



Apple Remote Desktop for Teachers

Customizing the Toolbar

The default Apple Remote Desktop (ARD) toolbar has different buttons than those shown below. Click the **View** menu, then **Customize Toolbar...** From there, drag and drop buttons to customize it to match the setup below.

Overview of the ARD Interface

1. **Observe** views the screen of the computer(s) currently selected in the list (11).
2. **Control** lets you use your mouse and keyboard to remotely operate a single computer.
3. **Curtain** prevents the selected computer from being used and also blacks out the screen or monitor.
4. **Lock Screen** prevents the selected computer from being used, but the screen remains visible.
5. **Send Message** lets you compose a message that will appear on the student's screen. ("Stay on task", etc.)
6. **Copy** sends files or folders to selected computer(s).
7. **Spotlight** searches the hard drive of selected computers based on criteria you specify. Results can be copied to your computer if desired.

8. **Filter** will search the current list of computers. For example you search a computer name or IP address.
9. **Scanners** and **Lists** are displayed in the left sidebar.
10. In a scanner (not a list) this bar appears. You can choose a network range and then push **Refresh** to update the list of computers.
11. Contents of the selected list or scanner appear here.
12. The **Plus (+)** button add new scanners or lists.

Adding Scanners

1. Click the **Plus (+)** button (12) and name your scanner.
2. Click **Bonjour** and choose **Network Range** instead.
3. Type in the range of IPs used in your building (10).
4. Repeat if needing to add multiple IP ranges.

Adding Lists

1. Click the **Plus (+)** button (12) and name your list.
2. Go to one of your existing scanners and locate computers you want in your list.
3. Highlight computers and drag them to the desired list.

