NETOP™

Vision6®

Classroom Management Software

Getting Started with Vision[6]

Version 6.9

Netop

Welcome to Vision

Welcome to Vision, the easy-to-use Classroom Management solution designed to help you control student computer activity in your classroom or lab. With Vision Classroom Management you may track student computer use, share your screen with the class during instruction, and take control of a student's computer to help with a problem. Unlike a computer screen projector, Vision does not require any special hardware or wiring; all you need to run Vision is a network connection between computers.

This guide explains the Vision features used to manage a classroom. It also includes technical information about working in a wireless environment, configuring Open Enrollment classes, and customizing the program to suit your needs. For general information on the most common Vision features, refer to Vision Help or the Vision User Guide.

Install / Uninstall Vision

System Requirements

Before you begin to install Vision, verify that your network and classroom computers meet all of the following system requirements. You must also have a valid serial number to activate Vision, as well as valid serial numbers to activate any plug-ins you wish to use.

You can install a 30-day evaluation version without a serial number in order to test Vision and all plug-ins.

Network

The network must have the following minimum configuration:

- Wired Network: 10 Mbps full duplex; 100 Mbps or higher recommended.

- Wireless Network: 802.11b; 802.11g recommended

- Peer-to-peer name resolution enabled (e.g., DNS or other name server)

Computers

The classroom computers must have the following minimum configuration:

- **Operating System:** Windows 7, Vista Business, Vista Ultimate, XP Professional, and Windows 2000 Professional. 64 bit versions are **not** supported. Vision supports classrooms with a combination of operating systems.

- **Processor:** Intel® Pentium® III processor or equivalent; 500 MHz or higher

- **Memory:** 64 MB RAM; 128MB and higher recommended

- **Hard Disk:** 30 MB of available hard-disk space

- **Video Display:** Any 100% VGA compatible graphics adapter supported by Windows

NOTE: Vision requires that all connected computers be able to communicate with one another by computer name. If network settings on a computer are changed, this may disrupt name resolution and cause Vision connections to fail.

Ping a student computer by name from the teacher computer, and then ping the teacher computer by name from a student computer. If the ping fails, contact your network administrator. If the ping succeeds but Vision does not function properly, contact Technical Support.

Installation Instructions

After you have verified that your network and classroom computers meet the system requirements, you can begin to install Vision. Vision requires that software be installed on both the Teacher and Student computers, and may be deployed in any one of 3 ways:

1. Manual installation on Teacher computer followed by automatic deployment to Students.

2. Manual installation of all components on Teacher and Student computers.

3. Deployment from a central management system.

Method 1 is best for teachers who manage their own classroom computers.

Method 2 is best for teachers or administrators who cannot deploy software from one computer to another due to security restrictions.

Method 3 is best for administrators of medium to large networks who have deployment tools already in place. This procedure may be completely automated.

Manual Installation of Vision Teacher

Follow the steps below to install Vision on the Teacher computer. Once this is complete you may deploy software to the Student computers from the Teacher computer, or you may install the Vision software manually on each Student computer. Student installation instructions follow this section.

1. Log on to the Teacher computer as an administrator.

2. Exit all programs.

3. Exit all virus protection utilities.

4. Run the Vision Setup program.
   - If you are installing from a file that you downloaded, open the folder where you saved the Setup program, and then double-click **Vision6_69ENSetup.exe**.

5. Click **Next** to start the installation.

6. Read and accept the licensing agreement, then click **Next.**

7. At the **Customer Information** screen, enter your name and the name of your school or business.

8. At the **Setup Mode** screen, select **Install** then click **Next.**

9. At the **Setup Type** screen, select **Teacher** (Vision Master). All plug-ins are automatically installed with Vision. Click **Next.**

10. When presented with the option to enter license keys, enter keys for Vision and purchased plug-ins
    - If the license key is not entered during installation, Vision and all plug-ins will run in Trial mode for 30 days. Vision may be licensed at any time during or after this period.
    - If you have a license key for Vision, you may elect to run any plug-ins in Trial Mode by leaving the license field blank and selecting the "Start 30-Day trial" checkbox.
    - Plug-ins may be independently activated from the Netop Licensing Utility.

11. At the **Simple/Advanced** screen, select **Simple Installation** then click **Next.**

12. At the next screen, click **Install** to begin installing Vision.

13. After you complete the installation, you may immediately launch Vision by checking the "Launch Vision6" checkbox on the final installer screen. Be sure to restart any virus protection utilities that you use (it may be easiest to restart the computer). You are now ready to set up your classroom and begin to use Vision.

Automatic Installation of Vision Student Software

Once installation of the teacher software is complete, you may create classrooms of student computers. Once these groups are defined in the Vision Teacher, you may install the Vision Student software directly to those computers from the Vision Teacher computer.

> **NOTE:** When the Vision Teacher is run for the first time, you will be asked to create a classroom.
>
> If you are upgrading from a previous installation of Vision, existing classrooms are preserved and may be used to deploy the new Student software. Please proceed to *Install Vision on Students in existing Classrooms*.

Create Your First Classroom and Install Vision on Student Computers

If this is the first time that Vision has been installed on this computer, you will be prompted to populate your Vision Classroom automatically. Once your first Vision Classroom is set up, you can use Vision to deploy the client software to the student computers.

> **NOTE:** All student computers must have **Windows File & Printer Sharing** services enabled in order to install Vision remotely.

1. **To start Vision for the first time**, either check the "Launch Vision" checkbox at the end of installation, or double-click the Vision icon on your desktop.

2. A dialog will appear asking you to setup your Vision Classroom. Click **Yes**.

3. The Setup Classroom Wizard will open and guide you through the process. Click **Next** to continue.

4. When the Classroom Computers page appears, select the student computers you want to add to the Classroom. You can select computers in three ways.

   • Using the dropdown menu to choose a network Domain or Workgroup, browse for computers on your network that you wish to have in your Classroom. Use the arrows to move computers in or out of the Classroom.

   • Click the "Open Network" button to open Windows Explorer to browse for network computers. When you find the computers you want to use, drag them into the Classroom computers pane.

- Click the "Add…" button to type in the names of Classroom computers.

TIP: Are your computers named to match your location? Enter a text string that matches the common text in the names of your classroom computers into the **Filter** box. Vision will automatically select all matching computers and display them in the Network. You may then use the **arrow** buttons to add or remove computers from your classroom.

5. Once you have populated your Classroom, click **Next**

6. When the **Ready to add student computers to your classroom** page appears, make sure that the **Take me to the Vision Deployment Wizard** checkbox is checked, then click **Finish.**

7. The Vision Deployment Wizard is launched.

8. Read the notes on the **Welcome to the Vision Deployment Wizard** page and click **Next.**

9. You must have administrative rights to install Vision software on student computers. Make the selection and add the alternative credentials if necessary, then click **Next**.

10. When the **Install / Update Vision Student Software** dialog appears, select the computers in your classroom targeted for the remote installation. Click **Next**.

11. On the **Confirm Installation / Update** page, confirm your selection by clicking **Install.**

12. When the **Vision Student Software Installation** dialog appears, the installation will begin automatically. Once the progress bar and log indicate that the process is complete, click **Next.**

13. When the final screen appears, click **Finish** to open your new Classroom.

NOTE: It will take a few moments for the student computers to complete installation before connection is complete.

Install or Update Vision on Students in existing Classrooms

If you have already established a Classroom, you can easily deploy Vision software to the student computers. If your student computers

already have Vision installed, you can use this utility to upgrade them in a few quick steps.

> **NOTE:** All student computers must have **Windows File and Printer Sharing** services enabled in order to install Vision remotely.

1. You have two possibilities to invoke the Vision Deployment Wizard:

   • Go to **Manage Classrooms** in the File Menu, select your classroom and click on **Install / Remove...**

   • Right-click in the dashboard view of your classroom and select **Properties**, go to the **Clients List tab** and click on **Install / Remove...**

2. Read the notes on the **Welcome to the Vision Deployment Wizard** page and click **Next.**

3. On the **Install or Remove Vision Software** page, choose **Install / Update Vision on student computers** and click **Next.**

4. You must have administrative rights to install Vision software on student computers. Make the selection and add the alternative credentials if necessary, then click **Next**.

5. When the **Install / Update Vision Student Software** dialog appears, select the computers in your classroom targeted for the remote installation. Click **Next**.

6. On the **Confirm Installation / Update** page, confirm your selection by clicking **Install.**

7. When the **Vision Student Software Installation** dialog appears, the installation will begin automatically. Once the progress bar and log indicate that the process is complete, click **Next.**

8. When the final screen appears, click **Finish** to open your new Classroom.

> **NOTE:** It will take a few moments for the student computers to complete installation before connection is complete.

Manual Installation of Vision Students

Use this method to manually install Vision on each student computer, one at a time.

> **NOTE:**   This procedure may also be used to upgrade Student computers from previous versions of Vision.

