RWT Network System
Installation Guide
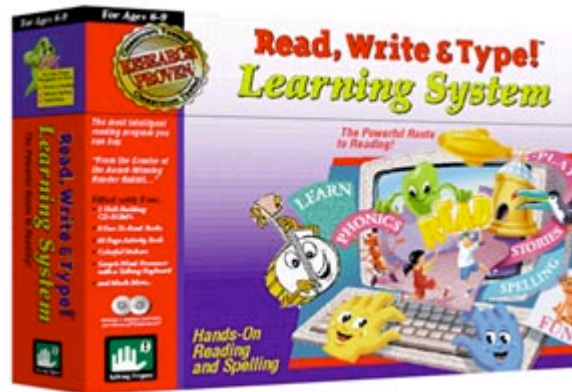
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RWT Network System
Quick Start Guide

Contents:

Introduction

Section A contains installation procedures for the computer that will be used as the Server for your school site. Section B contains the installation procedures for the computers that will be used as Clients. The term "Server" refers to the computer that will have the Server software installed onto it. This computer will have the central database used by the RWT Network System. The term "Client" refers to the computers that will have Teacher Tools and/or Student Tools installed. The Client computers are used by the students to run Read, Write & Type! and Spaceship Challenge and/or by the teachers to administer their classes and generate reports. The Clients log into the Server over your school site's local network. In most circumstances, there will be only one Server. The number of Clients will depend on how many computers will be used by students and/or teachers (the maximum number of student workstations is subject to terms specified in your site license). A Client can be used by both teachers and students or can be limited to one or the other depending on whether Teacher Tools and/or Student Tools are installed (Section B).

The IT administrator at your school site should determine which computer will be used as the Server and insure that the network connections are properly set up between this computer and all the computers that will be used as Client computers. This includes making sure that all the proper network settings are in place to allow the Clients to log into the Server. If both Windows *and* Macintosh systems are going to be used as part of the RWT Network System, there are network properties unique to this situation which will need to be configured. The procedures in Section A require configuring the sharing and networking properties of the Server computer. The descriptions are quite detailed in an effort to make the procedure accessible to people with only a basic knowledge of computers. However, if there are situations unique to your school site's network, you will need your IT administrator to assist in ensuring all of the settings are correct. The procedures in Section B are much simpler, and provided that the local network is configured properly, Section B procedures should not require any special IT knowledge.

Section A - Server Installation Procedures

There are two distinct Server Installation procedures, depending on whether the Server computer is running Windows or Macintosh OSX. Furthermore, one of the steps in the Windows Server installation procedure has two variations based on whether the network has exclusively Windows Clients or if there will be any Mac Clients. These two variations are clearly distinguished. You can use the table of contents to quickly locate the correct procedure for your needs.

Windows - Server Installation
(Windows NT/2000/2003 Server)

All the files and programs that you need are on the RWT Network System CD-ROM. Installation involves running the Server installation program to create a School folder on the server, then running the Teacher Tools and/or Student Tools installation on the Client computers.

Note;   The Program Guide has detailed information on Read, Write & Type and Spaceship Challenge. However, the installation instructions in the Program Guide are for the single-computer versions of Read, Write & Type!. You should ignore those instructions and use the procedure described below.

Note: If you are installing on Windows NT, Window 2000 or Windows XP, you should be logged into Windows as a user with Administrator permissions for Steps 1 through 4.

*Note: You should only follow the directions in either Step 2A **or** Step 2B, depending on whether or not any of the Student or Teacher computers are Macintosh systems. You should move on to Step 3 regardless of which Step 1 you followed.*

Step 1: Creating a Shared Folder to Install Into

Before the Server installation can be run, there needs to be a shared folder on the Server computer that the Client computers will be able to access. Follow these instructions to create a new folder on the Server and set correct permissions.

> *Note: You should be logged into Windows as a user with Administrator permissions. The installed folder will be 'owned' by this account.*

1.   At the Server computer, create a new folder named "Shared RWT".

   -      Open **My Computer** and open the C: drive. The new folder we are creating must be in the root directory (the C: drive) in order to be properly accessible.

   -      Select **File** from the menu bar.

   -      Select **New** from the drop down menu.

   -      Select **Folder** from the list.

   -      Type the name "Shared RWT" in the name field of the newly created folder.

   > *Note: You may name the shared folder something other than "Shared RWT" but for clarity, this is how the new folder will be referred to in these instructions.*

2.   Set the sharing permissions for "Shared RWT".

   -      Open **Programs/Administrative Tools/Configure** and choose **File Server** from the list on the left. Click **Start**.

   -      The "Create Shared Folder" screen will open. Use the **Browse** button to navigate to the "Shared RWT" folder.

   -      Type "Shared RWT" (or your personalized server folder name) in the **Share name** field**.** The program will automatically copy this name into the **Macintosh share name** field, also.

- In the **Accessible from the following clients** frame, check the boxes **Microsoft Windows** and **Apple Macintosh** (Figure 1). Click **Next**.
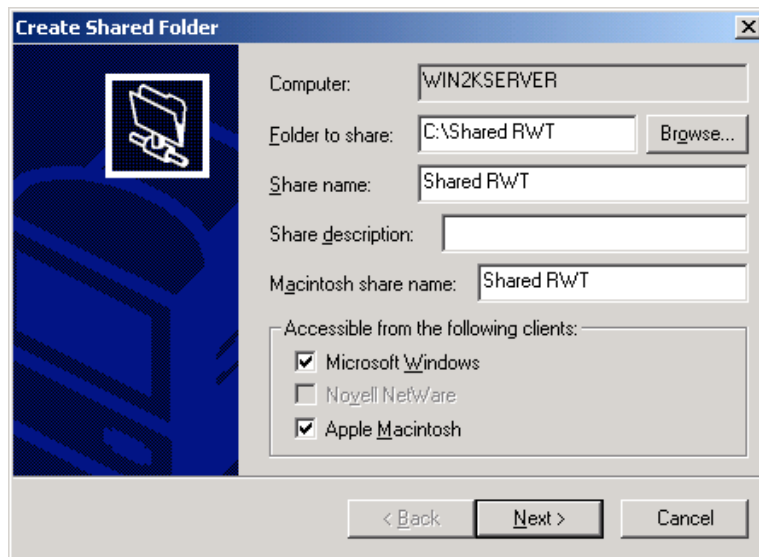

Figure 1: Setting sharing properties

- Select the permissions for the "Shared RWT" folder. Select the **All users have full control** button to allow the folder to be written to from each Client.

- Select **Finish** to complete the process.

- You are now ready to go to the Client computer and begin the install.

Figure 2: Set the permissions

Step 2A: Preparing to Install if *all* Clients are Windows

*Note: If the Windows Server will be accessed by **any** Mac Clients, do not follow these
directions. Instead, follow the directions in Step 2B.*

Follow these instructions to prepare to install the necessary software on the computer that
will be used as the Server. The installation itself will be detailed in Step 3 below.

1.   Insert the RWT Network System CD-ROM into the CD drive on the Server
        computer.

        *Note: You should be logged into Windows as a user with Administrator
        permissions. The installed folder will be 'owned' by this account.*

        *Note: If your server does not have a CD-ROM drive, or you do not have physical
        access to the server, you can install from a client machine to a shared
        folder on the server. In this case, the installed folder will be 'owned' by
        the account that is used to mount the shared folder on the server. This
        option will take longer that installing from the server's CD-ROM drive.*

                -        *If you install from a workstation rather than the server, you will
                         still need to set permissions from the server.*

                -        *If you cannot set permissions at the server, then all client
                         workstations (student and teacher computers) must mount the
                         shared folder as the same user that was used to install the
                         program.*

2.   Open the RWT Network System CD-ROM to view the files and folders within it.

        -       Open **My Computer** in its own window to view the disk drives available
                on this computer.

                -       On Windows 95/98/Me/NT/2000 (and Windows XP using the
                        classic interface), do this by double-clicking the 'My Computer'
                        icon on the desktop.

- On Windows XP with the XP interface, click on the **Start** menu, then click on **My Computer** from the menu.

- Double-click the icon for the CD-ROM drive labeled 'RWT_Network' to open it and view the folders in it. You should see the files shown in Figure 3 (this is shown in Windows XP, other versions of Windows will look different, but show the same folders and files.)
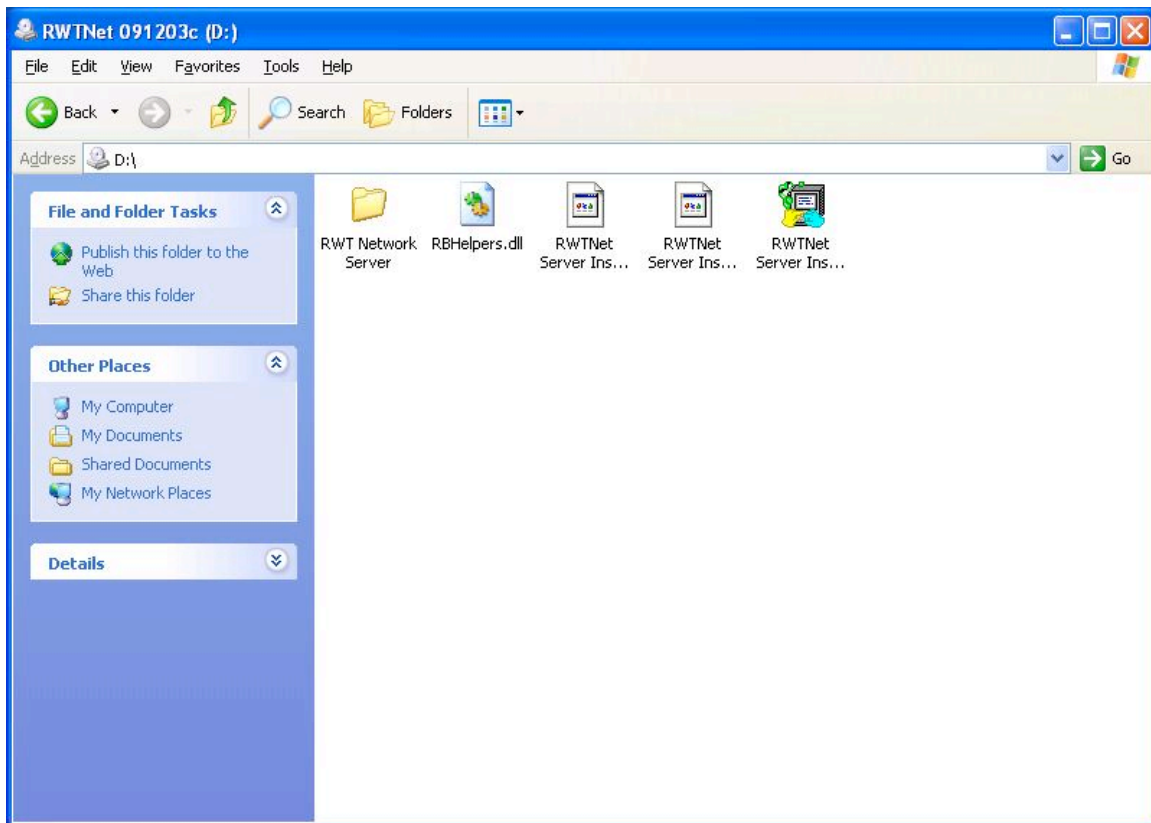

Figure 3: Contents of the CD-ROM

Step 2B: Preparing to Install if *any* Clients are Macs

Important: If the Windows Server will be accessed by Mac OSX Clients follow these directions.

Even though the Server software will be installed onto a Windows computer, you will be doing the installation from a Macintosh. This installation procedure will use the network to access the Server computer from the Client. This is done so that later when you are installing Teacher and Student Tools onto Macintosh Clients they can properly run the installations from the Windows (doing the Server install from the Mac Client will not prevent Windows Clients from being able to run the Teacher and Student Tools properly).

You should now be at the Mac Client. Follow these instructions to prepare to install the necessary software via the network onto the computer that will be used as the Server. The installation itself will be detailed in Step 3 below.

1.   Connect to the Server computer from the Mac Client that you will be using to do the install and locate the shared folder. This is the "Shared RWT" folder created in Step 1.

-        For OSX **Clients**:

-        If an alias has been created to the folder then double-click on the alias.

-        If the folder does not have an alias, then click on **Connect to Server** in the **Go** menu, and navigate to the folder.

-        For Mac Classic **Clients**:

-        If an alias has been created to the folder then double-click on the alias.

-        If the folder does not have an alias, then click on **Chooser** in the **Apple** menu.

-        Click on the **AppleShare** icon to see the list of computers on the network.

-        Double-click on the name of Server computer in the right pane.

-        Select the folder from the list.

- This will mount the share on the desktop with the name of the folder.

2.   Insert the RWT Network System CD-ROM into the CD drive on the Mac Client computer.

3.   Open the RWT Network System CD-ROM to view the files and folders within it.

-        Double click on the icon of the CD on the desktop, (or in OSX you can click on **Go** on the Finder tool bar and select **Computer** from the drop down menu).

-        Double-click the icon for the CD-ROM drive labeled 'RWT_Network' to open it and view the folders in it. You should see the files shown in Figure 4.

