File** pada toolbar

2 Pilih tipe file