1. Log on to each student computer as an administrator.

2. Exit all programs.

3. Exit all virus protection utilities or filters.

4. Run the Vision Setup program.
   - If you are installing from a file that you downloaded, open the folder where you saved the Setup program, and then double-click **Vision6_69ENSetup.exe**.

5. Click **Next** to start the installation.

6. Read and accept the licensing agreement, then click **Next.**

7. At the **Customer Information** screen, enter your name and the name of your school or business.

8. At the **Setup Mode** screen, select **Install.**

9. At the **Setup Type** screen, select **Student** (Vision Client). All plug-ins are automatically installed with Vision.

10. At the **Simple/Advanced** screen, select **Simple Installation** then click **Next.**

11. Follow the remaining instructions to complete installation.

After you complete the installation, restart the computer and any virus protection utilities that you use. You are now ready to set up your classroom and begin to use Vision.

Manual Upgrade of Vision and plug-ins

If you have already installed a previous version of Vision5 or Vision6, you may upgrade to Vision6 v6.9 while preserving your licenses, Classrooms and other settings.

> **NOTE:** The Vision6 installer automatically recognizes previous installations and will offer you the option to Upgrade.
>
> The Upgrade option works on both Teacher and Student computers.

> **NOTE:** Vision5 can be updated but a new license key (VI60 or VI65) must be entered and the classrooms and settings are not retained.

> **NOTE:** Installation of Vision6 v6.9 will not remove existing versions Vision 4.1 or earlier. You must remove these versions manually.

If you have installed Vision plug-ins such as Surf-Lock or App-Control, this upgrade will affect them as well. All licenses will be preserved.

In Vision6 v6.9, Vision and all plug-ins are treated as a single object. Add/Remove Programs will contain an entry for Vision6 but not individual plug-ins, as they are now installed and removed together.

1. Log on to the network computer as an administrator.

2. Exit all programs.

3. Exit all virus protection utilities or filters.

4. Run the Vision Setup program.
   - If you are installing from a file that you downloaded, open the folder where you saved the Setup program, and then double-click **Vision6_69ENSetup.exe**.

5. Click **Next** to start the installation.

6. Read and accept the licensing agreement, then click **Next**.

7. At the **Customer Information** screen, enter your name and the name of your school or business.

8. On the next screen, choose the option to **Upgrade.**

9. Confirm this choice at the next screen to begin installation.

10. When complete, open the **Classroom Manager** from **My Classrooms** to upgrade your student computers. This is described above.

Remote Uninstallation of Vision Student software

With the new Vision Deployment Wizard, Vision Student software can now be removed remotely from the teacher computer without the need to do a manual uninstallation on each student computer.

To uninstall Vision Student software from computers within your classroom, follow the steps below:

1. You have two possibilities to invoke the Vision Deployment Wizard:

   • Go to **Manage Classrooms** in the File Menu, select your classroom and click on **Install / Remove...**

   • Right-click in the dashboard view of your classroom and select **Properties**, go to the **Clients List tab** and click on **Install / Remove...**

2. Read the notes on the **Welcome to the Vision Deployment Wizard** page and click **Next.**

3. On the **Install or Remove Vision Software** page, choose **Remove Vision from student computers** and click **Next.**

4. You must have administrative rights to install Vision software on student computers. Make the selection and add the alternative credentials if necessary, then click **Next**.

5. When the **Remove Vision Student Software** dialog appears, select the computers in your classroom targeted for the remote uninstallation. Click **Next**.

6. On the **Confirm Removal** page, confirm your selection by clicking **Remove.**

7. When the **Vision Student Software Removal** dialog appears, the uninstallation will begin automatically. Once the progress bar and log indicate that the process is complete, click **Next.**

8. When the final screen appears, click **Finish** to close the Vision Deployment Wizard.

NOTE: It will take a few moments for the student computers to reboot after the uninstallation has been completed.

Using Vision in Your Classroom

Below is an introduction to the basic Vision features you use to manage your classroom. Following the order of a typical class session, these procedures describe how and when you can include Vision in your lessons. If you have not already done so, create a classroom (see *Create a Classroom*).

Prepare for Class

Use Vision before your students enter the classroom. If your student computers support Wake on LAN (WOL), you can turn on (or 'wake up') all your classroom computers from your computer.

To turn on student computers remotely

Double-click the **Vision** icon on your desktop to open the **Vision** Dashboard and automatically connect to your default Classroom.

1. If Vision is not configured to automatically connect at start, click the **Connect Classroom** button from the toolbar.

2. On the **Special Commands** pane, click **Wake up Computer**.

   NOTE: If you are unable to start student computers remotely, contact your system administrator for information about the Wake on LAN compliance of your computers.

Lock and unlock student computers

You can lock the computers in your classroom to prevent students from using them before class or during lecture. Vision displays a blank screen on the classroom computers and students cannot access their keyboards or mouse devices.

- On the **Vision** toolbar, click the **Blank screen** button.

- To unlock student computers, click the **Stop** button.

> **NOTE:** For information on how to apply Vision commands to individual computers, see *To select one or more student computers* on page 46.

Lock and unlock student keyboards

You can lock student keyboards when you want students to see their computer screens but not have access to the keyboard or mouse.

- On the **Specials Commands** pane, click **Lock keyboard**.

- To unlock student keyboards, click the **Stop** button.

Associate each classroom computer with a student

To help you match the computers on your screen to the students in your classroom, you can send a message that asks students to sign in. Students enter their names which then appear next to the computers in the Dashboard.

1. On the **Vision** toolbar, click the **Request user name** button.

2. The **Vision Enter user name** window appears on each student computer.
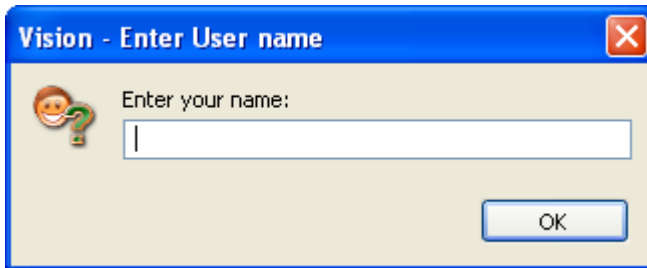
3. Students enter their names and click **OK**.

Each computer is labeled with the name that the student typed. If a student does not enter a name or no one is sitting at the computer, the word *Empty* appears next to the domain name.

NOTE: You can also identify your classroom computers by computer name, student logon, or network address. On the **View** menu, point to **Display name** and click one of the following:

- **Default** displays the computer name stored in the computer's system properties.

- **Login** displays the user name the student entered when he or she logged on to Windows.

- **Network address** displays the Internet Protocol (IP) address.

Screen Sharing

When you are connected to a classroom, you can share your screen with the entire class as you demonstrate a procedure or present information to your students. Unlike a projector that displays your screen to the front of the classroom, Vision projects your computer screen to the individual screens of your students. Students have a front row seat to your presentation no matter where they sit in the classroom.
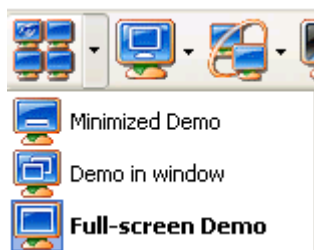
Share your screen with the classroom

1. On the **Vision** toolbar, click the **Demo** button.

   Your screen appears on the classroom computers and you can begin your presentation.

2. Click the drop down arrow in the **Demo** button to change the size of the window that appears on the student screen,

   Full-screen Demo (default) maximizes the window so it covers the entire student screen. Student keyboards and mouse devices are locked.

   Windowed Demo makes your screen another window on the student computers. Students have access to your screen, but are not required to view it; they have access to their keyboards and mouse devices.

   Minimized Demo reduces the window to a button on the student taskbar. Students have access to your screen, but are not required to view it; they have access to their keyboards and mouse devices.

3. To turn off the demonstration, click the **Stop** button.

Supervising Students

Vision6 provides a Supervision window that permits you to view all student screens at any desired resolution. Supervision launches directly from the Vision toolbar in a separate window, allowing you to use the Vision Dashboard while viewing student computers.

Open the Supervision Window

1. Double-click the Vision icon on your desktop to open the Vision window.

2. On the classroom toolbar, click on the **Supervision** icon. The **Supervision** window opens and the student screens appear.


NOTE: Supervision does not allow you to arrange the student screens but automatically arranges them and adjusts the number of pages required to display all student screens at a selected size.

