Gateway Options Panel

For Copying/Pasting, Downloading Reports and Accessing Text Input/On-Screen Keyboard Options

June 2020

GATEWAY OPTIONS PANEL

The Gateway Options Panel allows you to copy/paste between your local system and the ClassMate application or ClassMate Admin Desktop, change your input method (for example if you are using a Mobile Phone or Tablet), and share documents to/from the shared "G on Guacamole RDP" drive.

The **OPTIONS PANEL** is opened by simultaneously pressing **CTRL+ALT+SHIFT** on your keyboard. It will then display on the left side of your screen Gateway window. If you are using a mobile or touchscreen device that lacks a keyboard, you can also show the menu by swiping right from the left edge of the screen. To hide the menu, you press CTRL+ALT+SHIFT again or swipe left across the screen.

Copying and Pasting

To copy from your local system to Gateway applications

1. Copy the text on your local machine as you normally would (e.g. CTRL+C, right-click+copy, etc)
2. Display the options panel according to the directions above
3. Paste the text in the "Clipboard" window of the options panel as per the screen shot below
4. Close the options panel
5. The text is now available to be pasted into the Gateway application of your choice by normal methods (e.g. CTRL+V, right-click+paste, etc)

To copy from the Gateway application to your local system

1. Copy the text from the Gateway application of your choice as you normally would (e.g. CTRL+C, right-click+copy, etc)
2. Display the options panel according to the directions above
3. Paste the text in the "Clipboard" window of the options panel as per the screen shot below
4. Close the options panel
5. The text is now available to be pasted into your local machine by normal methods (e.g. CTRL+V, right-click+paste, etc)
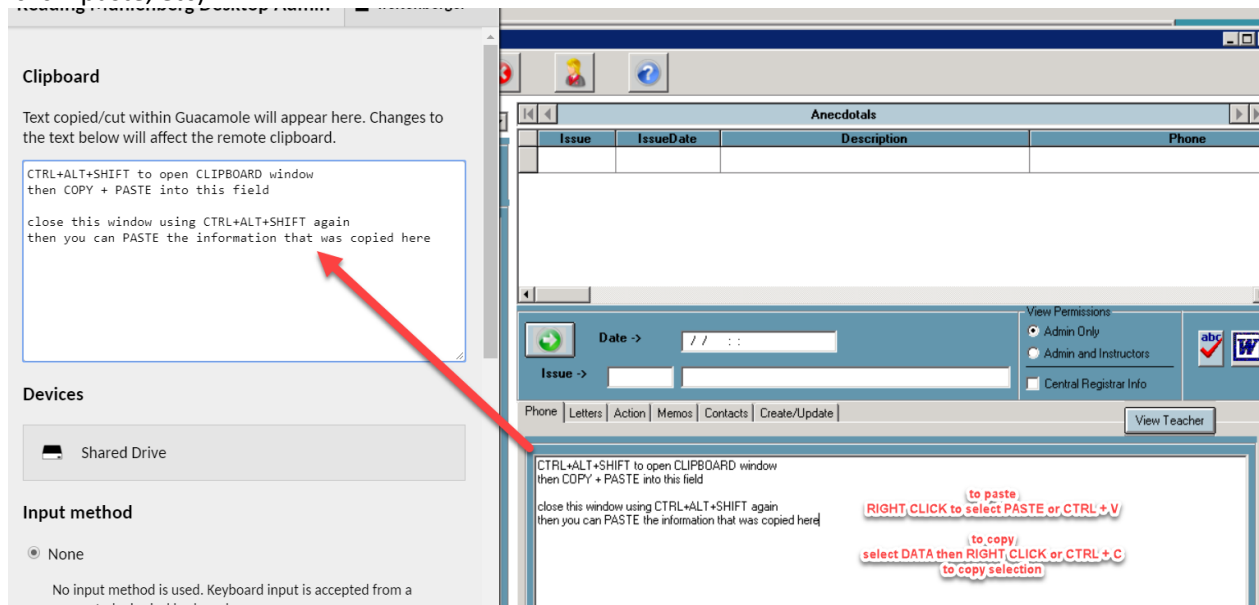
Exporting and/or Downloading Reports