4.   Start the installer by double-clicking the icon for **RWTNet Server Install OSX** or **RWTNet Server Install Mac** (for a Mac Classic) as appropriate.
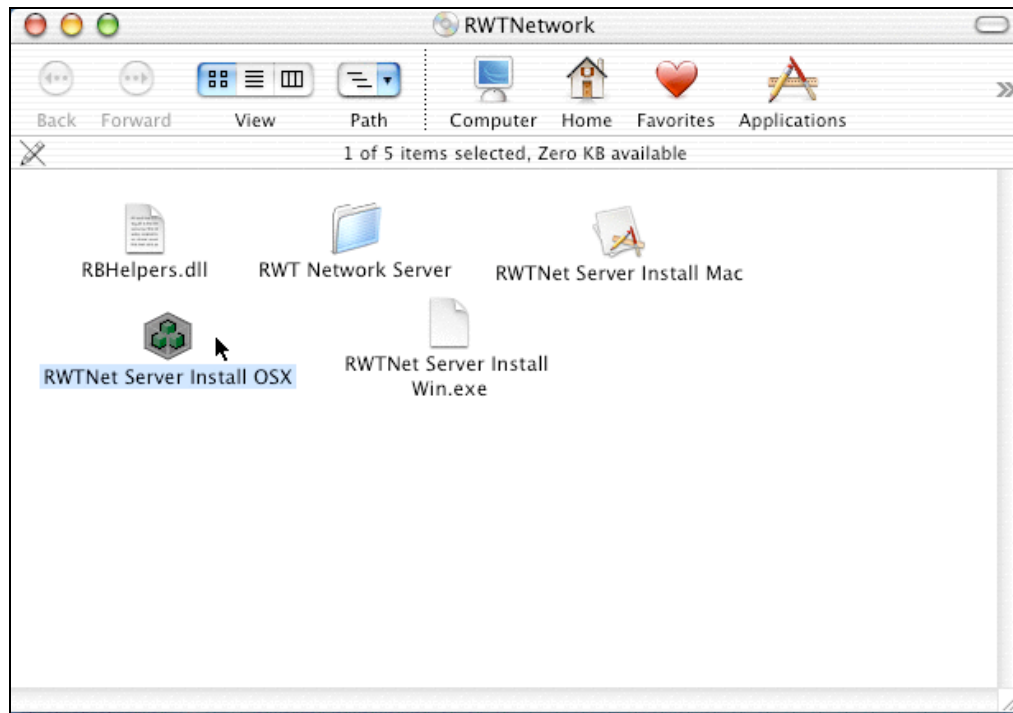
Figure 4: Contents of the CD-ROM

Note: Although the software is being installed **onto** a Windows computer, you will
        select the installer for the Client operating system, because the installer itself is
        running on the OSX computer. The files, however, will be installed on the Server.

Step 3: Installing the Server Software

This installation will create a School folder and copy the Student and Teacher Installers
onto the server computer. The figures in this section are screen captures from a Windows
XP computer. In other operating systems, the screens will look slightly different but the
contents will be the same.

1.   Start the installer by double-clicking the **RWTNet Server Install Win.exe** icon.
        or the **RWTNet Server Install OSX** icon (choose the OSX install if you are
        installing *from* an OSX Client, even though the Server computer is running
        Windows). You will be greeted with the title screen. Select the **Continue** button
        to move on to the "License" screen. If you decide not to accept the license, then
        choose the **I Decline** button and the installer will quit without installing the
        software. If you agree to accept the license, then select the **I Accept** button.

2.   If you accept the license, you will be taken to the "Destination Folder" screen.
        On this screen, you will see the path to the destination folder next to the word
        Destination. This is the folder into which the "RWT Network Server" folder will
        be copied.

If installing from a Windows Server:

- Select the **Change…** button. You will be shown a standard file navigation dialog. Use it to select the "Shared RWT" folder created in Step 1.

- Select the **Continue** button. You will be reminded that the destination folder must be shared. Select **Yes** to continue.

If installing from a Macintosh Client:

- Select the **Change…** button, navigate to the desktop and select the share that we mounted in Step 2B, on pages 8 and 9.

- Select the **Continue** button. You will be reminded that the destination folder must be shared; select **Yes** to continue.

3.   After selecting the destination folder, you are taken to the "Create Administrator Password" screen (Figure 5). On this screen, you decide what the password will be for the person that will administrate the school database. Make sure that this password is remembered, because it will be needed to install the Student and Teacher tools. Type the password (between 4 and 6 characters) in the box labeled **Administrator Password:**.

Figure 5: Password Creation

> *Note:* *The actual letters that you type do not show in the box. This is to protect the password from someone that may be watching the installation procedure.*

- When you have typed the password, select the **Continue** button. As a precaution against accidental misspelling, you will be required to re-type the password in order to continue.

4. After you have chosen an Administrator Password, you are ready to install. If you wish to change the Administrator Password before installing, you can do that by selecting the **Go Back** button. If you are satisfied with your password, select the **Install** button to begin copying files.
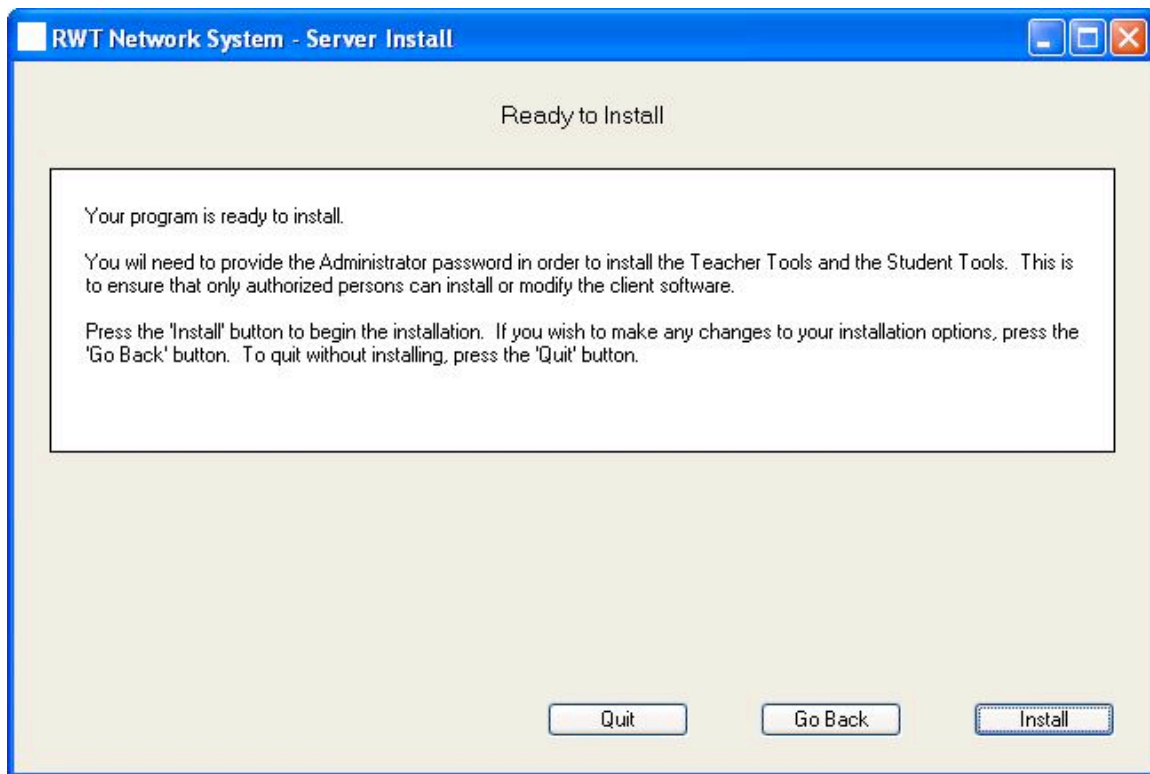

Figure 6: Installation Screen

- As the installation commences, the "Ready To Install" screen shows the files that are being copied. This process takes about 5 minutes on an 8X CD-ROM drive and as much as 15 minutes over a network connection.

5. When the copy is complete, the "Installation Complete" screen is shown (Figure 7). Select the **Done** button to close the installer.
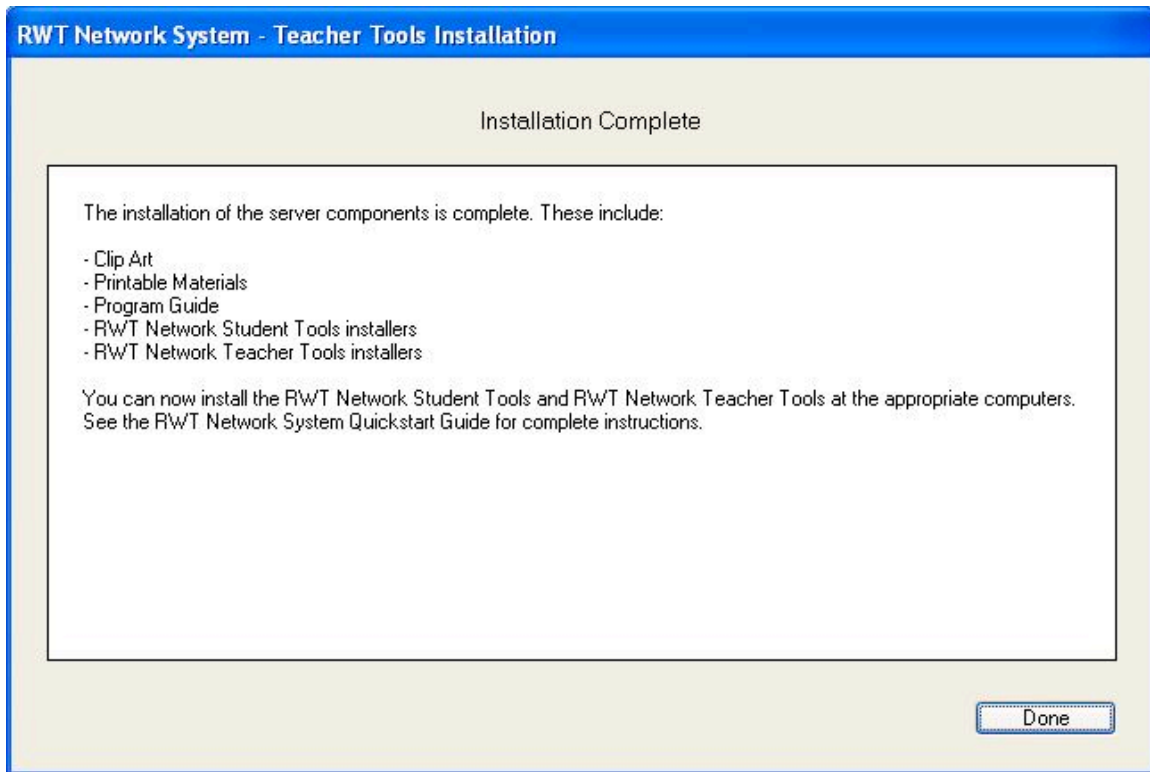
Figure 7: Installation Completed

You have installed all files necessary for the server. Inside the "Shared RWT" folder, a folder named "RWT Network Server" has been created.   It has the contents described below. Before you install the necessary software on each Client computer, the correct permissions need to be set. Follow the directions in Step 4 to complete the Server setup process.

Contents of "RWT Network Server" folder:

-       Clip Art
        This folder contains JPEG images of all of the Read, Write & Type! Keyboard characters and pictures of many of the vocabulary words used in the program. See the Program Guide for tips on how to use these in your classroom.

-       Printable Materials
        This folder contains PDF files that can be printed using Adobe Acrobat. See the Program Guide for tips on how to use these materials in your classroom.

-       Program Guide
        This folder contains the Program Guide for the Read, Write & Type! Learning System in PDF format. This guide provides extensive information on how to use the Read, Write & Type! Learning System program. Note that some of this information is specific to the Stand-alone version. The RWT Network User's Guide indicates these areas.

-     <u>RWT Network Student Tools</u>
  This folder contains installers for the student tools for Macintosh Classic, OSX and Windows. These must be run from the student's computers. See below for details on installing the RWT Network Student Tools.

-     <u>RWT Network Teacher Tools</u>
  This folder contains installers for the teacher tools for Macintosh Classic, OSX and Windows. These must be run from the Teacher's computer. See below for details on installing the RWT Network Teacher Tools.

-     <u>School</u>
  This folder contains the School database and all the student data files. The installer created the database. A single user, the Default Administrator, was created with the password you have chosen and provided during the installation procedure above.

-     <u>RWT Network User's Guide</u>
  This PDF document describes how to manage Teachers, Student, Classes and computers using the Teacher Tools, and how to launch Read, Write & Type! and Spaceship Challenge using the Student Tools.

Step 4: Set "Shared RWT" Folder Permissions

> *Note: Regardless of whether the installation was done at the Server as described in Step 2A or from the Client as described in Step 2B, the procedure from here forward is the same, irrespective of the presence of Mac Clients. The following procedures described in Step 4 should be done at the Server computer.*

In Step 3, the installer copied a folder named "RWT Network Server" into the "Shared RWT" folder.   The contents of the "RWT Network Server" folder are described above. The "Shared RWT" and its contents must be shared so that student and teacher computers can access it. The student and teacher computers need access in order to run the Teacher and Student Tools installation and to be able to use the centralized RWT database. The centralized RWT database is both read from and written to while the Student and Teacher Tools are running on the client workstations. This means that Students and Teachers must have Read, Write and List permissions for the "Shared RWT" folder and all of its contents. The simplest way to set up these permissions is to give the special group "Everyone" the necessary privileges. There are many, many other configurations that can be used to limit access to just the Teachers and Students that need it. Since there are so many possibilities, your System Administrator will need to determine the configuration that works best, given the user and group architecture that he or she has already implemented. Our discussion will be limited to the simplest method.

1.   Turn off inherited permissions for the "Shared RWT" folder. By default, under Windows NT/2000/2003, folders and files inherit their permissions from the folder that contains them. We need to give the "Shared RWT" folder unique permissions.

-       Open the properties dialog for the "Shared RWT" folder and select the **Security** tab. The result will look something like Figure 8 below.

Hint: There are two ways to open the properties dialog.