Navigating Pages

When multiple pages are required, Vision will automatically advance through the pages cyclically. You can also use the **Back** and **Forward**

arrows in the Supervision toolbar to go to the previous and next page respectively.
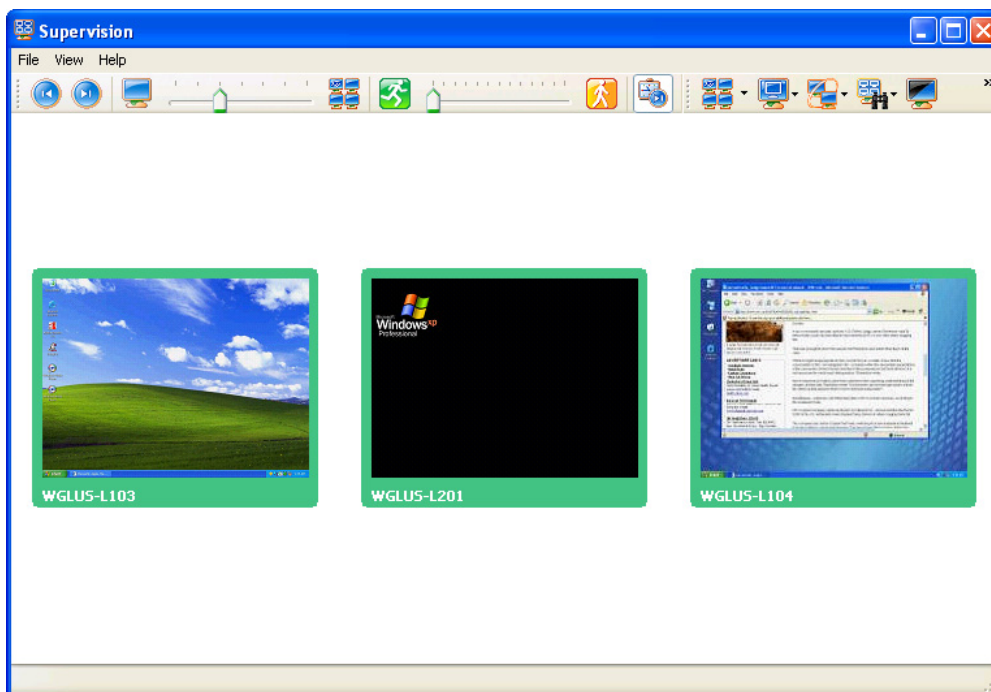
Adjusting the Number of Student Screens Per Page

Open the Supervision window. Go to the Supervision toolbar.

Vision offers three methods of adjusting the number of images per page from the Supervision toolbar:

- Fewer Items Per Page icon - clicking the icon will automatically decrease the number of items per page by one.

Fewer Items Per Page   **Slider**   **More Items Per Page**

- **More Items Per Page** icon - clicking the icon will automatically increase the number of items per page by one.

- Slider - you can manually adjust the number of items per page by moving the slider.

NOTE: The minimum usable image size is fixed and the maximum number of images is calculated based on the size of the monitor you are using. This allows a a large screen to display more images than a small screen, with no maximum limit.

You can adjust the size of the student screen to see just one per page or several on a page. The maximum size is one student screen per page. The minimum size is approximately 150 x 112 pixels.

Supervision always shows the entire student screen.

Adjusting the Amount of Time Per Page

Open the Supervision window. Go to the Supervision Toolbar.

Vision offers three methods of adjusting the amount of time to view each student screen before automatically displaying the next page:

- **Less Time Per Page** icon - clicking the icon will automatically rotate the pages more quickly.

Less Time Per Page   **Slider**   **More Time Per Page**

- **More Time Per Page** icon - clicking the icon will automatically rotate the pages more slowly.

- Slider - you can manually adjust the amount of time it takes to change a page.

To stop the rotation, click the **Page Advance** icon. It also restarts the rotation.

NOTE: The amount of time per page is from 3 to 15 seconds. You can also set the pages to not advance at all by toggling the **Auto Advance** button.

The Supervision toolbar also contains buttons for the following Vision functions:

- Demo

- Remote Control

- Virtual Teacher

- Live Supervision

- Blank Screen

- Stop

Close Supervision

Click the **Supervision** icon then select **close**. Or, close the **Supervision** window using the Windows **Close** button in the upper right-hand corner.

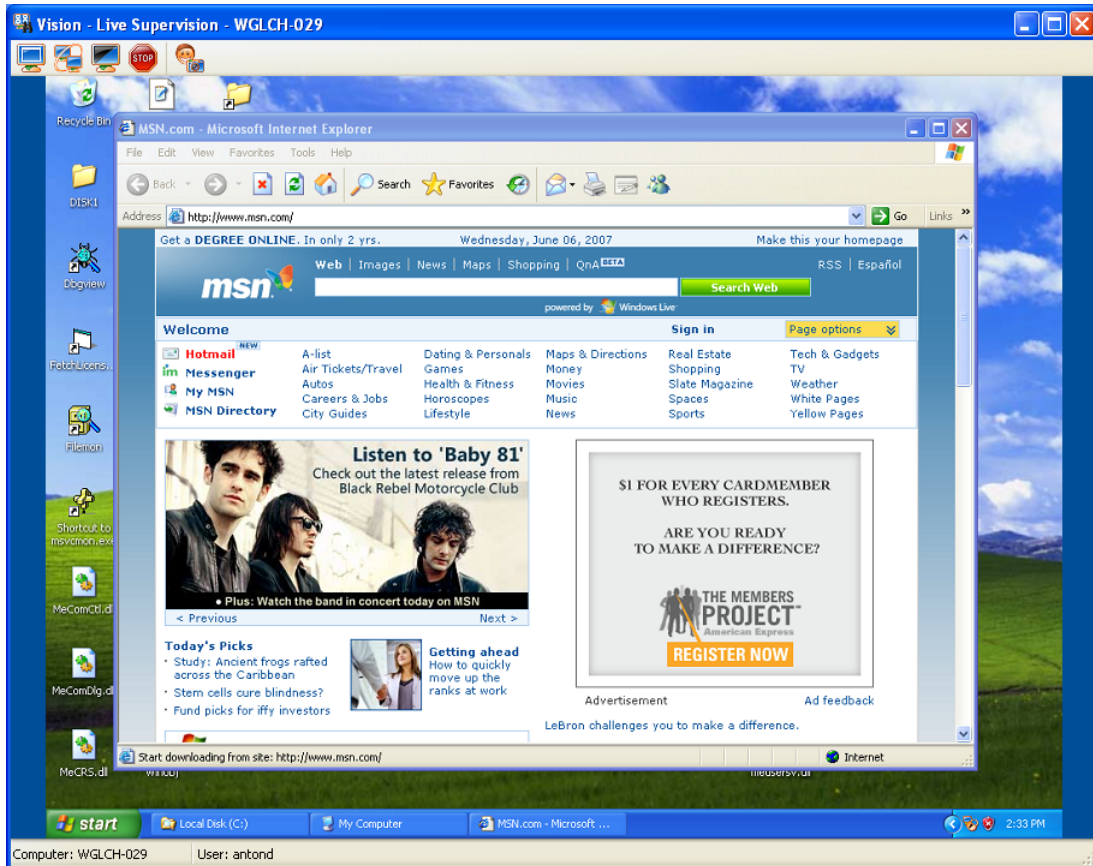## Live Supervision of Individual Students

While the Supervision window is good for viewing your entire classroom, you may wish to focus attention upon an individual student. Live Supervision provides one-on-one observation of one student at a time with greater resolution and a very fast refresh rate.

Open the Live Supervision window

1. Select a student computer from the Vision Dashboard

2. On the Vision Toolbar, click the **Live Supervision** button

3. The **Live Supervision** window opens and displays the selected student computer screen at the largest possible size.

> **NOTE:** You may also use the drop down menu by clicking the arrow on the Live Supervision button. This displays a list of all classroom computers from which an individual may be selected.

> **NOTE:** Right clicking a student computer in the Dashboard will display a list of Vision options including Live Supervision.

The Live Supervision window contains a small toolbar with key Vision functions that may be applied to the student being observed.

Start a Program on a Student Computer

Vision offers two ways to start programs on Student Computers.

Using App-Control: App-Control is a plug-in feature set of Vision that is installed by default in 30-Day Trial mode. It offers an easy-to-use drop down menu to select programs to run and allows you to lock or "kiosk" programs on student computers in order to prevent them from

using other programs. For more information see the chapter **_More Vision Tools_**.

Using the Run Application feature: If you elect not to use App-Control, then Vision offers a simple command-line based method for starting programs on Student Computers.

Using the Run Application feature

From your computer you can start a program or open a Web site for your classroom or for individual students. This feature helps students follow along with the lesson and keeps them on task.

> **NOTE:** In order to use this feature, programs must be located in the same directory on both the instructor and student computers.

> **NOTE:** The **Run Application** button only appears in the Vision toolbar if App-Control is disabled or expired.