Users with the ClassMate CTE Connection who need to export a report in a format other than PDF can do so using the **Options Panel**.   After generating your report > select to **EXPORT** (download) by clicking the Envelope icon next to the print button. Choose the **FORMAT** type (and any other export options) > click **OK**. When the Email notification screen displays you can disregard the message and click **OK** to continue.
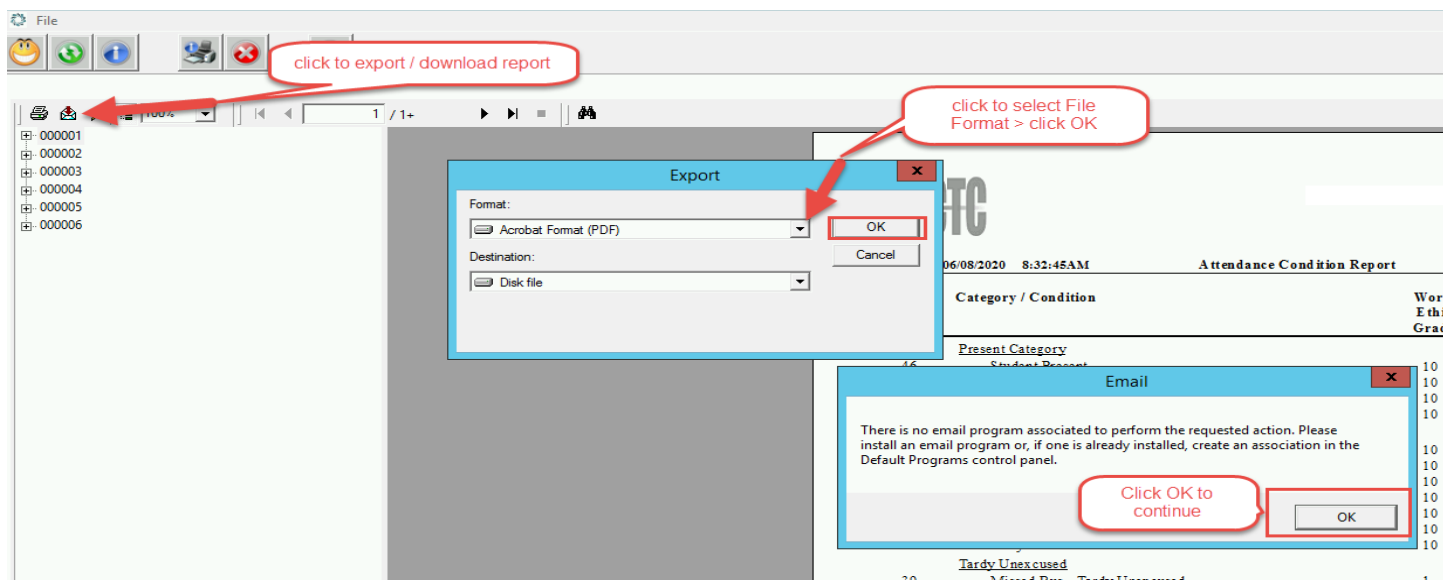