-       *Move the mouse over the **Shared RWT** folder icon and press the right mouse button (this is called right-clicking). A menu will appear. Select **Properties** from this menu.*

-       *Move the mouse over the **Shared RWT** folder icon and click on it. Select the **File** menu in the menu bar and choose the **Properties** item from the menu that opens.*
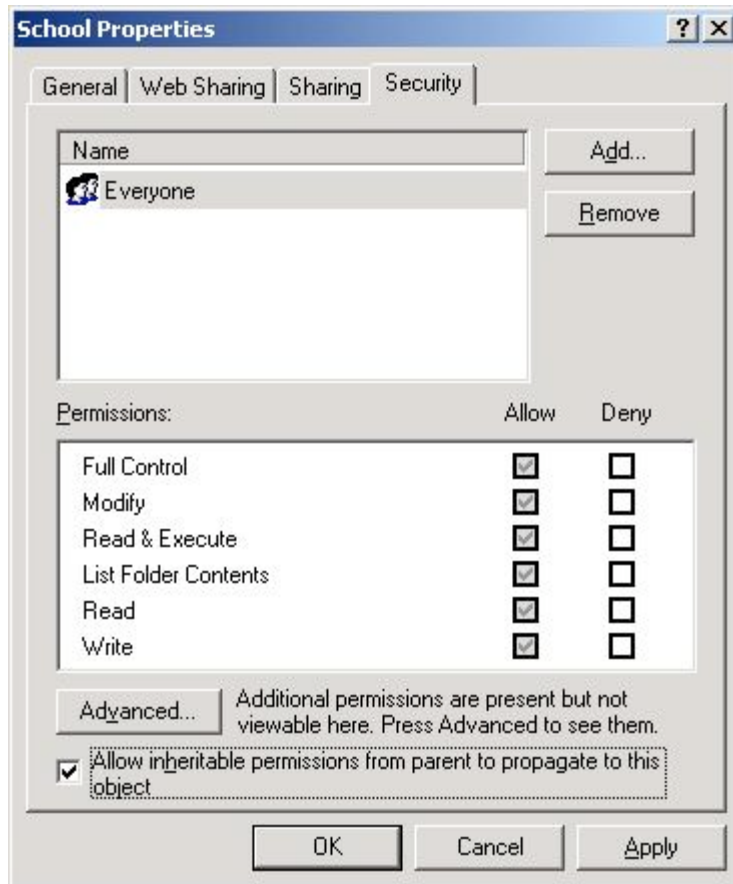
Figure 8: Shared RWT Folder Properties

*Hint: You can see that the "Shared RWT" folder has inherited permissions by looking closely at the "Shared RWT Properties" dialog. The checkbox labeled **Allow inheritable permissions from parent to propagate to this object**. is checked and the **Allow** checkboxes (and possibly the **Deny** checkboxes) are grayed out.*

- Clear the check in the checkbox labeled **Allow inheritable permissions from parent to propagate to this object**.

- You will see a Security message that asks what permissions the folder should get (Figure 9). Choose **Remove** to remove the permissions from the enclosing folder. This will be our starting point for changing the folder's permissions.
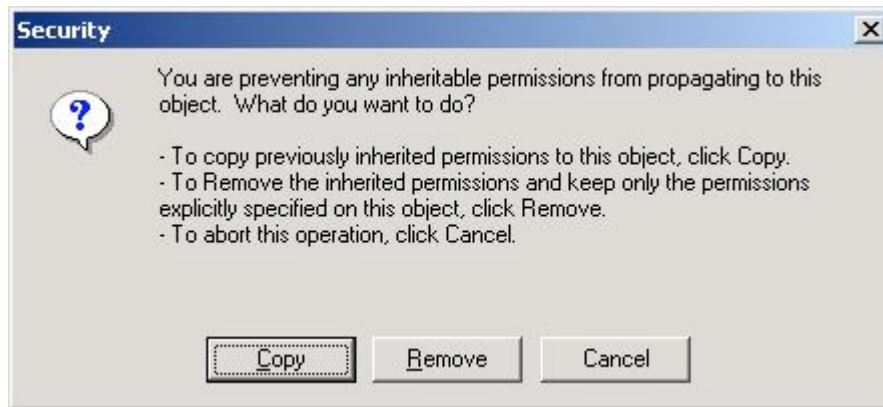
Figure 9: Security Message

2.   We now need to add the user "Everyone" to **Name** list. Select the **Add** button to bring up the "Select Users or Groups" window.

- Select "Everyone" in the **Name** list and click the **Add** button (Figure 10).

- The "Everyone" group should be in the lower list. Select the **OK** button.

- "Everyone" should now be in the **Name** list in the "Shared RWT Properties" dialog.

Figure 10: Selecting Everyone for Sharing
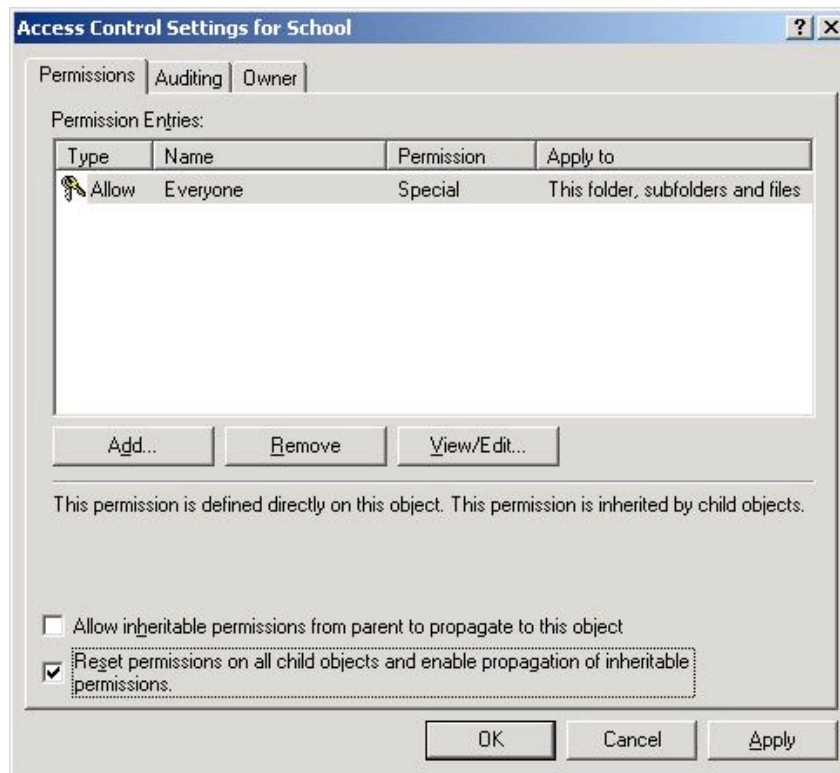
Figure 11: Access Control Settings

3.   Give "Everyone" Read and Write permissions, but don't allow them to take control of the folder. To do this select the **Advanced…** button on the "Shared RWT Properties" dialog.   This will show the "Access Control Settings for Shared RWT" dialog (Figure 11).

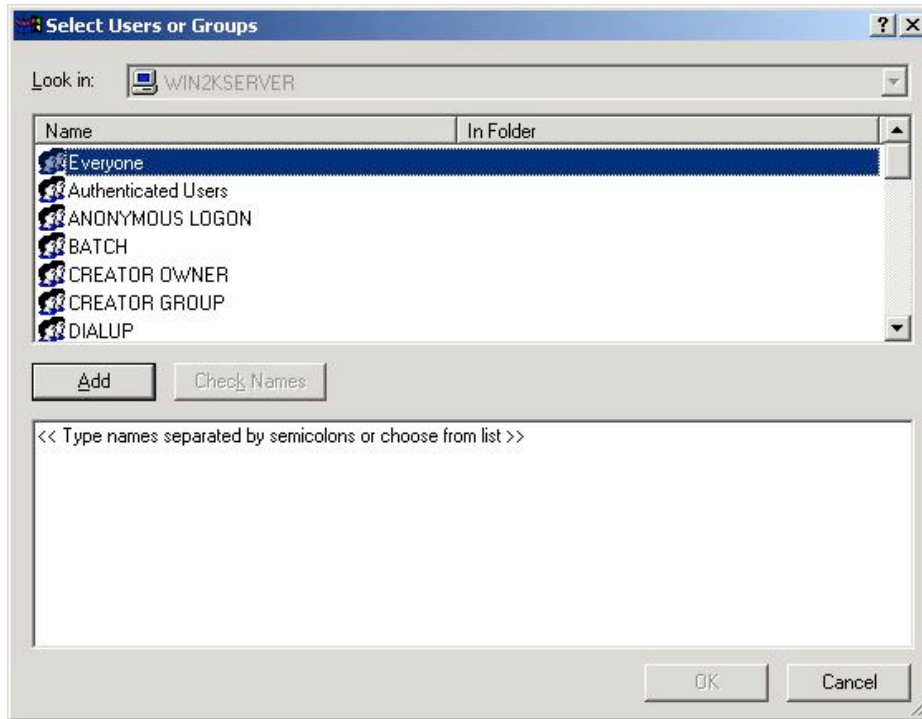-   In the "Permission Entries:" list, select the "Allow Everyone" line, then click **View/Edit…** button.

-    This will show the "Permission Entry for Shared RWT" dialog (Figure 12). The **Name** field should have "Everyone" in it. If not, go back by selecting the **Cancel** button and re-select "Everyone" from the list.

Figure 12: Permission Entry

-    Make sure the **Apply onto** menu has "This folder, subfolders and files" selected (Figure 12).

-    Make sure all the allow boxes are checked <u>EXCEPT</u> "Change Permissions" and "Take Ownership" (Figure 12)

-    Select the **OK** button to keep these permissions.

-    You should be brought back to the "Access Control Settings for Shared RWT" dialog.

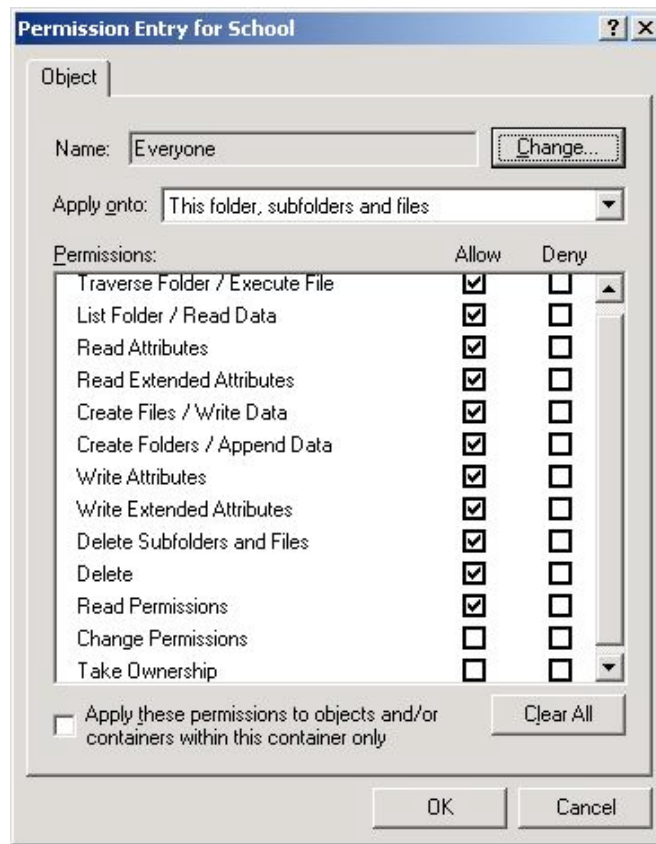4.   To make sure that everything in the "Shared RWT" folder gets these permissions, we need to apply these new permissions to all the files inside the "Shared RWT" folder.

-       You should be at the "Access Control Settings for Shared RWT" dialog.

-       Set the check in the checkbox labeled **Reset permissions on all child objects and enable propagation of inheritable permissions** and select **OK**.

-       You will see a "Security" message that says "This will remove explicitly defined permissions and …" (Figure 13). Select the **Yes** button.
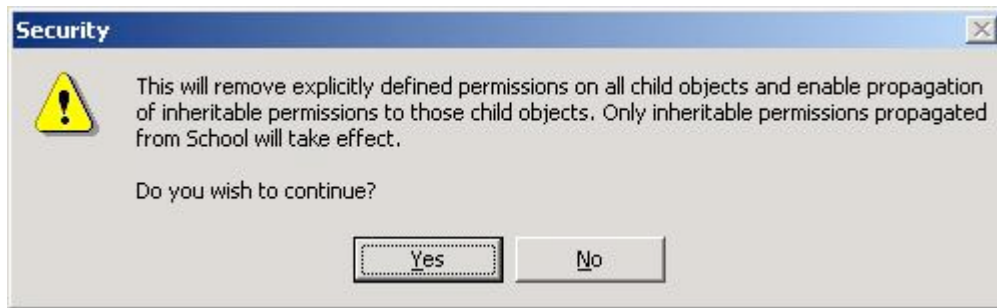
Figure 13: Security message

5.   After putting away the "Access Control Settings for Shared RWT" dialog, the "Shared RWT Properties" dialog should be shown.

-       To check that the permissions for "Everyone" are correct, select "Everyone" in the **Name** list. The **Permissions** list should look like the list in Figure 14. If it does not, repeat the procedures in Step 4again.