1. On the **Vision** toolbar, click the **Run application** button.

2. Start a program or open a Web site in one of the following ways:

3. Drag a program shortcut from the **Start** menu, or a Web address from a browser address bar, to the **Open** box.

4. Type the executable name of the program, such as Excel.exe for Microsoft Excel, or the address of the Web site.

5. Click the down arrow to choose from a list of programs and Web sites you have used previously.

6. Click **Browse** to search for a program.
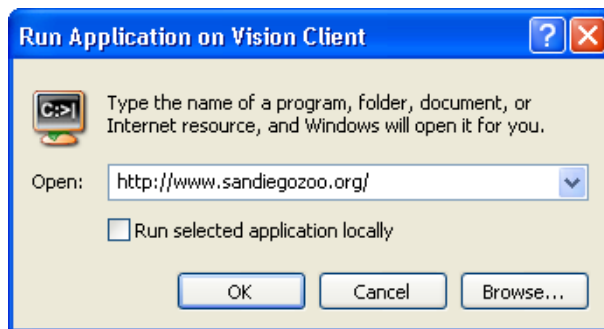
7.

8. (optional) If you want to start the program or open the Web site on your computer, select the **Run selected application locally** check box.

9. Click **OK**.

## Virtual Teacher: Share a student screen with the class

In the same way that you use the **Demo** button to share your screen with your class, you use the **Virtual Teacher** button to share a student screen with other students. This feature allows students to show their work to the class from their computers.

1. On the Dashboard, click on a student computer to select it, and then click the **Virtual Teacher** button.

   or

   Click the arrow next to the **Virtual teacher** button and select the student computer you want.
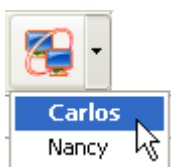
   The selected student screen appears on the other classroom computers—including yours—and those student keyboards and mouse devices are locked.

2. To turn off the student demonstration, click the **Stop** button.

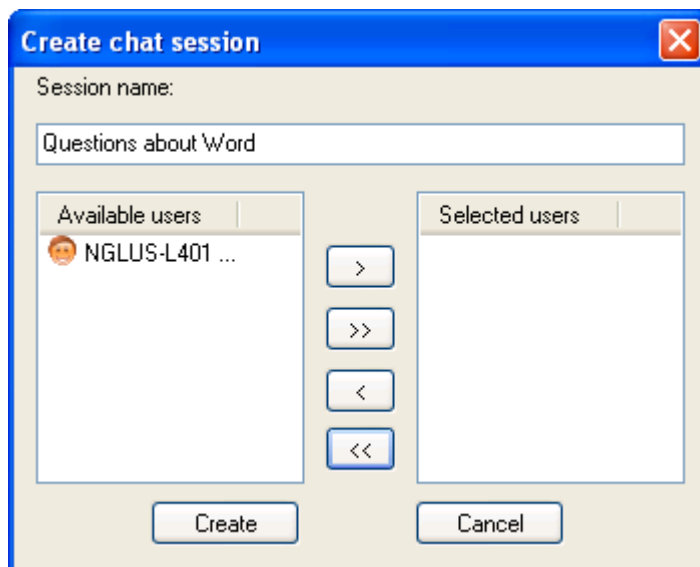
Chat with your students

From Vision, you can conduct an online chat session with your students. This is useful when you want to conduct a discussion with part of your class without disrupting other students as they work. For more information about chat sessions and other features, refer to Chat Help.

To start a chat session

1. On the **Vision** toolbar, click the **Chat** button.


2. On the **Chat** menu, click **New session**.

3. Enter a name for the session.

4. Select the students you want to include in the chat session from the **Available users** list, and then click the arrow button (>) to move them to the **Selected users** list. Next click **Create**.

5. Type your message in the chat window, and then press ENTER. Your students can also type messages and send

them to you. As you continue your chat session, the Chat history area displays your discussion.
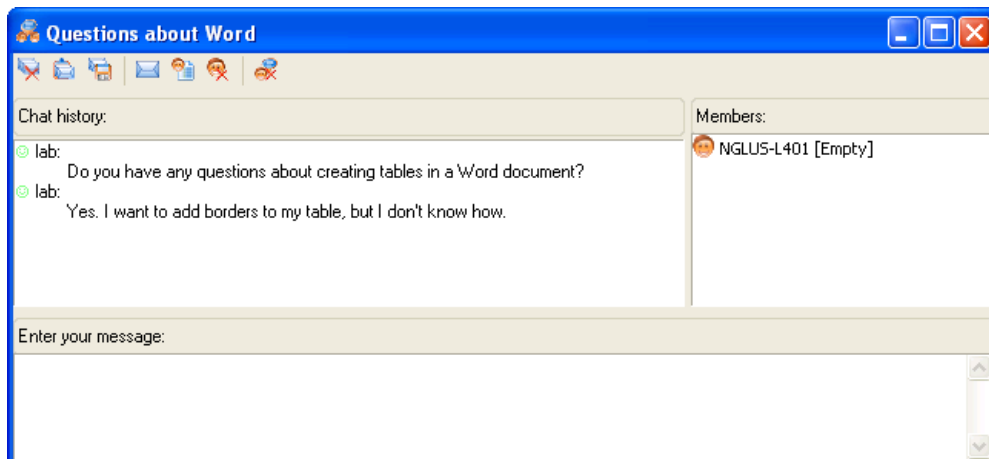
6. When you finish, click the **End Session** button.

Send and collect files from students

You can send files to your students and later collect them. Distribute tests, forms, or assignments to students for a certain amount of time and then collect them automatically.

To send a file to students

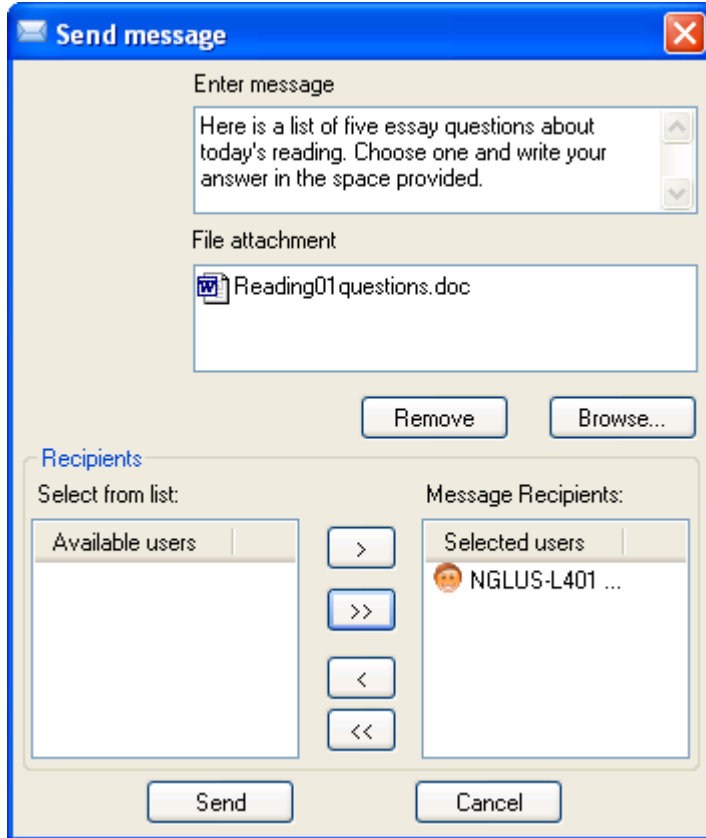1. On the Vision toolbar, click the **Chat** button.

2. On the **Chat** menu, click **Send message**.

3. Type your message and select the file you want to send your students. Click **Browse** to search for the file.

4. Select the students you want to receive the file from the **Available users** list, and then click the arrow button (>) to move them to the **Selected users** list.

5. Click **Send**.

The students receive a message with the file attached to it. They double-click the file to open it.
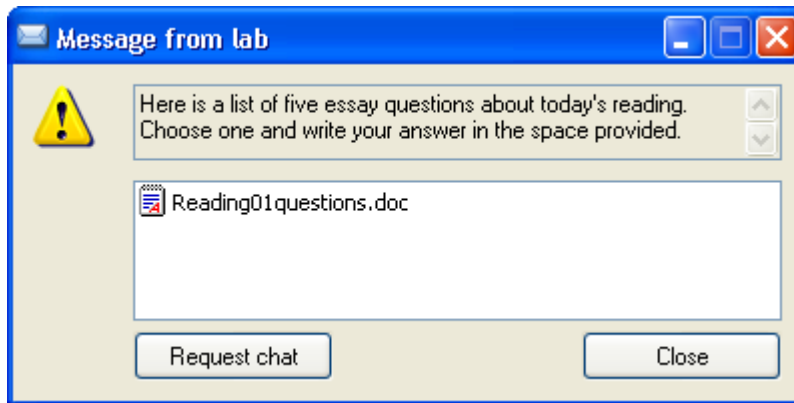
TIP: Students can also find sent files in their Vision work directories by right-clicking the **Chat** icon in the system tray (the notification area at the far right of the taskbar) and clicking **Display work files**. The work directory opens.
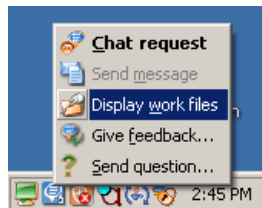
NOTE: The location of your sent and received files is different depending upon the operating system and type of Vision software (Teacher or Student) installed.