When the **Choose export** file screen displays > click to select the **G on Guacamole RDP** option from left side screen under **This PC**.   Enter a file name and click **Save** to save the file.
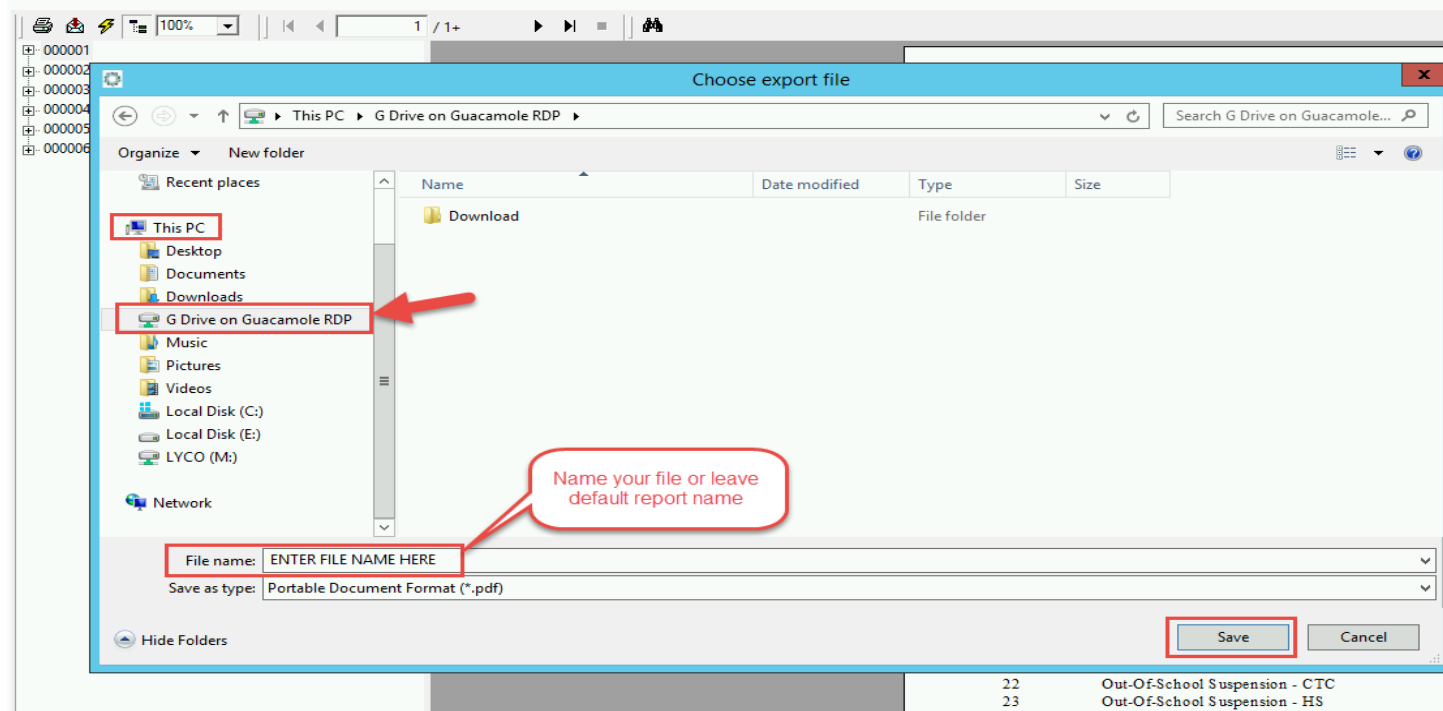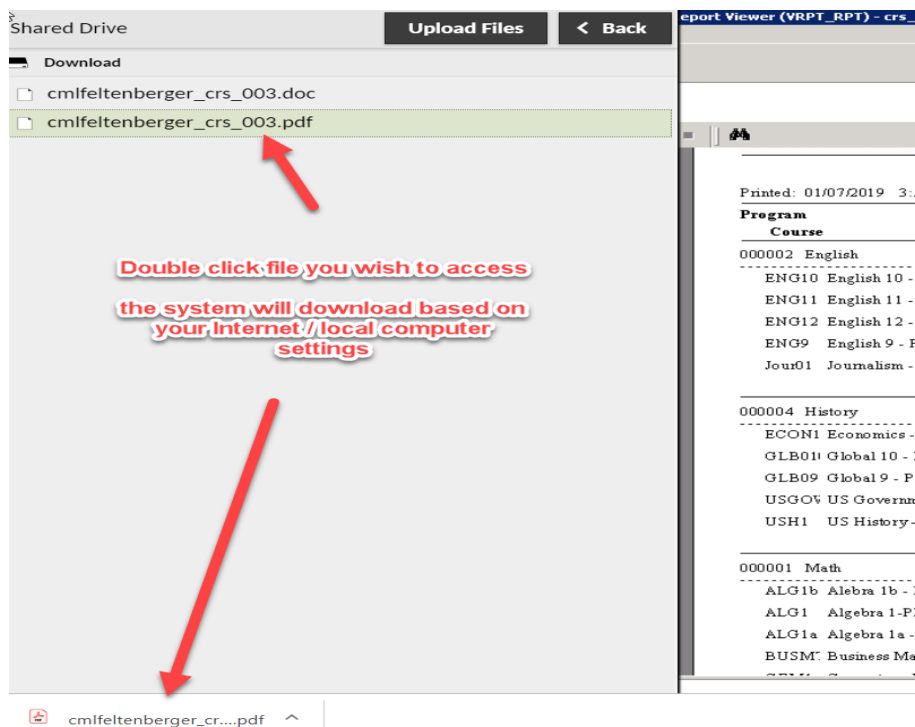
After Saving, to access the file, you will need to display the **OPTIONS PANEL** by simultaneously pressing **CTRL+ALT+SHIFT** on your keyboard.

