# Teacher Menu Guide

* **The default keys used to move around in game are:**

**W**: Moving forward **S**: Moving backward

**A**: Strafe left **D**: Strafe right

**SPACE**: Jump (fly up in creative mode)

**LEFT SHIFT**: Sneak (fly down in creative mode)

**E**: Open inventory for supplies

* To **look around** move the mouse around or slide your finger across the trackpad
* To **dig blocks** use the left mouse/trackpad (left click) button (hold until the block breaks)
* To **place blocks** use the right mouse/trackpad button (right click)
* To open the [teacher menu](http://menu) press the **m** key (version 1.7 >) or **p** key (version < 1.7).

**How to use the Teacher Menu**

* Change personal settings
* Change World Settings
* Player Settings
* Player Management
* Give Supplies to a player
* Go to any teleport station in the world

Click on the link: <http://services.minecraftedu.com/wiki/Teacher_Menu>

**How to use Spawn Blocks** - allow you to define where users first appear when they load up

a new world. This is useful if you want students to appear in a specific starting place.

<http://services.minecraftedu.com/wiki/How_to_use_Spawn_Blocks>

**How to use Allow and Disallow Border Blocks**

<http://services.minecraftedu.com/wiki/How_to_use_Allow_-_Disallow_-_Border_Blocks>

**Allow Blocks** (a block that is used to allow students to build even if student building in general

is disabled) <http://services.minecraftedu.com/wiki/Build_allow_block>

**Disallow Blocks (**prohibits student creation or destruction of block)

<http://services.minecraftedu.com/wiki/Build_disallow_block>

**How to use Teleport and Stations:**

**\* Teleport Blocks** (used to teleport from one location to another)

<http://services.minecraftedu.com/wiki/Teleport_block>

**\* Stations**

<http://services.minecraftedu.com/wiki/How_to_use_Teleport_Blocks_and_Stations>

**How to create a border block** (used to set borders to the world)

<http://services.minecraftedu.com/wiki/Border_block>

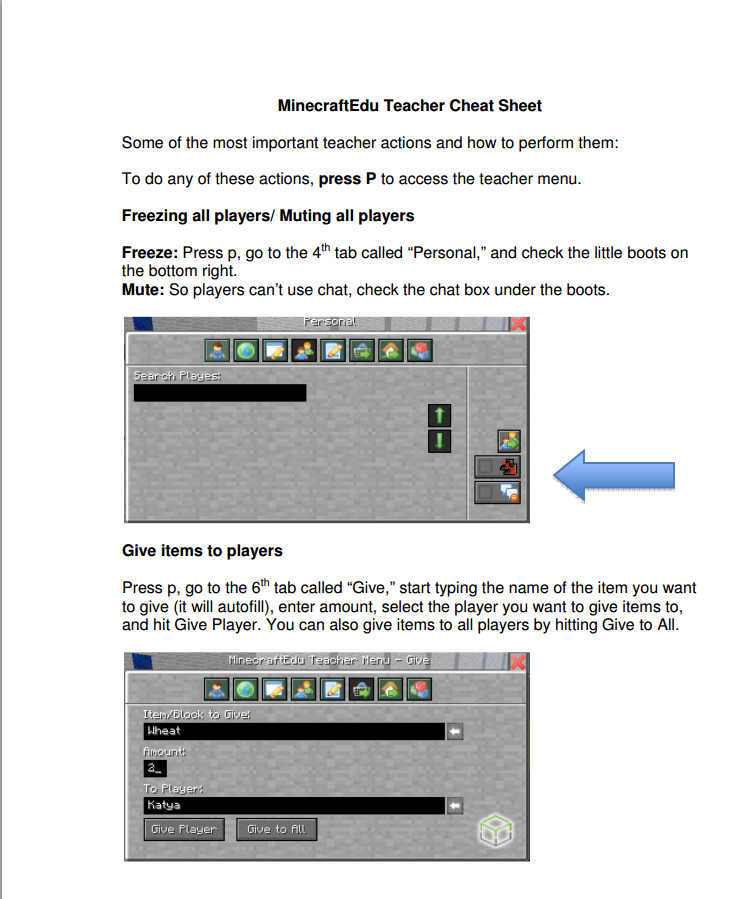
# Behavior Management Tools

**Teleporting** allows you to go directly to a student or bring a specific student to your location:



**Freezing** stops a student from moving, this can be done for a specific student or all students

**Muting** stops a student from using the chat tool, this can be done for a specific student or all students



Diffi-Tool - Maze Challenge: Go to the Stations tab in the Teacher Menu and select the Time Maze Challenge. This is an option for sending students that misbehave in the game.

Link to a teacher cheat sheet for tools: <http://services.minecraftedu.com/worlds/sites/default/files/worlds/26/material/teacher_cheat_sheet_26.pdf>

# Behavior Management Examples

**Here are some examples of misbehavior you might find in the game:**

**1. A student is flying around throwing potions on others.**

**2. A student or several students are making fun of others in the chat tool or calling them names; the other students may or may not be responding to this behavior**

**3. A student is invisible and you hear from other students (or see in the chat tool) that he/she is breaking their structures.**

**4. Someone in the class is going around flooding your community; when you figure who he/she is, they say they are helping others by adding water to their structures.**