NOTE: The location of your sent and received files is different depending upon the operating system and type of Vision software (Teacher or Student) installed.

For Windows XP:

Teacher: **Drive:\Documents and Settings*yourloginname*\Documents\Chat** where

yourloginname is the name you use to log on to the computer.

Student: **Drive:\Documents and Settings\All Users\Documents\Chat**

For Windows Vista:

Teacher:
Drive:\Users*yourloginname*\Documents\Chat where *yourloginname* is the name you use to log on to the computer.

Student: **Drive:\Users\Public\Documents\Chat**

To collect a file from students

1. On the Vision toolbar, click the **Chat** button.

1. On the **Chat** menu, click the **Collect** button to gather the files on the student work directories and move them to your work directory. (Chat installs your the teacher work directory at **Drive:\Documents and Settings*yourloginname*\Documents\Chat**) where *yourloginname* is the name you use to log on to the computer.

2.

3. In the **Collect Files** window, indicate what should happen to the files after you collect them. You can delete the files from the student computers or leave them there. Chat then collects any student files that are stored in the Chat work files directory.

Monitor selected classroom computers

After you connect to a classroom, you automatically see the screen of every classroom computer. You can then select to monitor certain computers more closely in the **Monitor** pane. This is useful if you have a large class and want to pay attention to the students who need the most assistance or supervision.

To display a student in the Monitor pane

- Drag a student computer to the **Monitor** pane. Up to ten student computers fit in the **Monitor** pane.

To remove a student computer from the Monitor pane

- Click the **Close** button in the upper left corner of the student computer.

Notes

- You can change the rate at which computers in the Monitor pane are refreshed. If you do not select a refresh rate, Vision refreshes one screen every five seconds. For more information, refer to Vision Help.

Take remote control of a student computer

From the instructor computer, you can take control of a student computer in order to demonstrate a procedure, or to start or close a program for that student. Vision connects to the student computer and opens the **Remote Control** window, which displays the student's desktop. Use your mouse to control the student's computer. The student does not have access to the mouse or keyboard while you have remote control of the computer, unless you grant the student access.

To start remote control of a student computer

Do the following:

- On the Dashboard, select a student computer and click the **Remote Control** button.

- Click the arrow next to the **Remote Control** button and select the student computer you want.

To stop remote control of a student computer

Do one of the following:

- In the **Remote Control** window, click the **Stop mode** button.

- In the upper-right corner of **Remote Control** window, click the **Close** button.

- In the **Vision** window, click the **Stop** button.

Share a remote controlled student screen with the class

As you demonstrate a procedure on a student computer, you can broadcast your actions to the rest of the class. In addition, you can give that student computer access to the keyboard; you and your student can show a collaborative presentation.

1. From the **Remote Control** window, click the **Remote Control with Demo** button.

   The student screen you have control of appears on the classroom computers. All other student keyboards and mouse devices are locked.

2. Click the appropriate button to minimize or maximize the window that appears on the classroom computers.

   Click the **Full-screen Demo** button to maximize the window so it covers the entire student screen. Student keyboards and mouse devices are locked.

   Click the **Windowed Demo** button to make the screen another window on the student computers. Students have access to the screen, but are not required to view it; they have access to their keyboards and mouse devices.

   Click the **Minimized Demo** button to reduce the window to a button on the student taskbar. Students have access to the screen and can resize or minimize it; they have access to their keyboards and mouse devices.

3. (optional) To allow the student access to his or her keyboard and mouse while you have remote control, click the **Disable remote user input button**.

4. To turn off the demonstration, click the **Stop mode** button.

Notes

- To make the student's entire desktop fit into the **Remote Control** window, click the **Fit to window** button.

- Click the **High quality mode** button to make details on the student screen easier to see.

Shut down student computers

From your computer you can shut down, restart, or log off students from the network. This is useful at end of the day or when your class no longer needs to use the computers.

1. On the **Vision** toolbar, click the **Shutdown** button.

2. Select the option to use when you shut down student computers.

   - Shut down the computer.

   - Restart the computer.

   - Close all programs and log on as a different user.

3. Select the check box **Force applications to exit** to close all programs that are running on the student computers.

   NOTE: When you select this option students lose any unsaved data. For example, if a student has a Microsoft Word document open on her computer and you force all applications to quit, the computer shuts down without asking the student if she wants to save her changes.

Setting Up Vision in the Classroom

In Vision you use classrooms to organize a group of student computers you want to monitor at one time. You can create a Vision classroom to represent a physical classroom or lab. You can also use classrooms to group computers at different locations, such as a school library. After you create a classroom and connect to it, you can begin to supervise student work, remotely control computers, share screens, lock keyboards, and use other Vision features.

You may create a classroom before or after installing Vision on the student computers, and you may use the Classroom Installer to deploy Vision to student computers as needed.

If you have updated or upgraded Vision, your previously existing Classrooms will be preserved; skip to **Install Vision on Students with Classroom Installer** to learn how to upgrade your Student computers directly from the Teacher computer if you have not already done so.

> **NOTE:** Vision client software must be installed on the student computers in order to connect to a classroom.
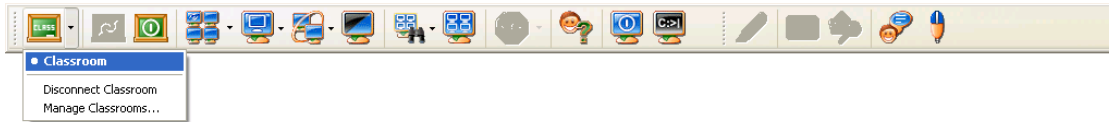
> **NOTE:** Create your classrooms **before** using the Classroom Installer to deploy Vision to student computers.
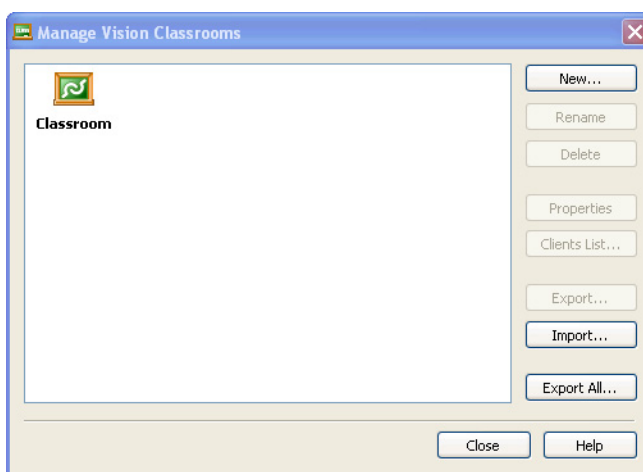
Create a Classroom

1. Double-click the Vision icon on your desktop to open the **Vision Dashboard** window.

2. On the **Classroom** toolbar, click the drop-down menu on the **My Classrooms** icon.

3. Click **Manage Classrooms...** The **Manage Vision Classrooms** window opens.

4. In the **Manage Vision Classrooms** window, click **New**. The **Create Classroom** wizard opens.

5. Enter the classroom name and any comments you want to include. Comments appear in the classroom properties.

- To allow students of the class to log on to or opt out of classes at their own discretion, select the **Open Enrollment Classroom** check box. For more information about this option, see the chapter Open Enrollment Process in the Vision User Guide.

- To make this classroom your default classroom select the **Make this Classroom my Default Classroom** check box. Vision6 will automatically connect to this classroom when Vision starts.

- To make this classroom available to all users who log in to this computer, select the **Make this Classroom Global** check box*.

6. Click **Next**. The **Classroom Computers** window opens.

7. Select the computers you want to add to the classroom. You can select computers in three ways.

- Using the dropdown menu to choose a network Domain or Workgroup, browse for computers on your network that you wish to have in your Classroom. Use the arrows to move computers in or out of the Classroom.

- Click the "**Open Network**" button to open Windows Explorer to browse for network computers. When you find the computers you want to use, drag them into the Classroom computers pane.

- Click the "**Add...**" button to add Classroom computers by their Windows names.

NOTE: If this classroom allows Open Enrollment, you cannot add computers from the network to the classroom. See the chapter **Open Enrollment** for more information.

NOTE: * You may only make a Classroom global if you are logged in as an administrator. Otherwise, you may only create Personal Classrooms that will only be available under your user account on the Teacher computer.

TIP: Are your computers named to match your location? Enter a text string that matches the common text in the names of your classroom computers into the Search box. Vision will automatically select all matching computers and display them in the Network. You may then use the "Move" buttons to add or remove computers from your classroom.