Click on **Shared Drive** under **Devices** to display exported reports
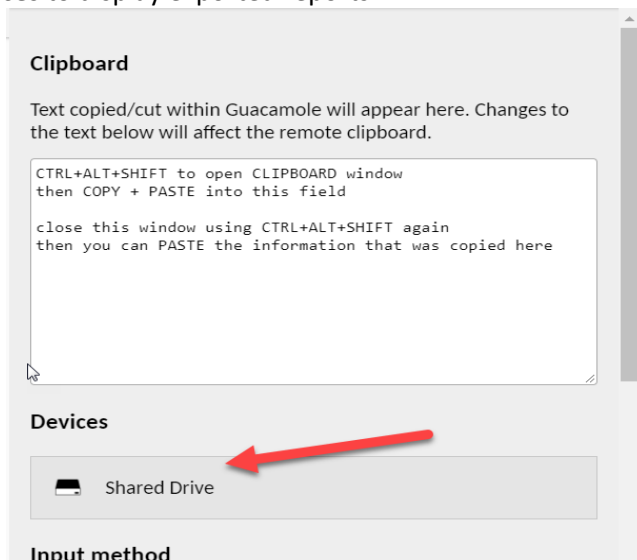
DOUBLE CLICK to select the file you want to download and the system will save by downloading to your internet browser and/or local computer file.
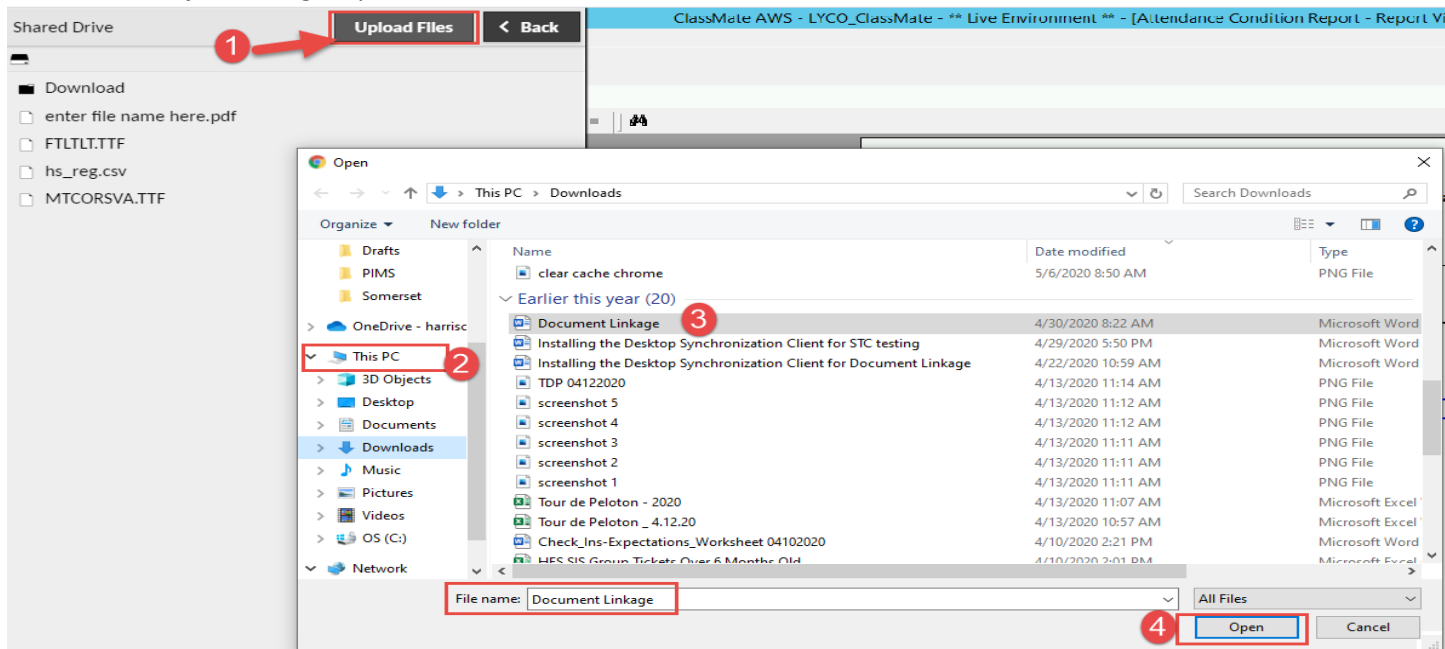