-       If "Everyone" looks correct, then select the **OK** button to keep the changes and put away the "Shared RWT Properties" dialog box.
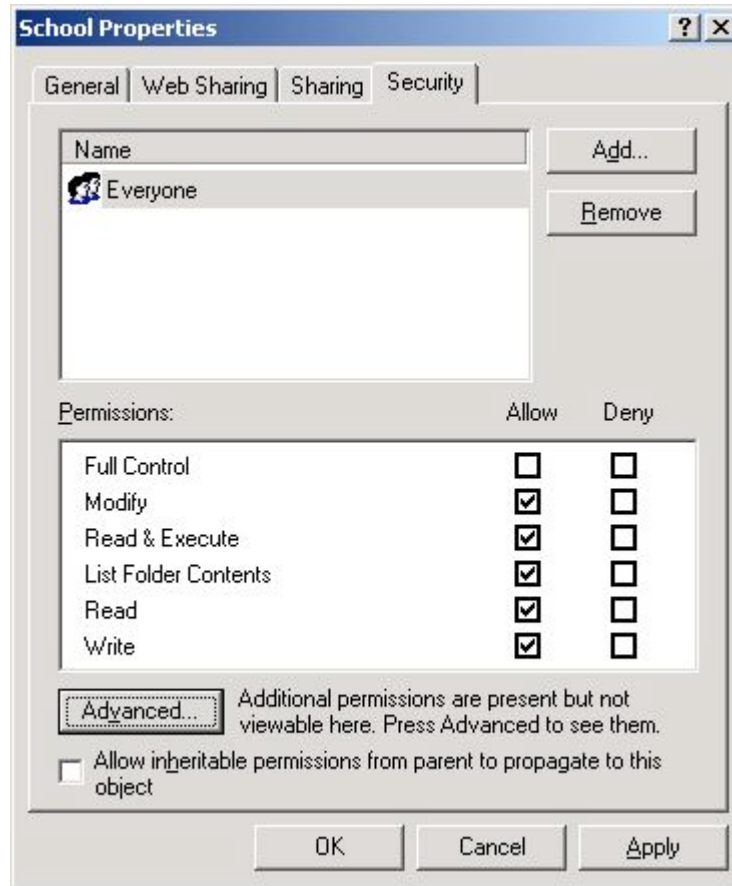
Figure 14: Shared RWT Properties

If the previous steps have been successful, the "Shared RWT" folder can now be read from and written to by everyone. We have taken the added step of preventing anyone but the Administrator from taking complete control of the folder. This is important because all client workstations must have access to this folder but would be able to change permissions settings, had we not prevented this in the steps above.

You have now completed the Server setup. Use the procedures in Section B to install Teacher Tools and Student Tools on those computers that will serve as Clients.

Mac OSX – Server Installation
(OSX Version 10.2.6)

All the files and programs that you need are on the RWT Network System CD-ROM. Installation involves running the Server installation program to create a School folder on the server then running the Teacher Tools and/or Student Tools installation on each Client computer. Before installation can occur, you must first create a new user account that will be the owner of the School folder that will be created.

Note;   The Program Guide has detailed information on Read, Write & Type and Spaceship Challenge. However, the installation instructions in the Program Guide are for the single-computer versions of Read, Write & Type!. You should ignore those instructions and use the procedure described below.

Note: For the installation procedures you should login to the computer as a user with administrative privileges.

Step 1: Creating a RWT User Account
In order for the Students and Teachers to properly access the school database that will be created during the install, they must have Read, Write, and List permissions. To facilitate this functionality, a new user account is added to the Server. Later, the Client computers will log into the Server computer as this new user. Therefore, before installing the Server software, the new user account must be created. Then, when the Server software is installed, the new user will be designated as its owner.

1.   Open Workgroup Manager and add a new user.

-       Double click on the **Workgroup Manager** icon in the menu at the bottom of the screen (Figure 15) to open the Workgroup Manager.

Figure 15: Opening Workgroup Manager

2.   The Workgroup Manager window will be displayed (Figure 16). Select the **Accounts** icon from the tool bar. The list of current users is displayed in the left window, and user properties are displayed in the right window. The properties displayed are those of the currently highlighted user in the left window.

3   Select the **New Record** icon from the tool bar. An untitled user is added to the left window and default properties are displayed in the right window.
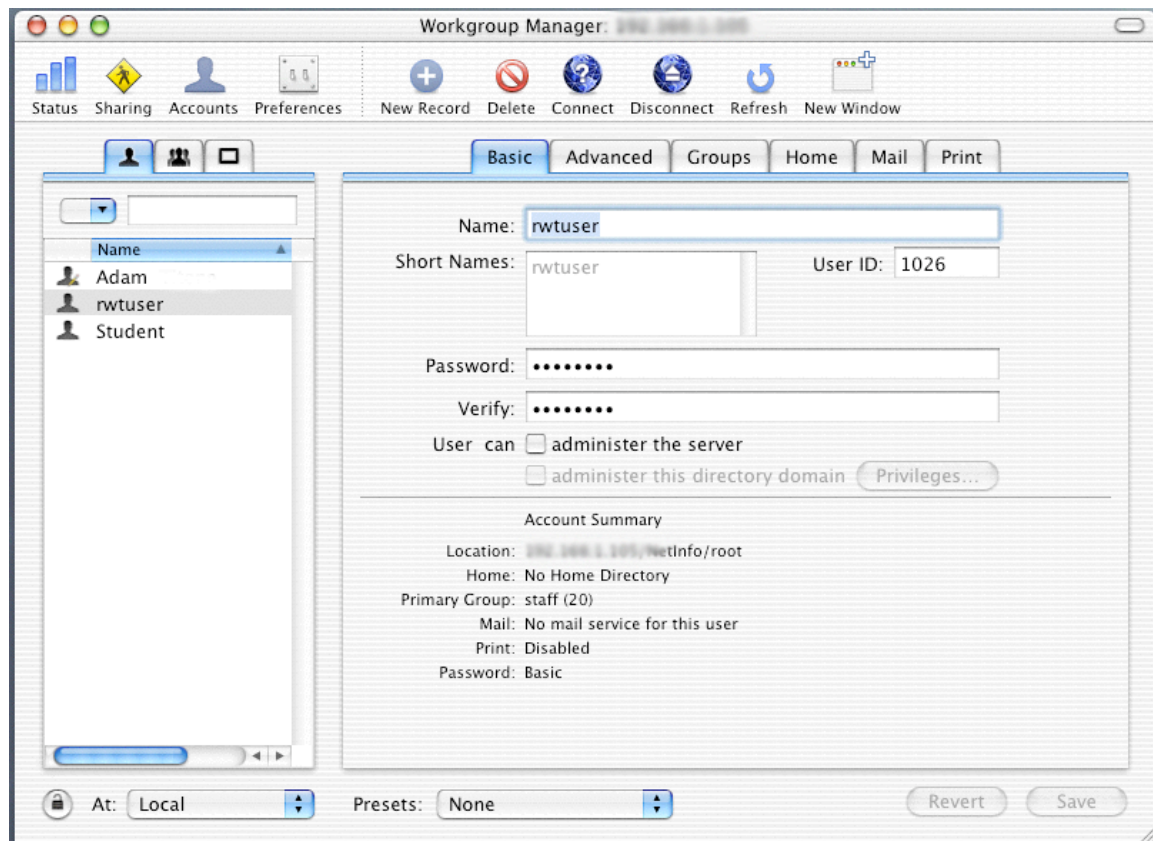
Figure 16: Adding "rwtuser" in Workgroup Manager Accounts

4.   Define the new user's properties and name the user "rwtuser".

-       Type the name "rwtuser" in both the **Name** and **Short Name** fields.

-       Choose a password.

-       Type the password into the **Password** field, and retype it in the **Verify**
field.

-       The **User can administer the server** option should be clear. *If* the box is
        checked, click on the box to clear the check mark.

-       Save the new user and properties by clicking the **Save** button in the lower
        right corner.

-       Setup the user preferences so that "rwtuser" can log into the Server from a
        Windows computer. This is so that if there are now, or are in the future,
        any Client computers running Windows, they will be able to log into the
        Server.

-       Double click on the **System Preferences** icon from the menu along the
        bottom of the screen (Figure 17) to open the System Preferences screen.

Figure 17: Opening System Preferences

5.   The System Preferences screen will be displayed. Select the **Accounts** icon from the **System** menu along the bottom row.

-        The "Accounts" screen will be displayed (Figure 18). Select the **Users** tab. Select "rwtuser" in the list and select the **Edit User** Button.

-        Select **Allow user to log in from Windows** at the bottom of the edit screen. Select **OK**.
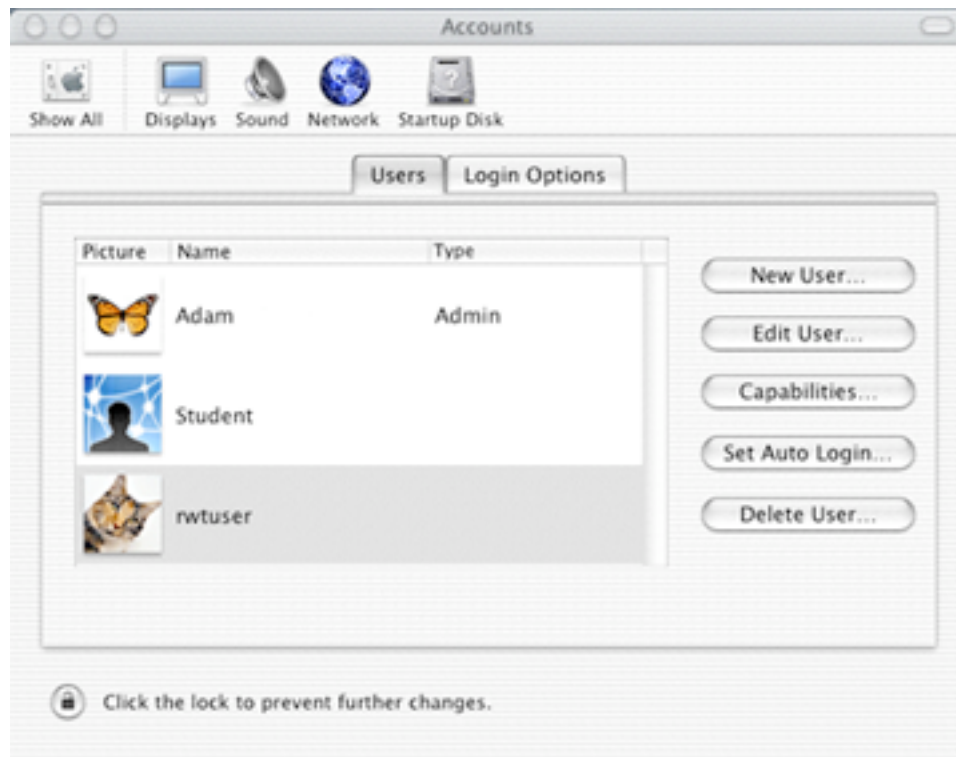

Figure 18: Accounts

6.   You may get a message directing you to enter a password. If so, type the same password in the **Password** field that was entered when the user was created in the Workgroup Manager screen. Retype it in the **Verify** field.

Note: If the system complains, ignore it. The old password will stay in effect.

• Addendum to Step 1:

• Create the rwtuser Account

Create the account under Workgroup Manager tool.

• Workgroup Manager

1. Launch Workgroup Manager from the Dock
2. Click the (+) New User button on the toolbar
3. Fill in the user name, short name, password fields, and click Save
(note: Popup may appear informing user that "You are working in a directory node that is not visible to the network". If this happens, ignore the popup and click OK to close the popup.)

• Configure services for Windows Users

(note: user needs to start the AFP service for the Mac to connect to the server)
1. Launch Server Admin from the Dock
2. On the left pane, click the arrow by machinename.local (example, AJAX.local)
3. Directory tree expands, click on Windows
4. On the Toolbar, start the Windows service (if not already running)
5. To make configuration settings, click the Settings button at the bottom
6. You can change server role, workgroup.domain name and other settings under General tab

Step 2: Installing the Server Software

Follow these instructions to install the necessary software on the Mac OSX computer that will be used as the Server. This installation will create a School folder and copy the Student and Teacher Installers onto the Server computer:

1.   Insert the RWT Network System CD-ROM into the CD drive on the Server computer.

   Note: You should be logged in as a user with administrative privileges.

   Note: If your server does not have a CD-ROM drive or you do not have physical access to the server, you can install from a client machine to a shared folder on the server. In this case, the installed folder will be 'owned' by the account that is used to mount the shared folder on the server. This option will take longer than installing from the server's CD-ROM drive.

   -   If you install from a workstation rather than the server, you will still need to set permissions from the server.

- *If you cannot set permissions at the server, then all client workstations (student and teacher computers) must mount the shared folder as the same user that was used to install the program.*

2. Open the RWT Network System CD-ROM to view the files and folders within it.

    -   Double click on the icon of the CD on the desktop, or click on **Go** in the Finder tool bar. Select **Computer** from the drop down

    -   Double-click the icon for the CD-ROM drive labeled 'RWT_Network' to open it and view the folders in it. You should see the files shown in Figure 19.

3.. Start the installer by double-clicking the **RWTNet Server Install OSX** icon. You will be greeted with the title screen. Select the **Continue** button to move on to the "License" screen. If you decide not to accept the license, then choose the **I Decline** button and the installer will quit without installing the software. If you agree to accept the license, then select the **I Accept** button.

•Addendum to Step 2:

• Configure Permissions to Shared Folder

1. Open Workgroup Manager from the icon on the Dock
2. Click on the Sharing icon on the toolbar
3. On the left pane navigate to the RWT Network Server folder (10.3). In 10.4, click the All tab to navigate from the root folder.
4. With the General tab in focus on the right pane, checkmark the Share this item and its contents
5. Set Owner to "rwtuser" with "Read & Write" permissions (10.3). In 10.4, change to the Access tab.
6. Set Group to "admin" with "Read & Write" permissions
7. Set the permissions for Everyone to None
8. For 10.3, Click the Copy button for "Copy these privileges to enclosed items", then click the Save button to save the settings.