TIP: To remove a computer from the classroom, select the computer and click **Remove**.

8. Once you have added all the computers you wish to your Classroom, click **Next**.

9. On the final screen of this wizard, read the information and click **Finish** to finalize the creation of the classroom.

NOTE: After closing this wizard, you are done with adding student computers to your classroom. In order to connect to your student computers, you have to install the Vision student software on the computers. Go to the chapter **Install Vision**

on Students with Classroom Installer on the next page to see how to do this.

Rename a Classroom

1. Open the **Manage Vision Classrooms** window.

2. Click **Rename**. Type in your new name.

Delete a Classroom

1. Open the **Manage Vision Classrooms** window and select the classroom you want to delete.

2. On the **File** menu, click **Delete**.

3. In the **Confirm Classroom Delete** window, click **Yes.**

Install Vision on Students with Classroom Installer

The Classroom Installer allows a teacher to install, update, upgrade and restore Vision software on Student computers directly from the Teacher computer.

NOTE: If an older version of Vision is already installed on Student computers, you can choose between updating or removing the Vision student software. If Vision is not installed on Student computers, this procedure will install it.

1. Double-click the Vision icon on your desktop to open the **Vision Dashboard** window.

2. On the **Classroom** toolbar, click the drop-down menu on the **My Classrooms** icon.
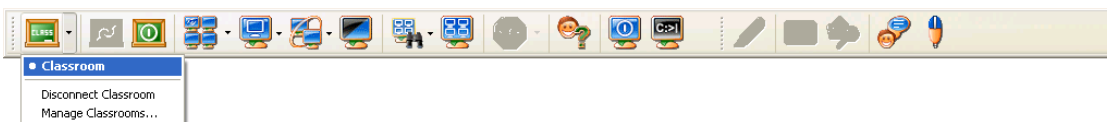
3. Click **Manage Classrooms...** The **Manage Vision Classrooms** window opens.

4. Select the Classroom where you wish to deploy Vision software.

5. Click the **Install / Remove...** button.

6. The Vision Deployment Wizard is launched.

7. Read the notes on the **Welcome to the Vision Deployment Wizard** page and click **Next.**

8. On the **Install or Remove Vision Software** page, choose **Install / Update Vision on student computers** and click **Next.**

9. You must have administrative rights to install Vision software on student computers. Make the selection and add the alternative credentials if necessary, then click **Next**.

10. When the **Install / Update Vision Student Software** dialog appears, select the computers in your classroom targeted for the remote installation. Click **Next**.

11. On the **Confirm Installation / Update** page, confirm your selection by clicking **Install.**

12. When the **Vision Student Software Installation** dialog appears, the installation will begin automatically. Once the progress bar and log indicate that the process is complete, click **Next.**

13. When the final screen appears, click **Finish** to open your new Classroom.

NOTE: It will take a few moments for the student computers to complete installation before connection is complete.

## Configure Vision for Wireless Networks

Vision contains settings to optimize your Classroom connection depending upon your type of network. By default Vision is optimized for a standard "wired" network. If you are using Vision6 in a wireless environment (802.11b, 802.11g or 802.11n) do the following:

1. Right-click the Vision icon on your desktop and choose **Vision Preferences** from the menu.
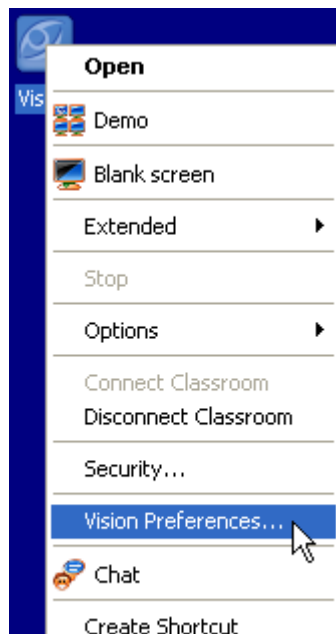
2. In the preferences window, click the icon labeled **Network.**
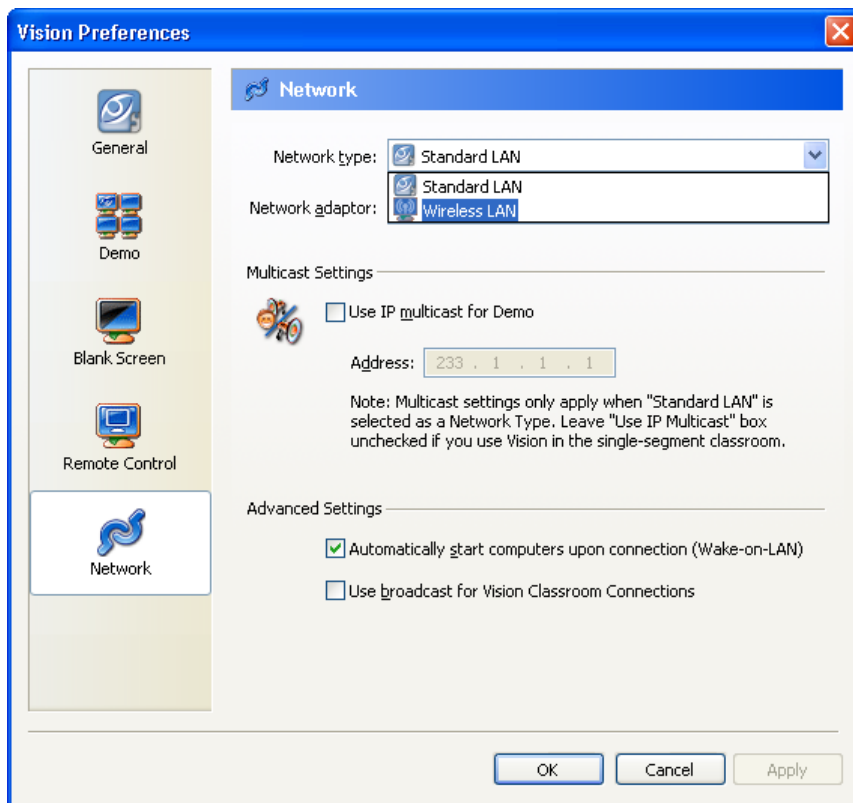
3. In the topmost dropdown menu, choose **Wireless LAN.**

4. Click **OK** to close **Vision Preferences.**

Vision6 is now configured for use in Wireless environments.

Connect to a Classroom and Monitor Student Computers

After you connect to a classroom, you can monitor the computer activity of all student computers from the dashboard. Vision automatically connects to your default classroom when started; this setting may be changed in **Vision Preferences.**

1. Double-click the **Vision** icon on your desktop. The **Vision** window opens to display the default classroom.

2. If Vision is *not* configured to connect automatically, click the **Connect Classroom** button on the **Classroom** toolbar.

The student computer thumbnails display the student computer screen when the students connect to your computer.

Student computer is disconnected.

Student computer is connected.

The student screen appears.
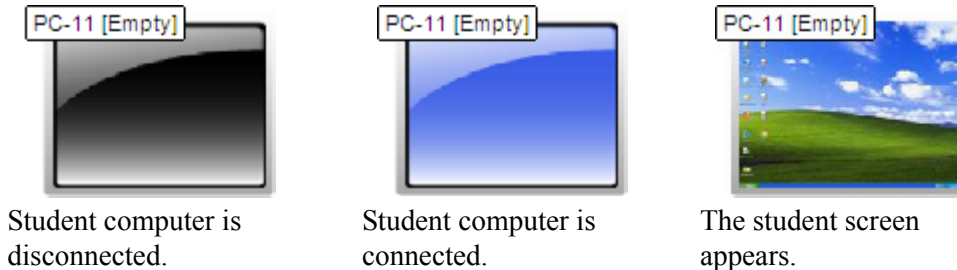
To Disconnect from a Classroom

To disconnect from a classroom and stop managing your students, click the **Disconnect Classroom** button.

Add or Remove a Student Computer from a Classroom

1. Open the **Vision** window.

2. Open the **Manage Vision Classrooms** window.

3. Select the classroom you want, and then click the **Properties** button. The **Classroom Properties** window opens.

4. Click the **Clients List** tab and select the student computer you want to add or remove.

   • To add a computer to the classroom, locate the computer in the Network Computers pane, select it and use the right arrow button to move it into your Classroom.

   • To remove a computer from the classroom, select it in the Classroom Computers pane and click the left arrow button.

5. When you finish, click **OK** and close the **Classroom Properties** window.

Connect to a Different Classroom

If you have configured more than one Classroom in the **Classroom Manager,** you may connect to any of the Classrooms you have created.

1. On the **Classroom** toolbar, click the drop-down menu on the **My Classrooms** icon.
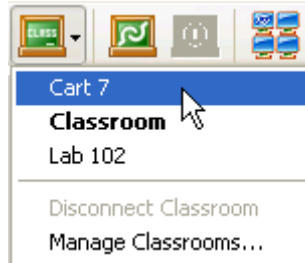
2. Choose the **Classroom** to which you want to connect.