Click the < **Back** button when finished and then close the Options Panel and simultaneously pressing **CTRL+ALT+SHIFT** on your keyboard to close the **OPTIONS PANEL.**

# Uploading files from Local Drive into ClassMate

Users can upload a file from their Local Drive into ClassMate using the **Options Panel**. First you will need to display the **OPTIONS PANEL** by simultaneously pressing **CTRL+ALT+SHIFT** on your keyboard.

Click on **Shared Drive** under **Devices** to display the **Upload Files** button
1. Click **Upload Files**
2. Click to expand **This PC** to navigate to where the file is saved on your Local Drive
3. Click to select the file you want to upload into ClassMate
4. Click **Open** to begin upload of file

When upload is complete the file name will display in listing as well as **FILE TRANSFERS** confirmation at bottom right of screen
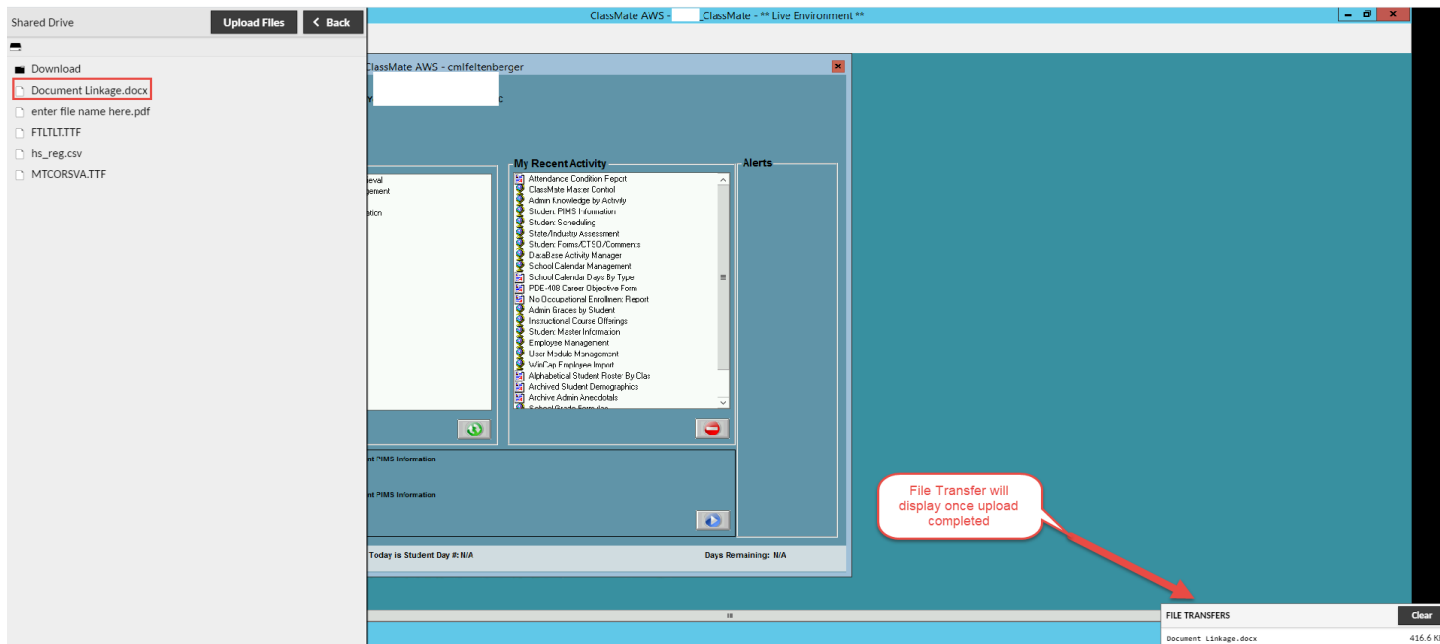
Click the < **Back** button when finished and then close the Options Panel and simultaneously pressing **CTRL+ALT+SHIFT** on your keyboard to close the **OPTIONS PANEL.**