For 10.4, first click the Save button to save the settings, then click the (*) icon button to propagate permissions. Upon doing so, a popup appears displaying information to be propagated. All information is selected by default – click OK.
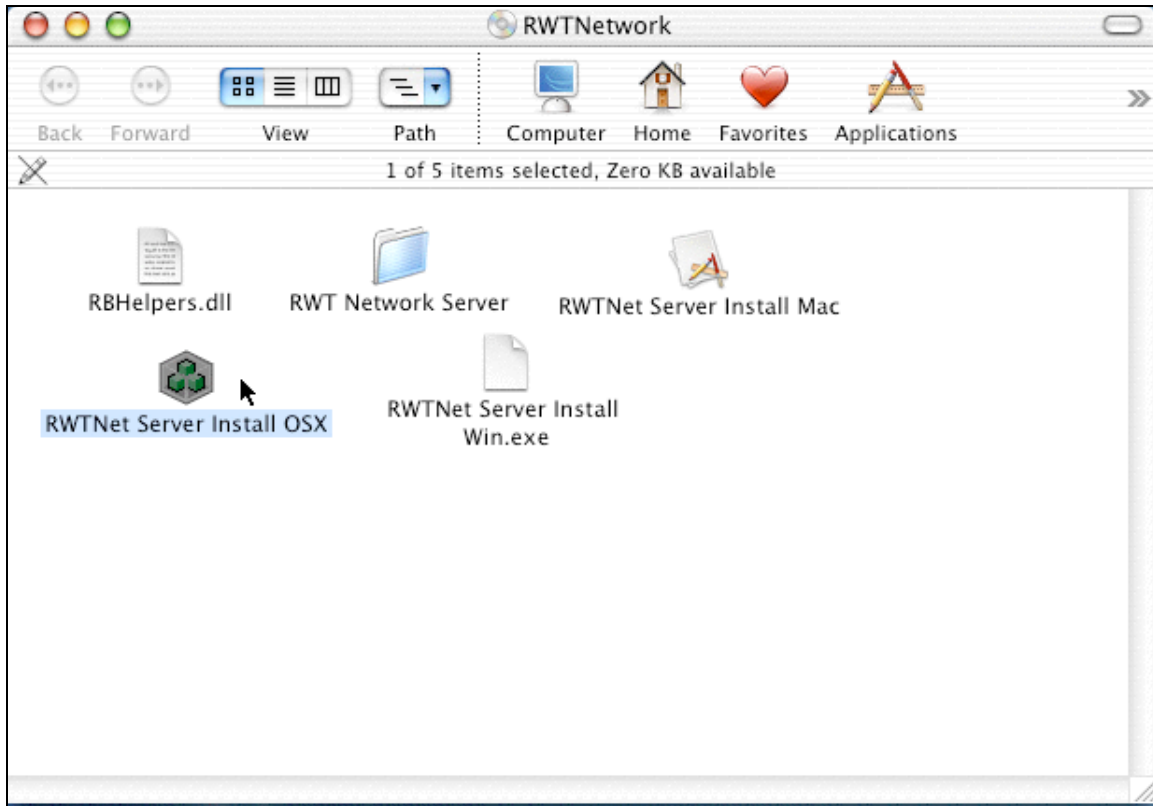
Figure 19: Contents of the CD-ROM

4.   If you accept the license, you will be taken to the "Destination Folder" screen. On this screen you will see the path to the destination folder next to the word **Destination**. This is the folder into which the "RWT Network Server" folder will be copied. You *must* install into the "Shared Items" folder in order for the Clients to be able to access the Server over the network.

-       Click the **Change…** button and navigate to the "Shared Items" folder which is in the root of the boot volume. Once you have navigated to "Shared Items" and the folder name is listed as the destination folder, select the **Continue** button.

5.   After selecting the destination folder, you are shown the "Create Administrator Password" screen (Figure 20). On this screen, you decide what the password will be for the user that will administrate the school database. Make sure that this password is remembered, because it will be needed to install the Student and Teacher tools. Type the password (between 4 and 6 characters) in the box **Administrator Password** field.
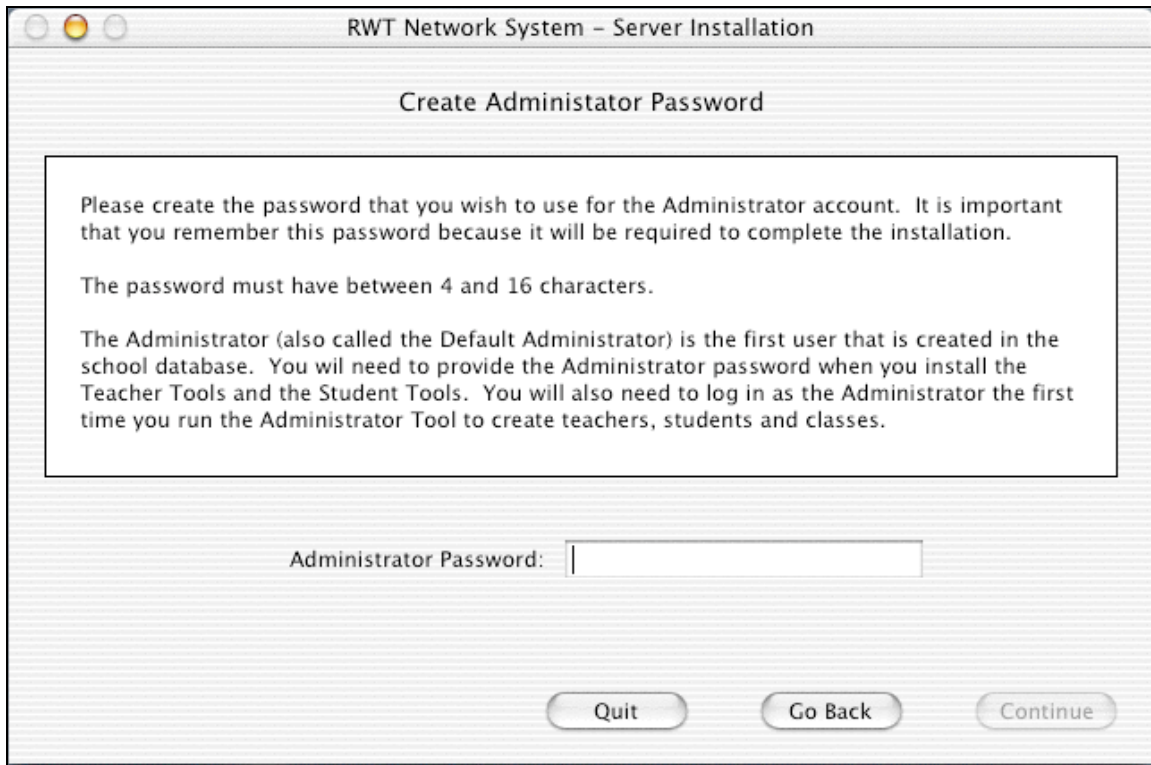
Figure 20: Password Creation

*Note: The actual letters that you type do not show in the box; this is to protect
the password from someone that may be watching the installation
procedure.*

- When you have typed the password, select the **Continue** button. As a
precaution against accidental misspelling, you will be required the re-type
the password to continue.

6.   After you have chosen an Administrator password, you are ready to install. If you
wish to change the Administrator password before installing, you can do that by
selecting the **Go Back** button. If you are satisfied with your choice, select the
Install button to begin copying files.

Figure 21: Installation Screen

- As the installation commences, a "Ready To Install" screen shows the files that are being copied. This process takes about 5 minutes on an 8X CD-ROM drive, and as much as 15 minutes over a network connection.

7. When the copy is complete, the "Installation Complete" screen is shown (Figure 22). Select the **Done** button to close the installer.
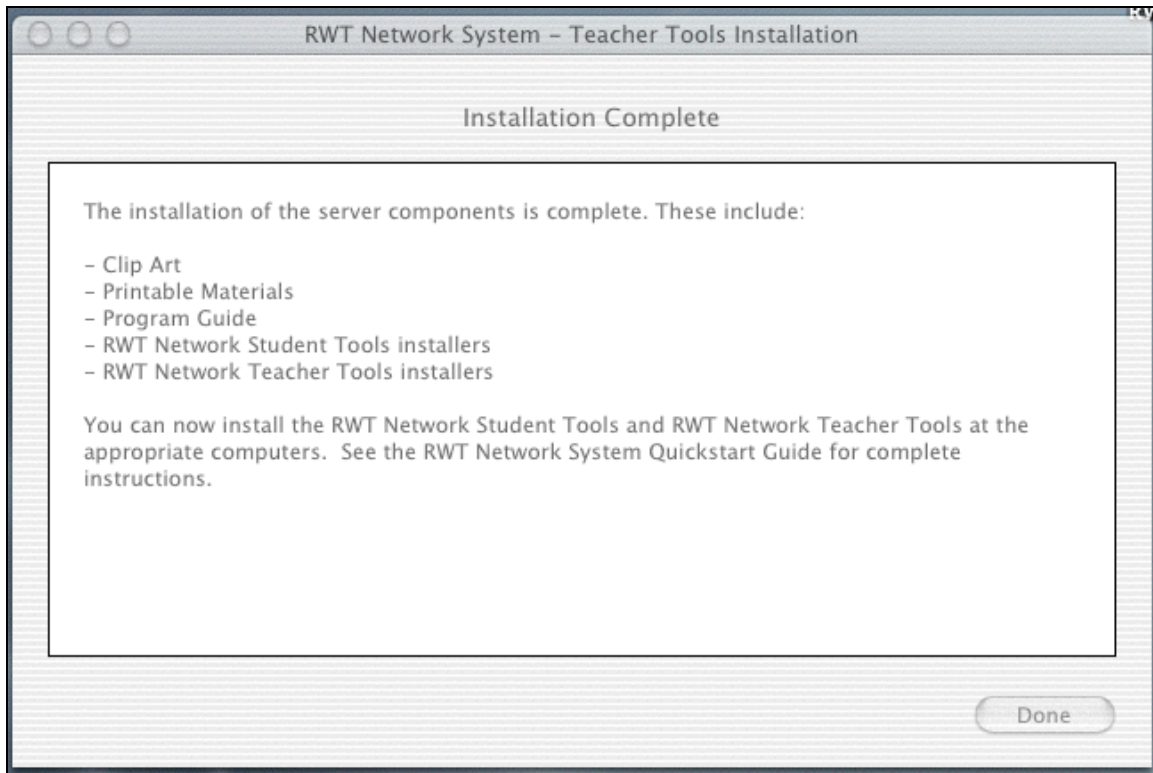
Figure 22: Installation Completed

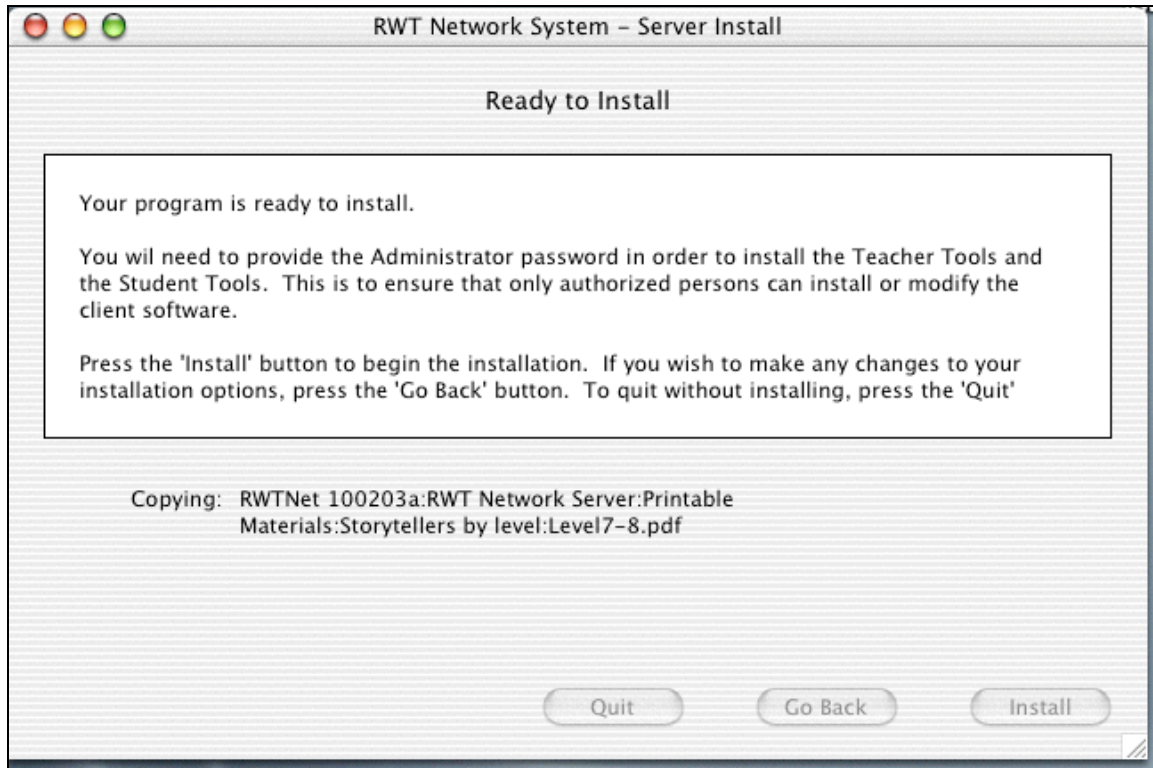You have installed all files necessary for the server. Inside the "Shared Items" folder, a folder named "RWT Network Server" has been created. It has the folders described below. Before you install the necessary software on each Client computer, the correct permissions need to be set. Follow the directions in Step 3 to complete the Server setup process.

Contents of "RWT Network Server" folder:

- Clip Art
  This folder contains JPEG images of all of the Read, Write & Type! Keyboard characters and pictures of many of the vocabulary words used in the program. See the Program Guide for tips on how to use these in your classroom.

- Printable Materials
  This folder contains PDF files that can be printed using Adobe Acrobat. See the Program Guide for tips on how to use these materials in your classroom.

- Program Guide
  This folder contains the Program Guide for the Read, Write & Type! Learning System, in PDF format. This guide provides extensive information on how to use the Read, Write & Type! Learning System program and materials. Note that some of this information is specific to the Stand-alone version. The RWT Network User's Guide indicates these areas.

-     <u>RWT Network Student Tools</u>
  This folder contains installers for the student tools for Macintosh Classic, OSX and Windows. These must be run from each student's (Client's) computer. See below for details on installing the RWT Network Student Tools.