3. Confirm selection in dialog that appears by clicking **OK.**

4. Vision will disconnect from the previous **Classroom** and connect to your selection.

NOTE: The currently connected Classroom is displayed in **bold type** in the **My Classrooms** drop down menu.

Export a Classroom

You can export your classroom to other teachers who use Vision.

1. Open the **Manage Vision Classrooms** window, select the classroom you want to export, and then click the **Export** button.

2. If you want to save the classroom in a different folder, locate and open the folder.

3. If you want to change the name of the classroom, type a new name in the **File name** box.

4. Click **Save**, and then **OK** to close the **Manage Vision Classrooms** window.

Import a Classroom

You can import classrooms that other teachers use. These classroom must first be exported into files as described above.

1. Open the **Manage Vision Classrooms** window.

2. Click the **Import** button.

3. Locate the classroom you want to import. Classroom definition files use the extension *mecrd.*

4. Click **Open**. Vision disconnects you from a classroom if you have one open.

5. In the message that appears, click **Yes** to replace your current classroom with the one you are importing. Click **No** to merge the imported classroom with the others you have on your computer.

Exit Vision

- From the Vision window, point to **Tools,** click **Security**, and then click **Exit Vision**.

  NOTE: When you turn on your computer again, Vision starts automatically.

Vision Toolbar and Windows

About the Vision Dashboard

The Vision Dashboard displays the active classroom on your computer. Using the Dashboard, you can connect to the classroom and manage student computers.
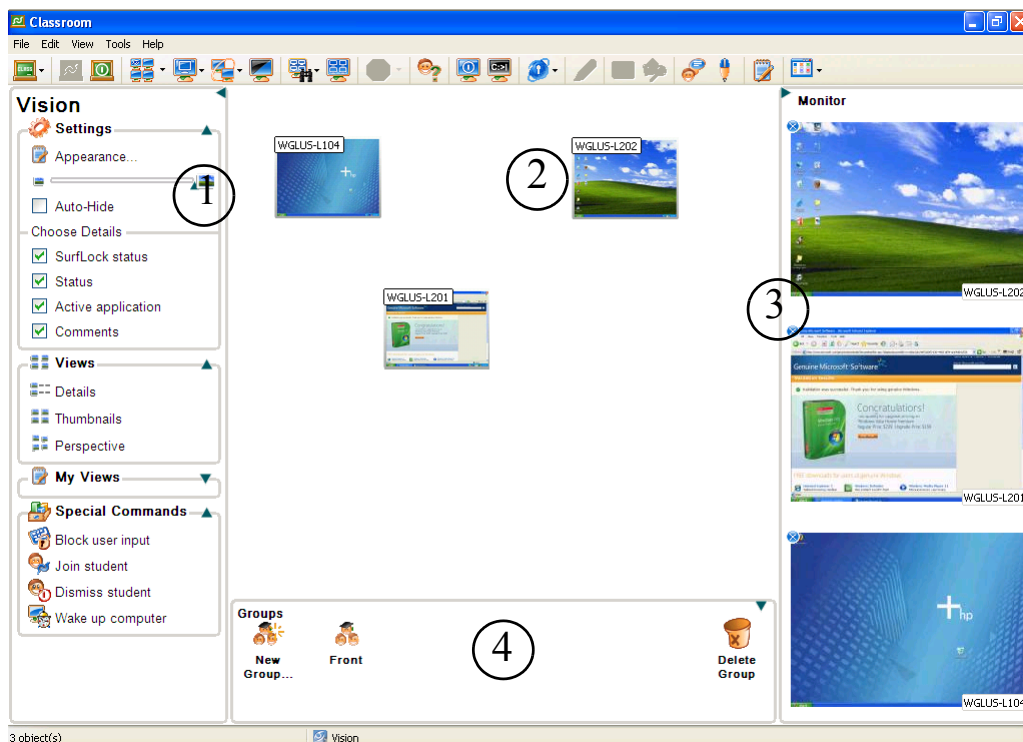
1. **Settings, Views, My Views and Special Commands panes**

2. **Classroom area (in Thumbnails view)**

3. **Monitor pane**

4. Groups pane

To open the Vision Dashboard

- Double-click the **Vision** desktop icon on your desktop or click the **My Classrooms** button in the Floating Toolbar.

Working with Panes

You can adjust the areas or panes that border the classroom area on the Dashboard (the Settings, Monitor, and Groups panes). You can keep the panes open or closed at all times or you can open the panes automatically when you point to the area of the Dashboard where those panes are located.

To display or hide panes

- If you are using the Auto-Hide feature, point to a pane to open it. Point away from the pane to close it.

- If you are not using the Auto-Hide feature, click the open and close buttons, which appear in the upper left or right corner of the pane.
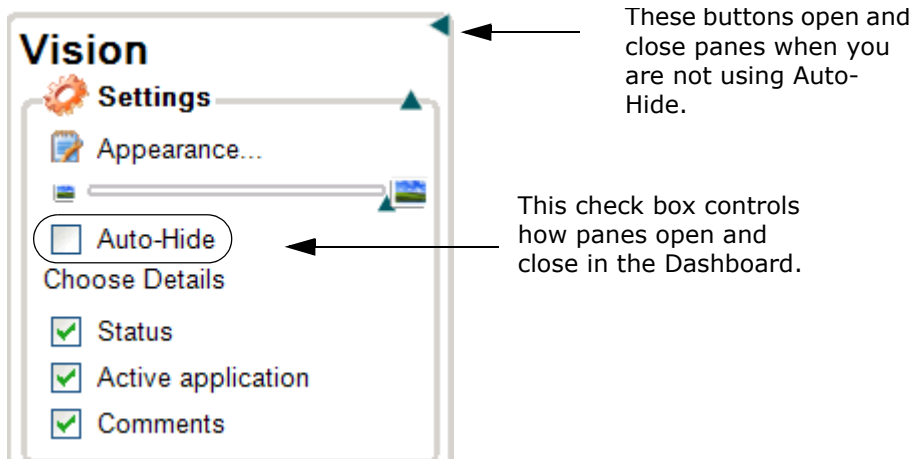
These buttons open and close panes when you are not using Auto-Hide.

This check box controls how panes open and close in the Dashboard.

To turn on or off Auto-Hide panes

- Select the **Auto-Hide** check box to open panes automatically when you point to them.

- Clear the **Auto-Hide** check box to open and close panes when you click the open and close buttons.

To change the height or width of a window pane

- Point to the border of the pane, such as the Monitor or Groups pane. When the pointer changes into a double-headed arrow, drag the border to change the size of the pane.

Working with Student Computers

All the student computers in your classroom appear in the Dashboard. From here you can easily apply any Vision task to the entire class. You can also apply an action to selected computers. For example, you may want to demonstrate a procedure to certain students who need help while other students continue working. Or you may want to shut down the computers in your class that are not in use. To do this, you first select the individual student computers you want, and then click the Vision command.



To select one or more student computers

To select individual computers do one of the following:

- To select a single computer, click it.

- To select consecutive computers, click in a blank area of the Dashboard, and then drag your mouse pointer over the computers you want to include.

- To select nonconsecutive computers, press and hold down CTRL, and then click each computer you want.

- Point to a student computer and click the **Check mark** button. Do this for each computer you want to select.

Click this button to select a student

- Click on a group in the Groups pane. Groups are subsets of student computers that you create within a classroom. Instructions on how to create a group are below.
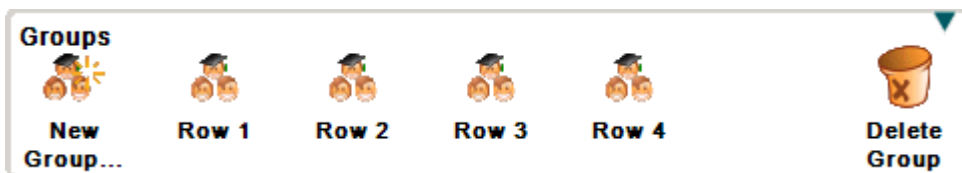
TIP: If you want to clear your selection of student computers, click in a blank area of the Dashboard.

To Create a Group of Student Computers

1. On the Dashboard, in the **Views** pane, select **Thumbnails**.

2. In the **Groups** pane, click **New Group**.

3. Type a name for the group.

4. Select the computers you want to include in the group.

5. Click one of the selected computers and drag it to the new group. Vision adds all the selected computers to the group.

Notes

- You can also drag the computers you want to the Groups pane to create a group.

- To add another student computer to an existing group, drag it to that group.

- To remove a computer from a group, point to the computer in **Thumbnails** view and click the **Delete from group** button.

