

# ***A SIP OF COFFEE***

## **A QUICKSTART GUIDE TO COFFEE (V. 4.0 "COFFEE CREAM")**



CoFFEE was developed as part of the LEAD project. For more information about LEAD, visit our website: [www.lead2learning.org](http://www.lead2learning.org).

For more information about CoFFEE, visit: [www.coffee-soft.org](http://www.coffee-soft.org)

## WORKPACKAGE 2

### A SIP OF COFFEE: QUICKSTART



LEAD

problem solving through face to face networked interaction in the classroom

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#### EXECUTIVE SUMMARY

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This document is the Quickstart guide for the CoFFEE software and has as an intended audience the teachers and researchers who are going to be using the fourth version of CoFFEE (CoFFEE Cream (4.0) and successive minor versions) which has been available since the end of November 2008. This Quickstart guide deals only with simple software installation and first use.

The documentation is contained in two other documents (besides this Quickstart): a User Guide which provides a smooth introduction to the use of CoFFEE and a User Manual which contains more technical information.

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## HOW THE TEACHER ...

### INSTALLS THE PROGRAM

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Run the executable installer (currently CoFFEE\_Cream\_Full\_4.0.exe) and choose your own language (there are versions available in English, French, Spanish, Italian and Dutch). Choose, during the installation, if you wish to install both the CoFFEE Controller (Teacher-side component) as well as the CoFFEE Discusser (learner-side component) or only the Client.

At the end of the installation, in the programs menu, you can find the CoFFEE programs, the documentation as well as a link to the coffee-soft product website. On the desktop, there are shortcuts to the installed CoFFEE components.

### RUNS THE COFFEE CONTROLLER

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Launch the program (either from the program menu, or by double-clicking on the icon on the desktop).

You can start a new session or reload a saved session. In the first case, enter the information about the session (class name, teacher name, etc.), leave the “Any name” button checked (it says that anybody can be connected to the server, i.e. no check on the names) and press “Ok”. If you want to reload a previously interrupted session, select the option “Load a session previously saved” and open the file containing the trace of the desired session. The CoFFEE Controller will reload the session as well as all the events in the trace. After the reloading has terminated, the clients can connect to the CoFFEE Controller.

In the Control Panel (left), you can find more information about the connected learners (Group Console), details on the learner selected from the Group Console (Student Details) and buttons to block/activate some/all of the learners (Console).

Now, wait in the “Groups Console” for the connected learners’ names to appear, as they connect to the server.

### LOADS A SESSION

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Once started a new session, in the meantime, you can load the session: use the Menu “File” then “Open Session”, choose the “WarmUpCoFFEE\_xx.xml” session (where xx is the version name of the CoFFEE release).

When the learners are all connected (see the bottom line in the CoFFEE Controller window: it says how many learners are connected), you can start the session: in the “Session Control” view, you will find the steps of the session you have just loaded and to start a session you can click on the button “Start Session” at the bottom, after the steps.

### STEPS THROUGH THE SESSION

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Now, each step opens in a separate view and is run simultaneously on all clients.

In the step view, at the top you can find a brief description with the task.

To advance a step, you can use the button in the “Session Control” view, at the bottom, whose label is, now, “Next Step”.

At any point, you can block (prevent from interacting with CoFFEE) and reactivate the whole class by clicking on the “Block classroom” or “Activate classroom” in the Control panel. By clicking on the “Selective block student” button, you can choose which learner(s) to activate or block.

#### CLOSES THE SESSION

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At any time, the teacher can close the program by choosing “File” and “Exit” (and all the clients are closed). At the end of the session, the button after the steps named “Finish” is activated and can be clicked. If clicked, the clients are frozen (no interactions are further allowed). When you push “Exit” all the clients are closed.

#### H O W T H E L E A R N E R ...

#### INSTALLS THE PROGRAM

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Run the executable installer (currently CoFFEE\_Cream\_Full\_4.0.exe) and choose your own language (there are versions available in English, Italian, Dutch and French). Choose, if you wish, either to install only the CoFFEE Client (learner-side component, it will reduce the size of the installation) or the CoFFEE Controller too.

At the end of the installation, in the programs or program files menu, you can find the CoFFEE programs, the documentation as well as a link to the LEAD project website. On the desktop, there are shortcuts to the installed CoFFEE components.

#### RUNS THE COFFEE DISCUSSER

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Double-click on the desktop icon for the Discusser.

#### CONNECTS TO THE COFFEE CONTROLLER

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A list of the available CoFFEE Controllers found in the network is shown. Select yours by clicking, on the left, on the classroom name (details appear on the right) and click on “Next”. Then, write your name and (if you are required) enter a password and click on “Next”. Then, on the summary page, check that everything is correct and click on “Finish” to be connected to the CoFFEE Controller.

At this point, you will be able to take part in the shared activities in steps, synchronised by the teacher on the CoFFEE Controller. You will be able to discuss with text-based or graphical based activities as well as engage in other shared activities (such as cooperative editing). The session will finish (and your client will be automatically closed) when the teacher closes the session.

## LEAD PROJECT WEB - SITES

### ABOUT COFFEE

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For more information on CoFFEE, see the following LEAD project web-sites

- <http://www.coffee-soft.org/> (download, documentation, tutorials)
- <http://www.lead2learning.org/> (LEAD Project site)
- <http://www.coffee-soft.org/support/repository.aspx> (repository of templates)
- <http://www.sourceforge.net/projects/coffee-soft/> (Sourceforge Developers Site)