

## Classroom Suite 4 (Win/Mac) 4.0 or higher

### Menu Protection

#### Introduction

There are times when you want to keep a student out of sensitive areas of the program or from going to the computer desktop. Menu protection will allow you to control this student behavior.

This tutorial assumes...

- The Classroom Suite 4 program is installed on your computer.
- You have a student that is getting out of the Classroom Suite activity or is frustrated by accidentally choosing the wrong menu items.

#### Learning Objectives

Completion of this tutorial will give you experience with the following:

- Locating and enabling menu protection within a Classroom Suite document.
- Turning Menu Protection off.

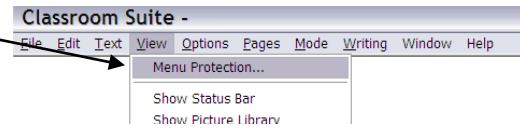
#### Case Study

Billy is a grade 3 student who is using Classroom Suite 4. He is accidentally getting out of the program and frequently selecting unneeded menu items. He appears frustrated when unable to continue to do his work.

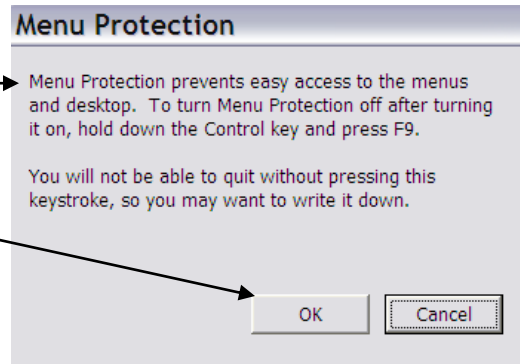
# Menu Protection

1

Classroom Suite 4 menu protection prevents easy access to the menus and desktop. It can be activated from within the document by selecting **View > Menu Protection**.



A popup screen will appear describing what Menu Protection does and how to disable it.



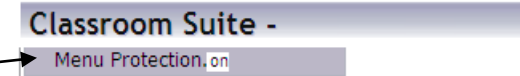
Click **OK** to activate.

**Note:** To turn the menu protection off.

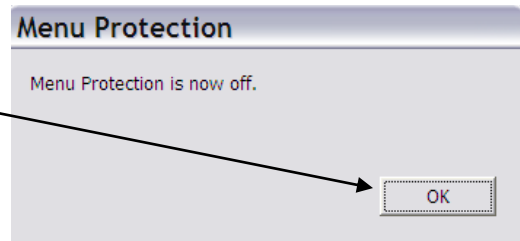
- Use **Control + F9**

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The document Header will change to display that menu protection is on.



You must enter a **Control + F9** to return to regular menu access. The **Menu Protection** popup window will appear. To confirm leaving menu protection, click **OK**.



Regular menu access will be restored.