Users will need M: Drive access to load any uploaded file into the M: Drive to access in Classmate.
To access > open your File Manager by clicking the Yellow Folder and select **G Drive on Guacamole RDP** to access the uploaded file.
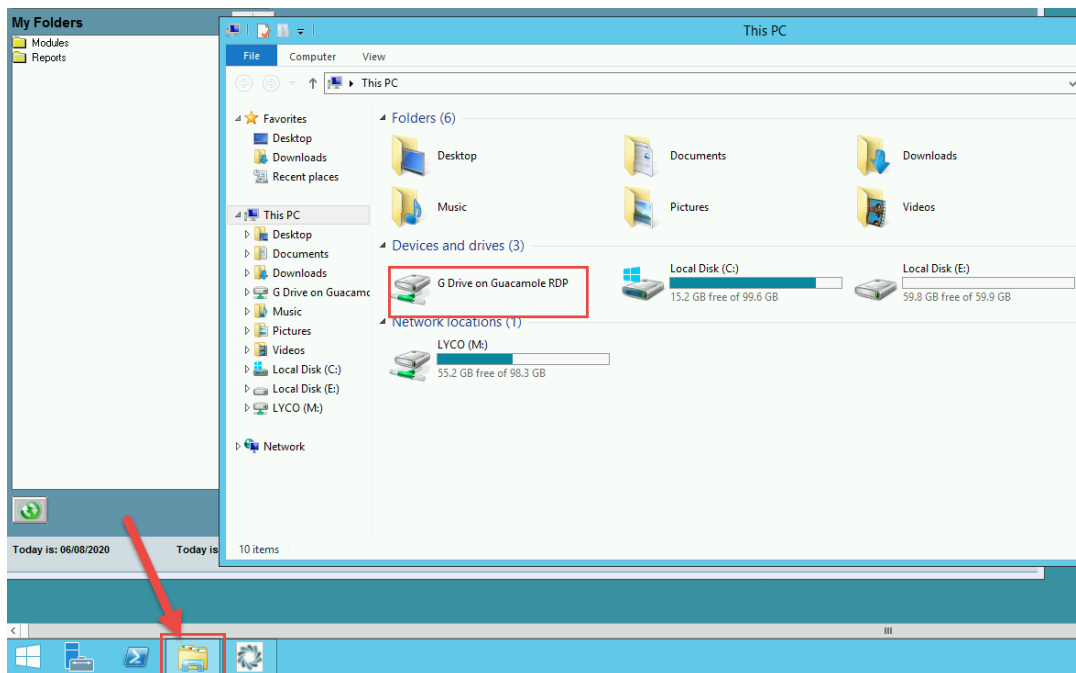
Click to select your uploaded file and you can either right click to **Copy/Cut** and then select the M:\ClassMate to choose which folder to right click **Paste** to Save.