-     <u>RWT Network Teacher Tools</u>
  This folder contains installers for the teacher tools for Macintosh Classic, OSX and Windows. These must be run from the Teacher's computer. See below for details on installing the RWT Network Teacher Tools.

-     <u>School</u>
  This folder contains the School database and all the student data files. The installer created the database. A single user, the Default Administrator, was created with the password chosen in Step 2 above.

-     <u>RWT Network User's Guide</u>
  This PDF document describes how to manage Teachers, Student, Classes and computers using the Teacher Tools, and how to launch Read, Write & Type! and Spaceship Challenge using the Student Tools.

Step 3: Set "RWT Network Server" Folder Permissions

In Step 2, the installer copied a folder named "RWT Network Server" to the "Shared Items" folder.   The contents of this folder are described above. The Client computers need to have the privilege to Read, Write, and List in this folder. This is where the new user, "rwtuser," which we created in Step 1, becomes necessary. We will now assign "rwtuser" to be the owner for the "RWT Network Server" folder. This will allow the Client computers to log onto the Server computer as "rwtuser" and have the correct privileges. Finally, in order to allow computers running Windows to be Clients to the Server, the "Windows File Settings" need to be defined.

1.   Assign "rwtuser" as the owner of "RWT Network Server", and define user permissions.

   -     Double click on the **Workgroup Manager** icon in the menu at the bottom of the screen (Figure 15) to open the Workgroup Manager.

   -     The Workgroup Manager window will be displayed (Figure 16). Select the **Sharing** icon from the tool bar.

   -     The Workgroup Manager screen will be displayed. Click on the **All** tab in the left pane. Navigate to the "RWT Network Server" folder in the "Shared Items" folder, and select it (Figure 23).

   -     Click on the **General** tab in the right pane, and check the **Share this item and its contents** box.

   -     Type "rwtuser" into the **Owner** field. Set the permission in the drop down menu to **Read & Write**.

- Type "admin" in the **Group** field, and assign it **Read & Write** permission.

- Set the permissions for **Everyone** to **None**.

- Save the settings by clicking **Save**.
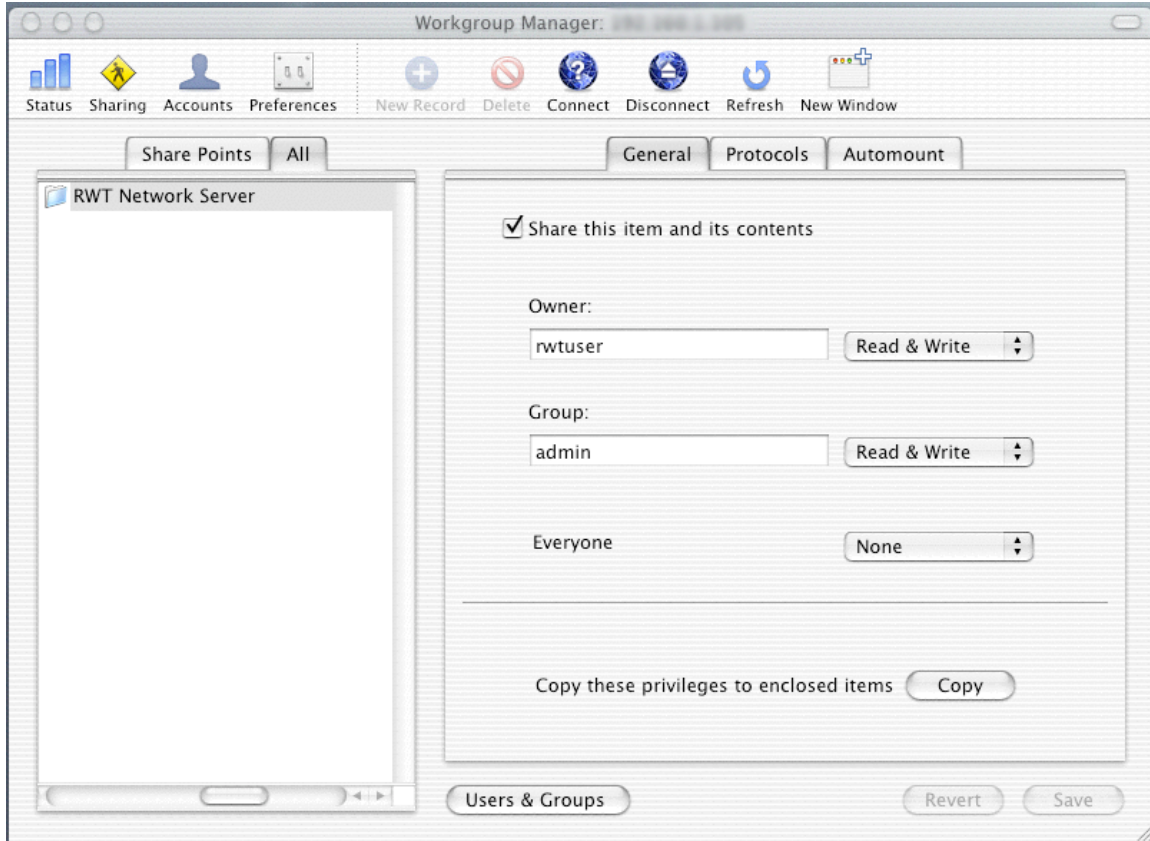
Figure 23: Setting RWT Network Server folder permissions

2. Define the sharing protocols for Apple systems. (Figure 24). Select the **Protocols** tab in the right pane of the Workgroup Manager screen, and select **Apple File Settings** from the scroll menu.

- Check the **Share this item using AFP** box.

- Clear the **Allow AFP guest access** button.

- Make sure the **Inherit permissions for parent** radio button is selected.

- Save the settings by selecting the **Save** button.
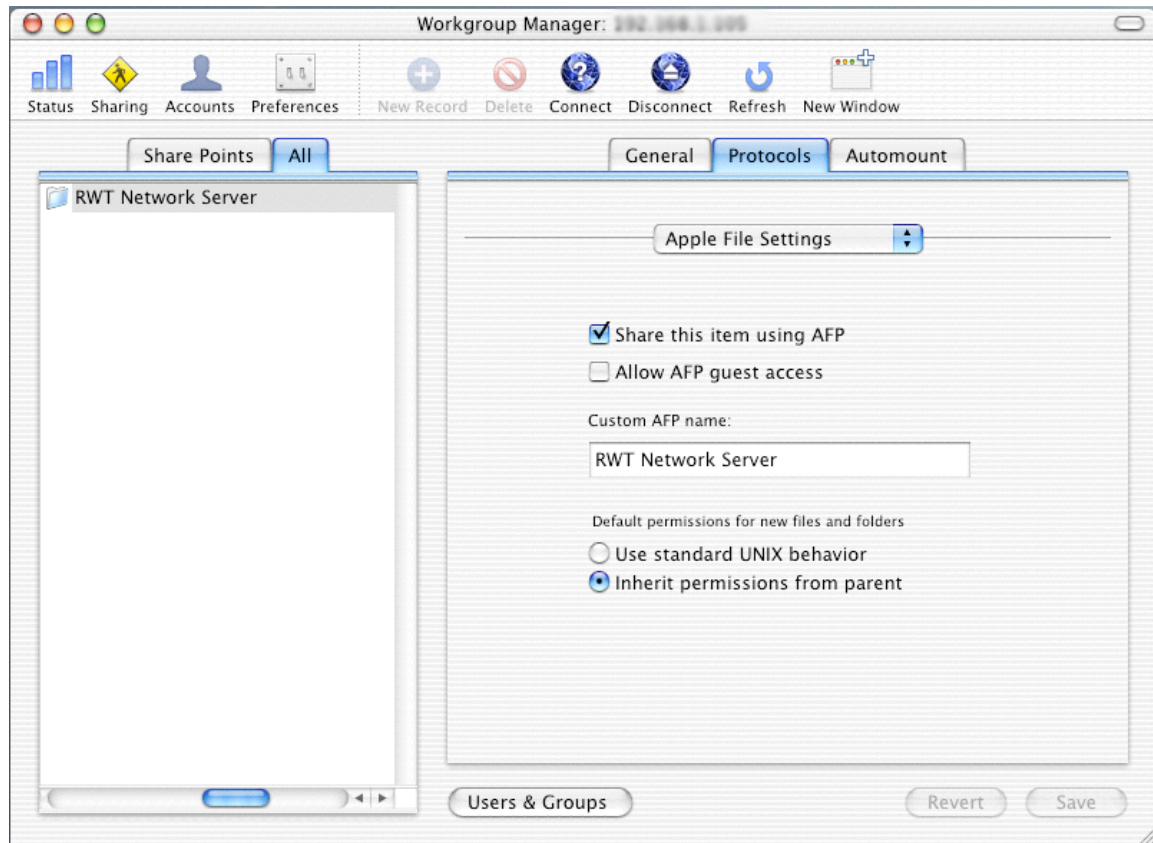
Figure 24: Defining Apple Sharing Protocols

3.   Define the sharing protocols for Windows systems. (Figure 25). Stay in the
        Protocols pane of the Workgroup Manager screen and select **Windows File
        Settings** from the scroll menu.

-       Check the **Share this item using SMB** box.

-       Clear the **Allow SMB guest access** button.

-       Make sure the **Inherit permissions for parent** radio button is selected.

-       Save the settings by selecting the **Save** button.

Figure 25: Defining Windows Sharing Protocols

The Server setup process is now complete. Use the procedures in Section B to install Teacher Tools and Student Tools on those computers that will serve as Clients.

Section B - Client Installation Procedures
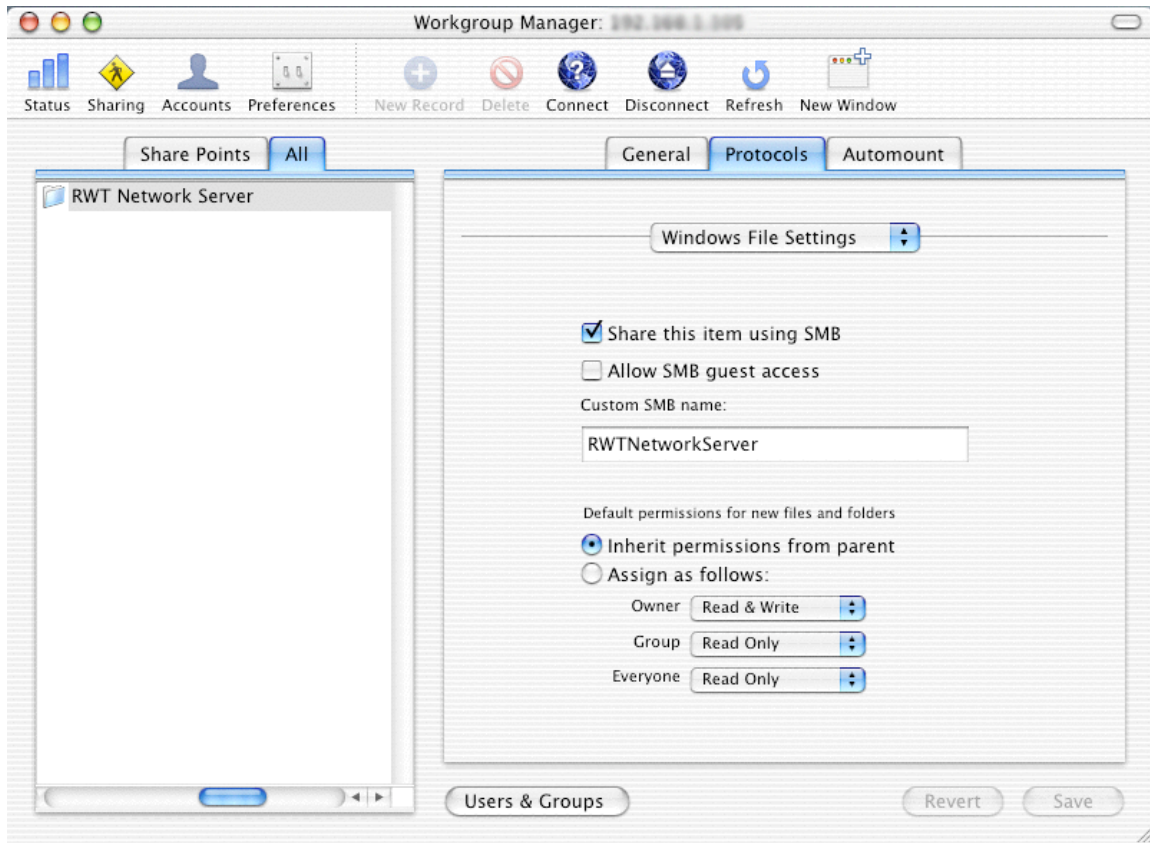
The Teacher Tools and Student Tools cannot be installed until a Server computer has been setup per the directions in Section A. The installation procedures in Section B are done over the network from the software that was installed on the Server in Section A.

Section B contains installation procedures for the computers that will used as the Clients. The number of Clients will depend on how many computers will be used by students and/or teachers. A Client can be used by both teachers and students or can be limited to one or the other, depending on whether Teacher Tools and/or Student Tools are installed.

The IT administrator at your school site should have insured that the network connections are properly set up between the Server and all the computers that will be used as Client computers. Depending on the operating system running on the Client computer, there are different installation procedures. The choices are Windows or Macintosh (Classic and OSX follow the same procedure). A Client computer can have both Teacher Tools and Student Tools or just one of these. Select the correct procedure for the Client's operating system and the Tool Set you want from the procedures below. You can use the table of contents at the beginning of this guide to quickly locate the correct procedure for your needs.

Teacher Tools Installation

The Teacher Tools should only be installed on computers that Teachers will use to administer their classes and generate reports. The tools are installed at the Teacher's computer, not at the Server. The RWT_Network System CD-ROM is not needed to install the Teacher Tools because the installers were copied to the Server during the Server installation procedure in Section A. The Teacher's computer will need access to the shared "RWT Network Server" folder that was installed on the server in Section A.