Click this button to remove this computer from a group.
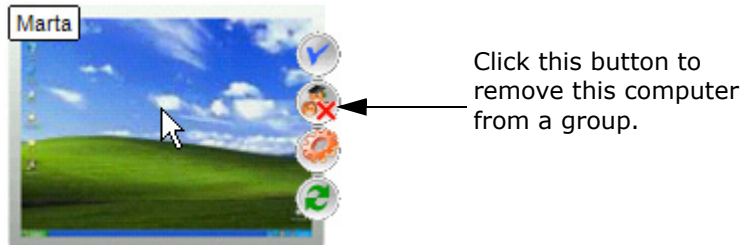
About the Vision Toolbar

Vision provides toolbars in several places in order to give you access to key functions from every work area. The **Vision Floating Toolbar** appears at the top of your screen by default so you can use it while working with any application. The **Vision Dashboard** provides another Vision Toolbar with identical functions and icons for times when you want to work more closely with Vision itself. You use its buttons to start Vision features, such as Demo and Remote Control. If other Netop products are installed on your computers, programs such as Surf-Lock or Pointer, the buttons for those add-in programs also appear on the toolbars.

About the Floating Toolbar

The toolbar at the top of your screen gives you an unobtrusive way to access Vision commands for the entire classroom. Without using the Dashboard, you can easily start a demonstration or block student screens while you teach. Drag the toolbar anywhere on your desktop or customize it in any of the following ways to suite your needs. The changes you make are stored in your user profile and do not appear for other users.

To Show or Hide the Vision Floating Toolbar

- If you are using the Auto-Hide feature, point to the top of the screen to view the toolbar. Point away from the toolbar to hide it.

- If you are not using the Auto-Hide feature, the toolbar remains at the top of the screen. Right-click the **Vision Floating Toolbar,** and then click **Close the Shortcut Bar** to remove it from your desktop.

To restore the Vision Floating Toolbar to your desktop

1. Right-click the **Vision** icon on your desktop and click **Options**.

2. Select the **Use Vision Shortcut bar** check box from the pop-out menu.

Add Floating Toolbar Buttons

1. Right-click the toolbar and select **Customize.**

2. From the **Customize Toolbar** window, click the Vision icon in the **Command Categories** box.

3. From the **Commands** box, drag a command button to the toolbar.

   TIP: You can also drag a button to your desktop or the **Start** menu.

Remove Toolbar Buttons

- Right-click a button on the toolbar and select **Remove Button**.

Change Button Appearance

- Right-click the toolbar, and then click the option that you want to turn on or off.
  - **Show Big Icons** increases the size of the toolbar buttons.
  - **Text Labels** displays names for each of the toolbar buttons.

To restore the Vision Floating toolbar to its original settings

- Right-click the toolbar, and then click **Reset Vision**.

Additional Vision Tools

Pointer, App-Control and Surf-Lock are built-in plug-ins that offer additional functionality to Vision. You must license these plug-ins in order to use their features. For information on how to purchase licenses, visit our Web site at www.netop.com.

Pointer

You use Pointer to annotate text or graphics on your screen during instruction. During class demonstrations, you can draw attention to areas of your screen using one of over 20 arrows, highlighters, and shapes. You can also zoom in and magnify any part of your screen or spotlight a particular object while the rest of the screen is dimmed.

You also use Pointer to capture screen images from student machines or from your own. These images can be used to record lessons or behavior that you wish to capture on screen.

To make screen annotations

1. On the Vision toolbar, click the **Pointer** button.

2. From the **Pointer** toolbar, click the tool you want to use. For example, you can click the **Highlighter** button to change your mouse pointer to a highlight tool, which you use to draw on your screen. Or click the **Arrow** button to point out an area on your screen.

3. When you finish, click the **Erase** button, and then draw a frame around the object you want to remove.

> **NOTE:** For more information on the available annotation tools, refer to Pointer Help.

Capture images with Snap

When **Pointer** is installed, the **Snap** icon will appear in the Vision toolbars:

Clicking this icon will place an image of the selected object in the **Snap Viewer** for sharing, saving and editing. You may capture images from your own screen, external sources or student images within **Remote Control** and **Live Supervision**

Capturing a Screen Shot in Remote Control or Live Supervision

1. Select a student computer

2. Begin a **Remote Control** or **Live Supervision** session

3. Click the **Snap** button in the toolbar to capture a picture of the student's screen

4. The image appears in the **Snap Gallery** viewer.

> **NOTE:** For more information on Snap and Snap Gallery, refer to Pointer Help.

Surf-Lock²

Surf-Lock² controls student access to the Web. Internet access may be toggled on and off with a single click, or students may be restricted to teacher-designed lists of websites (Site Lists). Control can be applied to individual students or the entire class.

To lock and unlock access to the Web

1. On the **Vision** toolbar, click the **Surf-Lock** button.
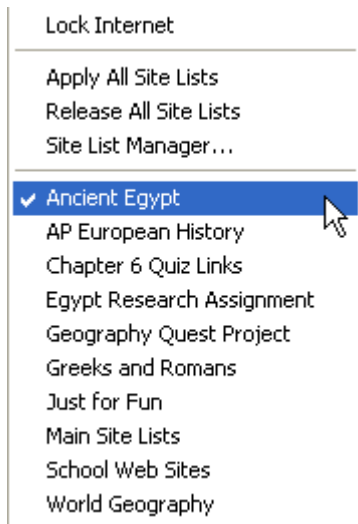

   Students cannot access the Internet.

2. To turn off Surf-Lock, click the **Surf-Lock** button again.

Limit Web access to selected sites

1. On the Vision toolbar, choose the **Surf-Lock** button and click the drop-down menu to display options.

```
Lock Internet

Apply All Site Lists
Release All Site Lists
Site List Manager...

✓ Ancient Egypt
  AP European History
  Chapter 6 Quiz Links
  Egypt Research Assignment
  Geography Quest Project
  Greeks and Romans
  Just for Fun
  Main Site Lists
  School Web Sites
  World Geography
```

2. Choose the Site List you wish to apply.

3. Student may now only access websites contained in the Site List.

4. To turn off Surf-Lock, choose **Release All Site Lists** from the Surf-Lock drop-down menu.

App-Control

App-Control allows you to launch applications on student computers in your Vision classroom in easy-to-use and innovative ways.
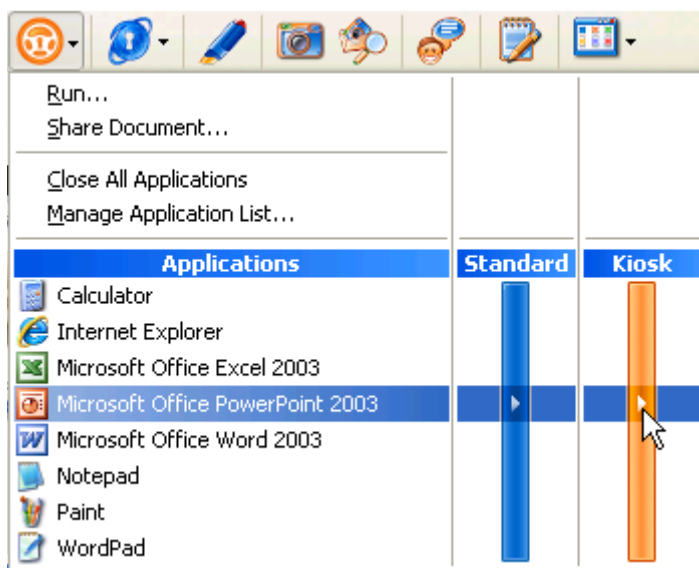
Launch an application on student computers

1. Click the App-Control button on the Vision Toolbar. A drop-down list of applications is shown.

2. Choose the desired application from the list in the "Standard" column

3. The application opens on all student computers, just as if it were launched locally.

Kiosk an application on student computers

Kiosking allows you to launch applications on student computers in a special "locked" mode that prevents access to all other functions of the computer.

1. Click the App-Control button on the Vision Toolbar. A drop-down list of applications is shown.

2. Choose the desired application from the list in the "Kiosk" column

3. The application opens on all student computers in Kiosk mode; access to other functions of the computer are disallowed

4. To end Kiosk mode, click the **Stop** button in the Vision toolbar

    NOTE: Multiple applications can be run simultaneously in Kiosk mode, and students may access only these applications.

Share a document with students

1. Right-click a document you wish to share.

2. Choose **App-Control** -> **Share Document with Vision users**

3. In the dialog that opens, choose standard or Kiosk mode

4. The document opens on all student computers with the default application, just as if it were launched locally. Kiosking is applied if selected.

5. To end Kiosk mode, click the **Stop** button in the Vision toolbar

Vision Teach-Pad

The Vision Teach-Pad is a USB keypad that provides instant "one touch" access to key Vision functions in your classroom.

- Open My Classroom

- Start Demo

- Blank Screens

- Lock Internet (Surf-Lock)

- Release All (Stop)

Please contact your Netop reseller for pricing and availability.