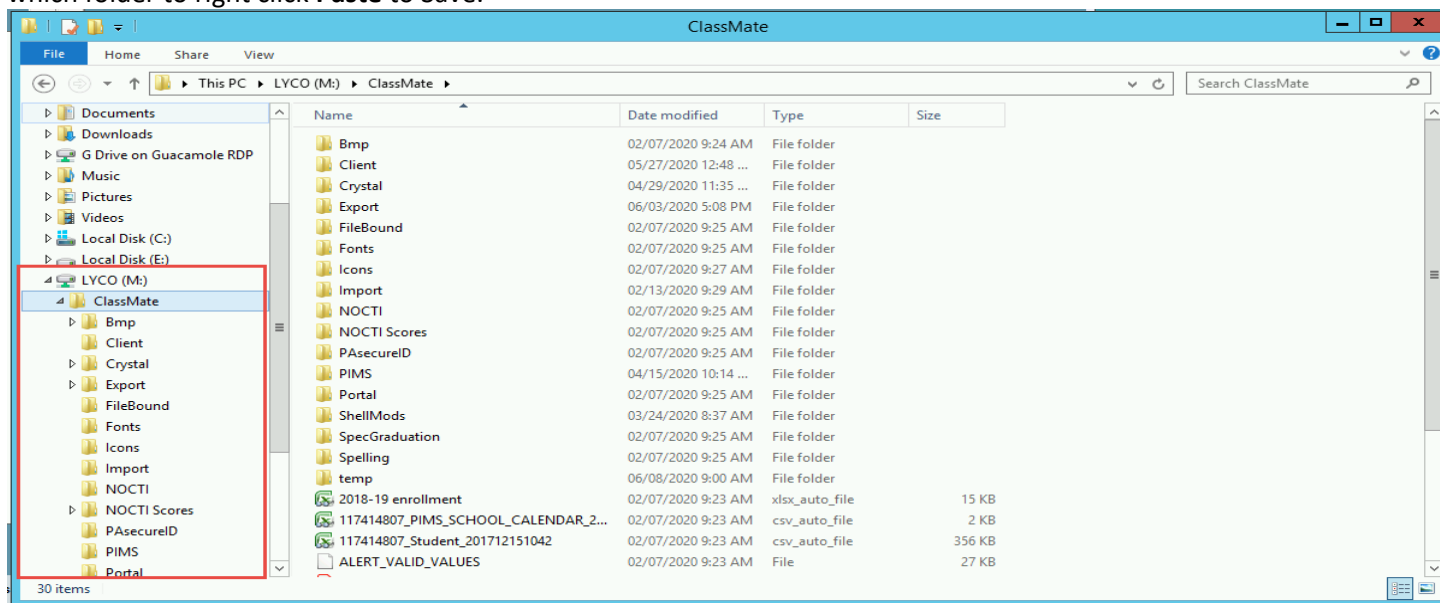
Accessing Text Input / On-Screen Keyboard

If you are accessing Gateway using a Mobile Phone or Tablet device that lacks a keyboard, you can swipe right from the left edge of the screen to display the **OPTIONS PANEL**, to display entry options, then select Text Input or On-Screen Keyboard.