Windows Client – Teacher Tools Installation
This procedure will walk you through installing the Teacher Tools on a Windows computer. If there are any steps specific to the operating system on the Server (i.e. Windows vs. Mac) or the version of Windows on the Client (i.e. XP vs. 98) they will be clearly indicated.

1.   Navigate to the shared "RWT Network Server" on the server.

- If the folder has been 'mapped' to a drive letter, then open **My Computer** and double-click the mapped drive letter.

- If the folder is not mapped to a drive letter, then open the **Network Neighborhood** and navigate to it.

- The Server may ask you for a username and password to access the shared folder.

- If the **Server** is running Mac OSX:

- you must log into the server with the username "rwtuser" and the password that was created during the Server Installation procedure, otherwise you will not have the correct permissions.

- If the **Server** is running Windows:

  - You must obtain this username and password from your system administrator as *this is not the password created during the installation from Section A.*

Note: *As stated previously, the "RWT Network Server" folder must be shared and the teacher computer must have access to it (if the procedures in Section A were followed correctly, the folder will be shared and have the correct permissions). To navigate to the shared folder, start by clicking on **Network Neighborhood**, then navigate to the server and, finally, to the shared folder.*

- *If you cannot find the <u>server</u>:*

  - *If you are using 'Workgroups' to share resources across the network, make sure that the server and student computers are in the same workgroup.*

  - *If you are using Windows NT domains to share resources with the server, make sure the student computer is logged-in to the NT domain (each computer that will use resources on the server must have a user 'account' on the server, and must be logged into that account at start-up.) If you are not properly logged-in to the NT domain, reboot the computer and login again.*

  - *Make sure both the server and the student computers are physically connected to the network with the appropriate network cabling.*

  - *Make sure the server is running and has not crashed.*

- *If you can find the server but you cannot find the "Shared RWT" folder:*

  - *Check the sharing properties of the "Shared RWT" folder on the server. The folder must be shared, the students must have read, write and list permissions. Review the "Folder Permissions" from Section A.*

- *Use the **Help** system on your version of Windows to get further help specific to your system.*

- *Contact your System Administrator if you cannot resolve the issue with these hints.*

2.   Navigate to the Teacher tools installer for Windows.

-       Once in the "RWT Network Server" folder, open the folder name "RWT
        Network Teacher Tools" by double-clicking on it.
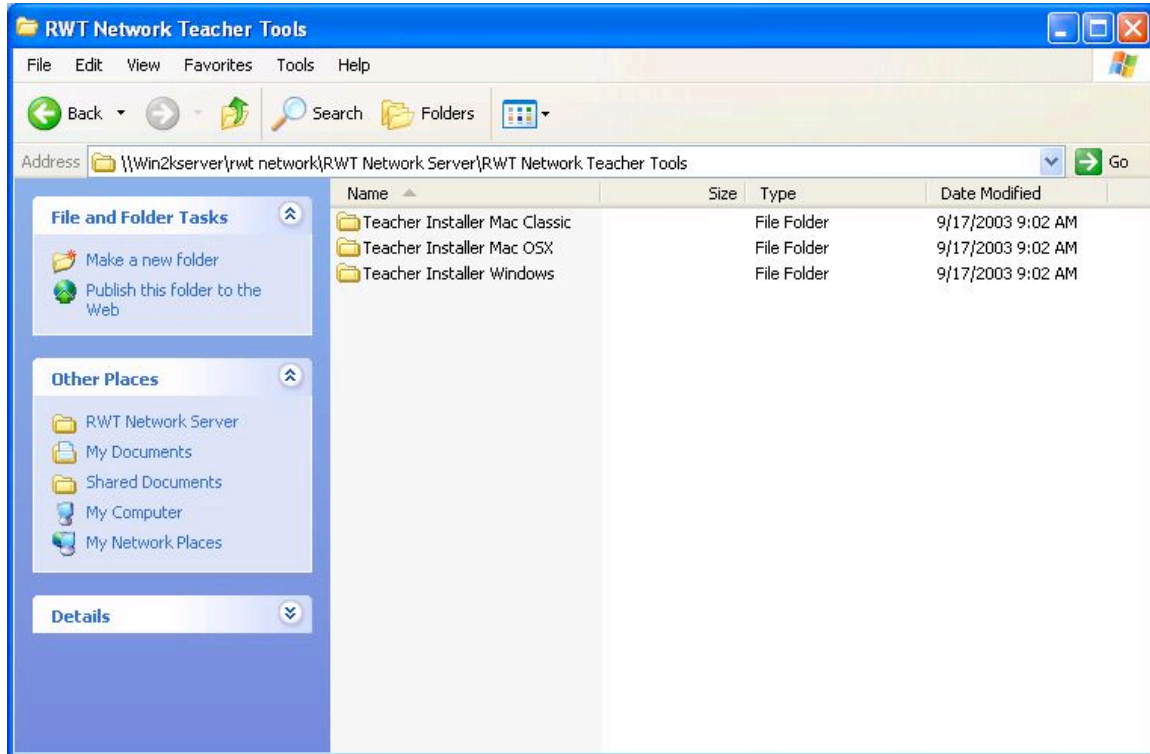
Figure 26: Teacher Tools Install

-       To get to the installer program for Windows, open the "Teacher Installer
        Windows" folder by double-clicking on it.

3.   Run the installer to copy the files to the Teacher's computer. This will copy the
        "RWT Network Teacher Tools" folder into the destination folder and create
        settings.

-       You will follow a process that is very similar to the installation of the
        server components in Section A, so we will only talk about the highlights
        here.

-       If the licensing agreement is acceptable, choose the **I Accept** button when
        the "Software License" screen is displayed.

-       The "Destination Folder" window should be displayed. The default
        destination folder should be in your "Program Files" folder. If you wish to
        change this, select the **Change...** button and navigate to the folder that you
        wish to install into.

- When you are ready to install, click the **Install** button. You will be asked for the administrator name and password.

  - The name is "*Administrator*"

  - The password is the one that was provided during the Server Installation in Section A

    Note: You do not have to use the default administrator account to install. If a teacher account has already been created with administrator privileges, you can use the name and password of that teacher account.

- The installer will copy the "RWT Network Teacher Tools" folder into the destination folder that you selected. It will also create a shortcut to the "RWT Administrator" program in the **Start** menu. Use this shortcut to administrate the school database. Select the **Done** button to close the installer.

- The program named "RWT Administrator" is the program that is used to set-up a school folder and fill it with students, classes and seating plans. See the "RWT Network Users Guide" for detail on how to use "RWT Administrator" to:

  - create and edit teachers

  - create and edit students

  - assign students to classes.

  - identify student computers (also called workstations)

  - create and activate seating plans that associate students with computers.

Mac (Classic or OSX) Client – Teacher Tools Installation

This procedure will walk you through installing the Teacher Tools on a Macintosh computer. If there are any steps specific to the operating system on the Server (i.e. Windows vs. Mac) or the version of Mac on the Client (i.e. Classic vs. OSX) they will be clearly indicated.

1.   Navigate to the Server via the network.

  - For OSX **Clients**:

    - If an alias has been created to the folder, then double-click on the alias.

    - If the folder does not have an alias, then click on **Connect to Server** in the **Go** menu, and navigate to the folder.

  - For Mac Classic **Clients**:

- If an alias has been created to the folder then double-click on the alias.

- If the folder does not have an alias, then click on **Chooser** in the **Apple** menu.

- Click on the **AppleShare** icon to see the list of computers on the network.

- Double-click on the name of the Server computer in the right pane.

- Select the folder from the list.

2. Navigate to the shared "RWT Network Server" on the server.

- The Server may ask you for a username and password to access the shared folder.

    - If the **Server** is running Mac OSX:

        - you must log into the server with the username "rwtuser" and the password that was created during the Server Installation procedure, otherwise you will not have the correct permissions.

    - If the **Server** is running Windows:

        - You must obtain this username and password from your System Administrator, as *this is not the password created during the installation from Section A.*

- Select the "RWT Network Server" folder from the list.

    - *If you cannot find the <u>server</u>:*

    - *Make sure both the server and the student computers are physically connected to the network with the appropriate network cabling.*

    - *Make sure the server is running and has not crashed.*

    - *Use the help system on your version of Macintosh to get further help specific to your system.*

    - *Contact your System Administrator if you cannot resolve the issue with these hints.*

3.   Navigate to the Teacher Tools installer for Mac OSX or Mac Classic, as appropriate.

   -    Once in the "RWT Network Server" folder, open the folder named "RWT Network Teacher Tools" by double-clicking on it.
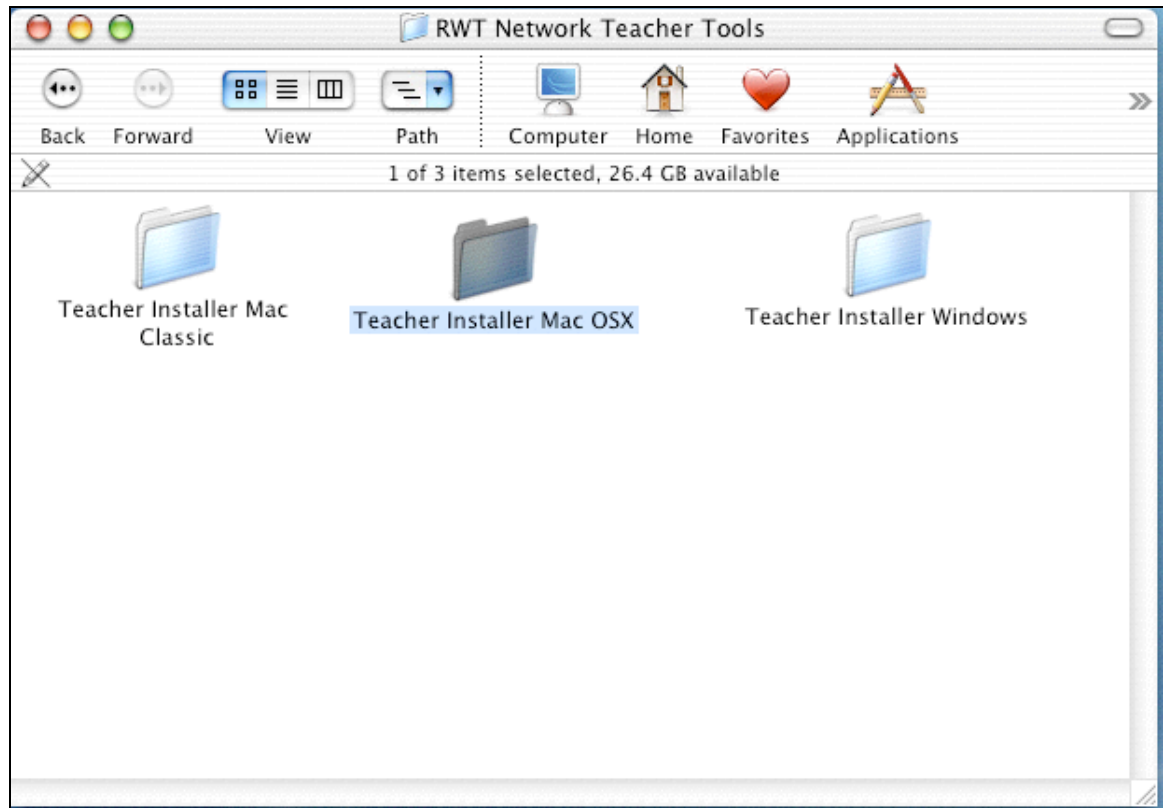
Figure 27 Teacher Tools Install

   -    To get to the installer program, open the "Teacher Installer Mac OSX" (or "Teacher Installer Mac Classic") folder by double-clicking on it.

4.   Run the installer to copy the files to the Teacher's computer. This will copy the "RWT Network Teacher Tools" folder into the destination folder and create settings.

   -    You will follow a process that is very similar to the installation of the server components from Section A, so we will only talk about the highlights here.

   -    If it is acceptable, choose the **I Accept** button when the "Software License" screen is displayed.

   -    The "Destination Folder" window should be displayed. The default destination folder should be in your "Applications" folder. If you wish to

- change this, select the **Change** button and navigate to the folder that you wish to install into.

- When you are ready to install, click the **Install** button. You will be asked for the administrator name and password.

    - The name is "*Administrator*"

    - The password is the one that was provided in the Server Installation (Section A).

    Note: You do not have to use the default administrator account to install. If a teacher account has already been created with administrator privileges, you can use the name and password of that teacher account.

- The installer will copy the "RWT Network Teacher Tools" folder into the destination folder that you selected. Select the **Done** button to close the installer.

- The program named "RWT Administrator" is the program that is used to set-up a school folder and fill it with students, classes and seating plans. See the "RWT Network Users Guide" for detail on how to use "RWT Administrator" to:

    - create and edit teachers

    - create and edit students

    - assign students to classes.

    - identify student computers (also called workstations)

    - create and activate seating plans that associate students with computers.

Student Tools Installation

The Student Tools should be installed to computers that students will be using to run Read, Write & Type! and Spaceship Challenge. The tools are installed from the student's computer and not the Server. The RWT_Network System CD-ROM is not needed to install the Student Tools because the installers were copied to the Server during the Server installation procedure in Section A. The Read, Write & Type! CD-ROM will be needed if the Read, Write & Type! game has not previously been installed on each computer needing the Student Tools. The student's computer will need access to the shared "RWT Network Server" folder that was installed on the server in Section A.

Windows Client – Student Tools Installation

This procedure will walk you through installing the Student Tools on a Windows computer. If there are any steps specific to the operating system on the Server (i.e. Windows vs. Mac) or the version of Windows on the Client (i.e. XP vs. 98) they will be clearly indicated.

Note: *The stand-alone version of Read, Write & Type! MUST be installed and run at least once before installing the student tools.*

Note: *The RWT Network System requires version 3.1 of Read, Write & Type! to operate. Contact Talking Fingers, Inc. at www.readwritetype.com to upgrade from previous versions.*

1.   Make sure the stand-alone version of Read, Write & Type! has already been installed on this student's computer. If it has not, use the Read, Write & Type! CD-ROM to install the program and run it once, to initialize it. (After installation, start the program, go to the sign-in screen, and then quit the program. It is not necessary to sign-in a player.)

2.   Navigate to the shared "RWT Network Server" folder on the server.

-        If the folder has been 'mapped' to a drive letter, then open **My Computer** and double-click the mapped drive letter.

-        If the folder is not mapped to a drive letter, then open the **Network Neighborhood** and navigate to it.

-        If the **Server** is running Mac OSX:

-         you must log into the server with the username "rwtuser" and the password that was created during the Server Installation procedure, otherwise you will not have the correct permissions.

-        If the **Server** is running Windows:

-         You must obtain the username and password from your System Administrator, as *this is not the password created during the installation from Section A.*

3.   Navigate to the Student tools installer for Windows.

-        Once in the "RWT Network Server" folder, open the folder name "RWT
         Network Student Tools" by double-clicking on it.
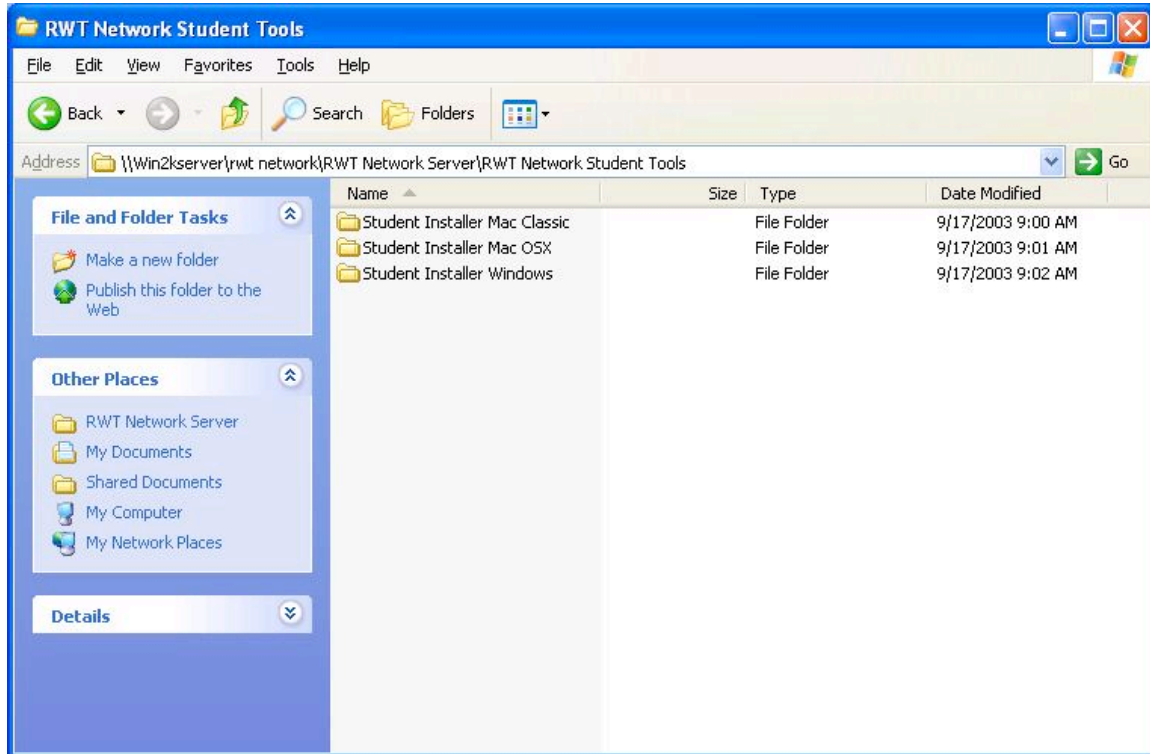

Figure 28: Student Tools Install

4.   Run the installer to copy the files to the Student's computer. This will copy the
          "RWT Network Student Tools" folder into the destination folder and create
          settings.

-        You will follow a process that is very similar to the installation of the
         server components from Section A, so we will only talk about the
         highlights here.

5.   If it is acceptable, choose the **I Accept** button when the "Software License"
          screen is displayed.

6.   The "Destination Folder" window should be displayed. The default destination
          folder should be in your "Program Files" folder. If you wish to change this, select
          the **Change** button and navigate to the folder that you wish to install into.

7.   When you are ready to install, press the **Install** button. You will be asked for the
          administrator name and password.

-        The name is "*Administrator*"

- The password is the one that was provided during installation on the Server in Section A.

Note: *You do not have to use the default administrator account to install. If a teacher account has already been created with administrator privileges, you can use the name and password of that teacher account.*

8.   The "Choose Workstation" window will open. You are being asked to provide a name for the student computer to which you are installing the tools. This is the name by which the computer will be known to "RWT Administrator" for the purpose of creating seating plans.

- If "RWT Administrator" was previously run, the administrator may have created names for all student computers. If you know that this is true and you know the name of the computer that you are installing to, then select the name from the list by clicking on it.

- If a name has not already been created or you do not know what the name is, then you should add a new name or ask the System Administrator.

- To create a new name for the computer, select the **New** button

Note: *If you are unable to add another workstation, check with your IT Administrator to see if the maximum number of workstations for your site license has been reached..*

- Give the computer a unique name. This is mandatory.

- Add a description so that you have enough details when you are using the computer in a seating plan to know exactly which computer it is.
  (This is optional.)

- You can put any information you want in the **code** box, although this is usually used for the school or district tracking ID for this computer. (This is optional.)

- Select the **Add** button

9.   The "Choose Workstation" dialog will show again. Select the computer you just added from the list by clicking on it. Select the **Choose** button to choose the workstation.

10.   After the computer is named, the installer will copy the "RWT Network Student Tools" folder into the destination folder that you selected. It will also create a shortcut to the "RWT Launcher" program in the **Start** menu. Use this shortcut to run the network version of Read, Write & Type!. Select the **Done** button to close the installer.

You have completed the installation. The program named "RWT Launcher" is the program that is used to run the network version of Read, Write & Type and Spaceship Challenge. See the "RWT Network Users Guide" for details on how to use "RWT Launcher". Your previously installed stand-alone version of Read, Write & Type! is still

functional. ***PLEASE NOTE: If you use the stand-alone version of the program on a computer, a student's data will not be recorded into the School Data file on the Server.*** Use the normal shortcut to run in stand-alone mode.

See the "RWT Network Users Guide" for details on how to administrate teachers, students and classes with "RWT Administrator" and to run Read, Write & Type! and Spaceship Challenge with "RWT Launcher". See the "RWT Program Guide" for details on how to use Read, Write & Type! Learning System program and the associated materials in your classroom.

Mac (Classic or OSX) Client – Student Tools Installation

This procedure will walk you through installing the Student Tools on a Macintosh computer. If there are any steps specific to the operating system on the Server (i.e. Windows vs. Mac) or the version of Mac on the Client (i.e. Classic vs. OSX) they will be clearly indicated.

Note: The stand-alone version of Read, Write & Type! MUST be installed and run at least once before installing the student tools

Note: The RWT Network System requires version 3.1 of Read, Write & Type! to operate. Contact Talking Fingers, Inc. at www.readwritetype.com to upgrade from previous versions.

1.   Make sure the stand-alone version Read, Write & Type! has already been installed on this student's computer. If it has not, use the Read, Write & Type! CD-ROM to install the program and run it once, to initialize it. (After installation, start the program, go to the sign-in screen, and then quit the program. It is not necessary to sign-in a player.)

2.   Navigate to the Server computer via the network.

-       For Mac OSX **Clients**:

    -       If an alias has been created to the folder, then double-click on the alias.

    -       If the folder does not have an alias, then click on **Connect to Server** in the **Go** menu, and navigate to the folder.

-       For Mac Classic **Clients**:

    -       If an alias has been created to the folder then double-click on the alias.

    -       If the folder does not have an alias, then click on **Chooser** in the **Apple** menu.

    -       Click on the **AppleShare** icon to see the list of computers on the network.

    -       Double-click on the name of the Server computer in the right pane.

- Select the folder from the list.

3.   Navigate to the shared "RWT Network Server" folder on the server.

  -     You will be asked for a username and password by the Server.

    -     If the **Server** is running Mac OSX:

      -     you must log into the server with the username "rwtuser" and the password that was created during the Server Installation procedure, otherwise you will not have the correct permissions.

    -     If the **Server** is running Windows:

      -     You must obtain this username and password from your System Administrator, as *this is not the password created during the installation from Section A.*

    -     Select the "RWT Network Server" folder from the list.

Note: If you cannot find the <u>server</u>:

  -     *Make sure both the server and the student computers are physically connected to the network with the appropriate network cabling.*

  -     *Make sure the server is running and has not crashed.*

  -     *Use the help system on your version of Macintosh to get further help specific to your system.*

  -     *Contact your System Administrator if you cannot resolve the issue with these hints.*

4.   Navigate to the Student Tools installer for Mac OSX or Mac Classic as appropriate.

  -     Once in the "RWT Network Server" folder, open the folder named "RWT Network Student Tools" by double-clicking on it.

  -     To get to the installer program, open the "Student Installer Mac OSX" (or "Student Installer Mac Classic") folder by double-clicking on it.
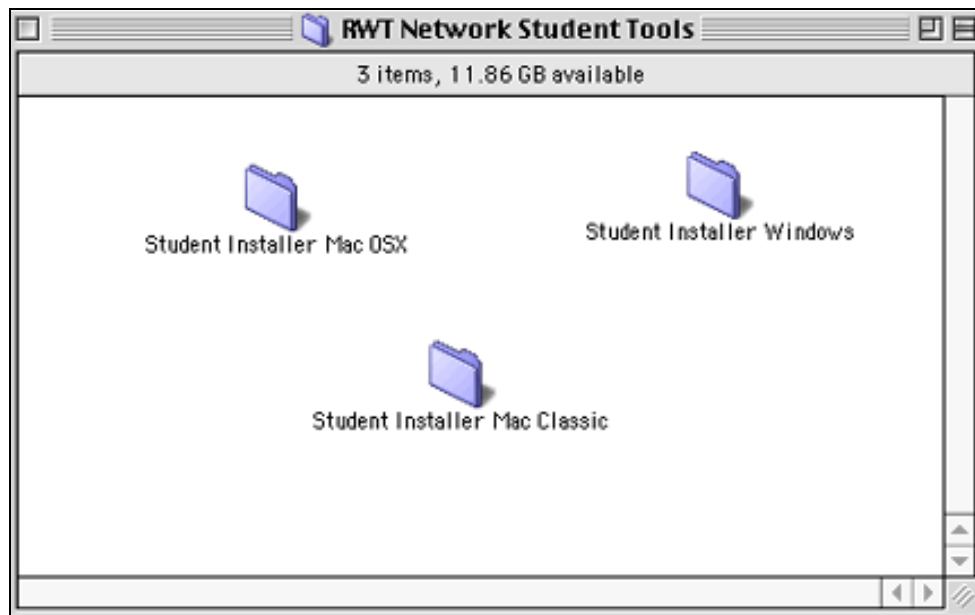
Figure 29: Student Tools Install

5.   Run the installer to copy the files to the Student's computer. This will copy the "RWT Network Student Tools" folder into the destination folder and create settings.

-      You will follow a process that is very similar to the installation of the server components, so we will only talk about the highlights here.

6.   If it is acceptable, choose the **I Accept** button when the "Software License" screen is displayed.

7.   The "Destination Folder" window should be displayed. The default destination folder should be in your "Applications" folder. If you wish to change this, select the **Change** button and navigate to the folder that you wish to install into.

8.   When you are ready to install, press the **Install** button. You will be asked for the administrator name and password.

-      The name is "*Administrator*"

-      The password is the one that was provided during installation on the Server in Section A.

Note: You do not have to use the default administrator account to install. If a teacher account has already been created with administrator privileges, you can use the name and password of that teacher account.

9.   The "Choose Workstation" window will open. You will be asked to provide a name for the student computer to which you are installing the tools. This is the

name by which the computer will be known to "RWT Administrator" for the purposes of creating seating plans.

- If "RWT Administrator" was previously run, the administrator may have created names for all student computers. If you know that this is true and you know the name of the computer that you are installing to, then select the name from the list by clicking on it.

- If a name has not already been created or you do not know what the name is, then you should add a new name or ask your System Administrator.

- To create a new name, select the **Add...** button

Note: *If you are unable to add another workstation, check with your IT Administrator to see if the maximum number of workstations for your site license has been reached..*

- Give the computer a unique name. This is mandatory.

- Add a description so that you have enough details when you are using the computer in a seating plan to know exactly which computer it is. (This is optional.)

- You can put any information you want in the **code** box, although this is usually used for the school or district tracking ID for this computer. (This is optional.)

- Select the **OK** button.

10. The "Choose Workstation" dialog will show again. Select the computer you just added to the list by clicking on it. Select the **OK** button to choose the workstation.

11. After the computer is named, the installer will copy the "RWT Network Student Tools" folder into the destination folder that you selected. Select the **Done** button to close the installer.

You have completed the installation. The program named "RWT Launcher" is the program that is used run the network version of Read, Write & Type and Spaceship Challenge.. See the "RWT Network Users Guide" for details on how to use "RWT Launcher". Your previously installed stand-alone version of Read, Write & Type! is still functional. **PLEASE NOTE: If you use the stand-alone version of the program on a computer, a student's data will not be recorded into the School Data file on the Server.** Use the normal shortcut to run in stand-alone mode.

See the "RWT Network Users Guide" for details on how to administrate teachers, students and classes with "RWT Administrator" and to run Read, Write & Type! and Spaceship Challenge with "RWT Launcher". See the "RWT Program Guide" for details on how to use the Read, Write & Type! Program and associated materials in your classroom.